



सेट्रल कोलफील्ड्स लिमिटेड  
(एक मिनिस्ट्रल कम्पनी)  
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Ref.No. CCL/GM/HRD/Mentorship/2021-22/ 302

Dated - 26/8/2021

**Notice for Applying as Mentors to newly recruited Management Trainees as per CIL Executive Mentorship Scheme**

Vide letter no. CIL/C5A (PC)/Mentorship/699 dated 12.07.2021 of GM(P), Policy Cell, Coal India, the Revised CIL Executive Mentoring Scheme was circulated wherein, it was instructed to implement the scheme with immediate effect.

Due to the recent recruitment of Management Trainees of various disciplines, many incumbents are joining CCL or are about to join. In this context, executives of all disciplines from E5-E7 grade are to be assigned as mentors to the newly recruited management trainees, to support the new entrants to imbibe the company's objectives, values and understand its culture. They are also to be assisted in identifying their role in the company and fit in.

Thus, applications in the prescribed format are invited from executives from any discipline from E5 to E7 grade to don the role of mentors to the management trainees as per the CIL Mentorship Policy. After receiving the applications, the GM (HRD), CCL in consultation with the Functional Director would select the suitable executive found fit to be assigned as mentors.

Executives with a flair for mentoring and also those who have been trained or are certified in CIL Mentorship Training would be given preference. Also, after being selected, the executives would be provided suitable training to conduct the mentoring process as per the mentoring scheme.

Area General Managers, General Manager (HQ)/HODs may also nominate executives who they think are fit to be assigned as mentors for the newly recruited Management Trainees.

HRD Deptt., CCL may be contacted for any clarification regarding the scheme.

The last date to receive the duly filled up applications or nominations is 05/09/2021.

  
General Manager (HRD)  
CCL, Ranchi

**Application for Mentorship**

Name & EIS No.

Designation:

Qualification:

No. of years of experience:

Place of posting:

Place of residence:

Contact number:

e-Mail id:

1. Do you have any prior experience or knowledge as a Mentor or Mentee in either an informal or formal set up? If yes, please describe briefly.
2. Have you undergone any Mentorship training in the past? If yes, please mention date, place & duration.
3. What are your strengths (at least three) which in your opinion will help you in taking up the role of a Mentor effectively?
4. Please rate yourself on a scale of 10 (1 being lowest and 10 being highest) on your mentoring skills?

**Signature:**

**Date:**