



नार्दर्न कोलफील्ड्स लिमिटेड Northern Coalfields Limited

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इण्डिया लिमिटेड की अनुबंधी कंपनी) ((A subsidiary of Coal India Limited)

मानव संसाधन विकास विभाग/ HRD Department

CIN- U10102MP1985GOI003160

ISO 9001, ISO 14001, ISO 27001 & ISO 45001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली (म.प्र.), पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli (M.P., PIN-486889

Phone: 07805- 256405, email: gm.ceti.ncl@coalindia.in website : www.ncil.in



NCL/HRD/CETI/CS-Trainee/2026-27/ 344

Date: 31.07.2026

Notification for Engagement of One Executive Programme Exam Passed Trainee (Practical Training of Company Secretary) for Duration of 21 Months

Northern Coalfields Limited (NCL), a listed Public Sector Undertaking and a subsidiary of Coal India Limited, under the Ministry of Coal, Government of India. Northern Coalfields Limited (NCL) has witnessed remarkable growth since its inception, scaling up from 13.60 MT of coal production in 1986 to 140.50 MT during FY 2025-26. The company has consistently contributed towards strengthening the nation's energy security through enhanced production and dispatch performance. The authorized share capital of the company stands at Rs. 5,400.00 Crores and the paid-up share capital is Rs. 2,523.76 Crores. With the continuous expansion in operational, financial and administrative activities of the company, the number of statutory compliances and the volume of Secretarial work have increased substantially over the years

In pursuit to professional excellence and to strengthen the cooperation and understanding with the professional institutions like ICSI (Institute of Company Secretaries of India), NCL is looking forward to engage one Trainee for practical training for duration of 21 months, for the students who have passed Executive Programme and completed the Executive Development Programme from Institute of Company Secretaries of India (ICSI) as per the applicable guidelines of the Institute.

The terms and conditions for such engagement shall be as follows:

A. Duration of Training

Following the curriculum requirements of ICSI, the duration of practical training of such Trainee who has completed Executive Programme from ICSI shall be 21 months from the day of engagement.

The engagement shall be termed as Practical Training and the student engaged shall be termed as Trainee. Under no circumstances shall such engagement lead towards any claim of employment during the entire duration of training or even after completion of such training.

B. Monthly Stipend

The Trainee shall be paid a lump sum stipend of Rs. 22,000/- per month subject to attendance. The stipend is inclusive of all expenses and reimbursements.

[Signature]

C. Crucial Date

The various eligibilities fulfilment shall be assessed and cross checked with respect to the date of 1st April 2026, unless otherwise specified separately.

D. Eligibilities

D1. Qualification

The applying candidate must have completed and passed Executive Programme and the required period of Executive Development Programme from Institute of Company Secretaries of India as on the crucial date.

Candidates who have already completed their Management Training need not apply.

D2. Upper Age Limit

Since there is only one opportunity, the same is Unreserved. The applying candidate should not have been born before 02nd April 1998, i.e., age should not exceed 28 years as on 01st April 2026.

E. How to Apply

Candidates who are willing to apply must assess their eligibility of qualification, Age etc. before applying. Upon ensuring their eligibility they are required to fill the Application form which is annexed here with this notification. They are required to fill all and the desired details and enclose the following:

Application form as prescribed

Self-attested copies of their Academic qualification of their Executive course of ICSI, Matriculation certificate and Mark sheet as proof of their Age.

Copy of their AADHAAR and Pan Card as their Identity Proof

1. Two Recent Passport size photographs.
2. Certificate of 30 days EDP completion

The completely filled application form in all respect should reach to the following address on or before expiry of Monday, 10th August 2026 through Registered/ Speed post.

The postal address for sending the application through registered/speed post (An Alternative to email)

The General Manager (P/HRD)
Central Excavation Training Institute (CETI)/MDI Campus
Northern Coalfields Limited HQ,
Thana: Morwa, Singrauli -486889, M.P.

The envelope containing the application should be super scribed with the heading: Application for the opportunity of Practical Training (ICSI)



F. Method of Selection

The merit list will be prepared by arranging the aggregate passing percentage of all groups of Executive Programme of ICSI in descending order.

Tie-breaking criteria:

1. Candidate who passed earlier in Executive Programme shall be preferred.
2. If tie still persists, higher age candidate shall be preferred.

The scrutiny of original documents shall be scheduled candidates falling in merit list. The schedule shall be notified separately through email.

If any selected candidate fails to attend scrutiny or fulfil eligibility criteria, the next candidate in merit list shall be considered.

The process shall continue until suitable candidates are found.

G. Social Security

No deduction for social security benefits shall be made. The engagement pertains only to training and shall not be treated as employment.

The engaged person shall be termed as Trainee and guided under ICSI guidelines issued from time to time.

H. Medical Benefits

No medical benefits shall be provided by NCL to the Trainee.

I. Logistics and Support

NCL shall provide appropriate office space and basic amenities as deemed fit by the departmental head.

J. Accommodation

The trainee shall make own arrangements for accommodation.

K. Admissibility of Leaves

- i. The Student shall be entitled for maximum number of 52 days leave for the entire period of 21 months (including examination leave) for executive programme passed students as per the guidelines issued by ICSI.
- 2x*

- ii. The students availing leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- iii. They shall agree to stay beyond the normal working hours wherever required and for this no extra stipend will be paid to them.
- iv. Unauthorised absence for consecutive 10 days will disqualify them for imparting further training.
- v. They shall also maintain absolute integrity and maintain the secrecy of the documents they come across during the course of training.

They shall not share any information without prior approval of the Management

Leave shall be sanctioned by the Company Secretary of NCL.

Unauthorized absence beyond 10 days shall lead to cessation of training without further notice.

L. Execution of Training Deed

The intended training is prefixed with a Bond/Deed with NCL confirming that the trainee shall have no claim for employment in NCL, Coal India Limited or its subsidiaries during or after training period.

The format of Bond shall be provided before commencement of training.

Candidates shall also accept all terms and conditions attached with the offer before commencement of training.

M. General Terms & Conditions

1. No TA/DA shall be paid for attending scrutiny or related processes.
 2. Trainee shall not be absorbed in NCL in any capacity.
 3. Candidates should regularly visit www.nclcil.in for updates.
 4. Incomplete or incorrect applications shall be rejected without notice.
 5. Canvassing in any form shall lead to cancellation of candidature.
 6. Suppression of facts or submission of false certificates shall lead to rejection.
 7. Competent authority reserves the right to adopt alternative lawful selection methods.
 8. No accommodation, fooding/lodging or transport shall be provided during training period.
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Note

In case candidate faces any difficulty while applying, may contact to HRD Department, NCL by writing an email to: apprentice.ncl@coalindia.in.

However all relevant information will be provided through official website of NCL. Candidate may visit NCL website under Menu>Career>Apprenticeship Training section for updates.

Handwritten signature and date: 31/7/26

General Manager (HRD)

CETI, NCL HQ

Handwritten initials: SV

Copy to :

1. Director (HR), NCL.
2. SO (HR), all area, NCL.