

# Syllabus of Personnel Discipline Coal India Limited

## Qualifying Examination for Promotion from Non-Executive to Executive Cadre

The keywords marked in **GREEN** are covered in our course.

The keywords marked in **RED** are not covered in our course.

The keywords marked in **YELLOW** are not covered in our course, as of now, but we will create content on these keywords and make it available

**For any queries, please call us at 9717781110**

## Paper 2 Syllabus

### 1. Manpower Planning:

- a) Manpower Planning and Process
- b) Assessment of manpower- shortage / surplus
- c) Requirement of statutory / non statutory personnel
- d) Manpower Budgeting & Planning
- e) Recruitment and methods of selection

### 2. Industrial Relation:

- a) Meaning and Scope of Industrial Relations
- b) Impact of Industrial Relations
- c) Role of Government in Industrial Relations
- d) Industrial Relation System in CIL/Subsidiary companies
- e) IR machinery statutory or otherwise
- f) Grievance Management and its redressal
- g) Trade Unionism
- h) Domestic Enquiry Process
- i) Conciliation Process
- j) Types of Settlement

### 3. National Coal Wage Agreement:

- a) History
- b) Periodicity of NCWA-I to XI
- c) Constitution of JBCCI
- d) Grade/Categorization
- e) Concept of Minimum wages
- f) Social Security Schemes (Life Cover Scheme / Employees Compensation Benefit/

- Provision of employment/ payment of monthly monetary compensation to dependents/ gratuity/ex-gratia, CPRMSE, CPRMS-NE)
- g) Welfare measures (Housing/ Town Administration/ Water Supply/ Medical facilities / Ambulance/ Educational facilities/ Canteen / Other welfare activities)
- h) Wages and Wage structure.
- i) Attendance Bonus.
- j) Annual increment / Rate of increment.
- k) Wage rate and work norms of piece rates workers
- l) Fall back wages
- m) Lead Lift and tub pushing
- n) Special Piece Rate Allowance
- o) Other Allowance under NCWA
- p) Leave Rules and national festival holidays
- q) Bharat Bharaman
- r) HRA for employee in Urban Area
- s) Recovery of electricity charges
- t) Supply of fuel / Reimbursement of fuel
- u) Payment of overtime wages
- v) Wages for weekly day of rest/ date of retirement vv) Anomaly in pay fixation
- w) Dress / uniform Manual

#### 4. Industrial Employment Standing Orders Act: 1946

#### 5. Conduct Discipline & Appeal Rules Applicable to Executives of Coal India.

#### 6. Trade Union Act, 1926

#### 7. Collective Bargaining:

- a) Concept
- b) Process

#### 8. CIL's Rehabilitation and Resettlement Policy

#### 9. General:-

- a) What is DPC?
- b) Difference between Seniority cum merit & Merit cum seniority

#### 10. CIL's Policy on corporate Social Responsibility and Sustainable Development

#### 11. Labour Legislation:

- a) Industrial Disputes Act, 1947 (with recent amendments)
- b) Payment of Wages Act, 1936

- c) Minimum Wages Act, 1948
- d) Employees Compensation Act, 1923
- e) Payment of Gratuity Act, 1972
- f) **Shop and Commercial Establishment Act**
- g) Coal Mines Provident Fund and Misc. provision Act, 1948
- h) Mines Act 1952
- i) Maternity Benefit Act
- j) Payment of Bonus Act, 1965
- k) Factories Act, 1948
- l) Persons with disabilities (equal Opportunities, protection of rights and full participation) Act, 1995
- m) **Coal Mines Pension Scheme 1998**
- n) **Apprenticeship Act, 1961**
- o) Contract Labour (Regulation and Abolition) Act, 1970
- p) Indian Trade Union Act, 1926
- q) Right to Information Act, 2005
- r) Industrial Employment (Standing Orders Act): 1946 /**Certified Standing Orders of CIL & its subsidiaries**
- s) Public Premises (Evection of Unauthorized occupants) Act

**12. Rules pertaining to reservation of SC / ST / OBC / Handicapped / ex-serviceman in Public Sector Undertakings**

13. Organizational Behavior

- a) Theories of Motivation
- b) Decision making and Delegation
- c) Communication

14. Learning and Development

15. Performance Management System

16. Labour Welfare Concept and Industrial Health

17. Principles & Practices of Management

## Paper 1 Syllabus

Section-I:- Quantitative Aptitude and data analysis Test (10 Marks)

- i. Percentage
- ii. Profit & loss

- iii. Ratio & proportion
- iv. Time and motion
- v. Simple and Compound Interest
- vi. Volumes
- vii. Data analysis, usage of Mean, Median, mode, graph, pie chart

## Section-II: Organizational Profile, Financial Overview, and Strategic Initiatives (10 Marks)

### 1. ORGANIZATIONAL PROFILE

- a) Coal industry in India- a retrospect; Nationalization of Coal Mines
- b) Strategic Relevance of Coal and Coal India; Organizational Structure of CIL
- c) Vision, Mission and Objectives of Coal India
- d) Coal Production- Past, Present and Future
- e) EPS of shares of CIL
- f) Trend of Productivity (Under Ground, Open Cast and Overall), Trend of raw coal production vis-a vis reduction in manpower since 1975-76; Trend of coal off-take in major sectors; industry wise consumption pattern of coal, Fuel wise share of coal in electricity generation
- g) New initiatives of CIL

### 2. FINANCIAL PERFORMANCE OF CIL

- a) Highlights of Financial Performance of CIL
- b) Current Sales (Gross), Gross Profit, Net Worth, PBT, PAT and market capitalization
- c) Cost component of CIL and Terminologies in cost sheet, (OMS/EMS etc.)

## Section-III: Product Profile (10 Marks)

### 1. PRODUCT

- a) Categorization of Coal and Coke, Location of major coalfields, coal reserves and its quality, State wise share of coal reserves in India
- b) Coal demand vs Coal production, Deficit fulfillment measures

### 2. METHODS AND TECHNOLOGIES OF COAL MINING-BASIC CONCEPTS

- a) Underground Mining Methods, Board and Pillar; Long wall Mining methods; Intermediate Mining Technology; Mass Production Technology
- b) Opencast Mining Methods; Opencast with dumper- shovel combinations-production, productivity, off-take, Opencast with Surface Miner

## Section —IV: Rules of Conduct, Wages, and Employee Welfare (20 Marks)

### 1. GUIDING RULES OF CONDUCT FOR NON EXECUTIVES & EXECUTIVES

- a) Certified Standing Orders of subsidiaries

- b) JBCCI constitution and NCWA I to X
- c) Coal India Executive's Conduct, Discipline and Appeal Rules

## 2. EMPLOYEE WAGES, WELFARE AND SOCIAL SECURITY SCHEMES

- a) CIL Travelling Allowance Rule,
- b) Medical Attendance Rule
- c) Leave Rules for Executives
- d) Leave Provision under NCWA for non-executives
- e) Pension under CMPS 1998
- f) CIL Executive Defined Contribution Pension Scheme 2007
- g) Income Tax liabilities of a salaried employee; Income Tax exemptions on different kind of savings and donations

## Section-V: Important Statutes and Policies Governing Coal India (10 Marks)

- a) The Mines Act 1952 and Mines Rules 1955,
- b) Right to information Act, 2005
- c) CSR Policy of Coal India Limited 2021
- d) CIL R&R Policy of 2012
- e) Annuity policy of CIL 2020
- f) CIL's Corporate Environmental Policy
- g) CIL's Safety Policy
- h) CIL Whistle Blower's Policy
- i) CIL ESG Report
- j) Challenges faced in Coal Sector
- k) The Contract Labour (Regulation & Abolition) Act, 1970
- l) Coal Bearing Areas (Acquisition and Development) Act, 1957

## Section-VI: General Awareness (20 Marks)

- a) Current important national and international events
- b) Indian Economy
- c) National awards and recognitions, sport and cultural events, etc.

## Section VII: English Language Proficiency and Comprehension (10 Marks)

- i. Synonyms and Antonyms
- ii. Grammatical error
- iii. Reading Comprehension

## Section VIII: Basic Computer Skills (10 Marks)

- 1. MS OFFICE/MS EXCEL/MS POWER POINT
- a) Creating a new document, modifying (editing) a document, page layout, printing

documents, creation and modification of tables, etc.

b) Creating EXCEL sheet, adding removing sheets, modifying data, sorting & filtering data.

## 2. USES OF INTERNET