

CENTRAL COALFIELDS LIMITED

Darbhang House, Ranchi

QUESTIONNAIRE FOR GATHERING INFORMATION OF EXECUTIVES OF CCL

for

Human Capital Management (HCM)

(IMPORTANT: THE DATA BEING CAPTURED WILL NOT BE USED FOR INDIVIDUAL'S PERFORMANCE APPRAISAL OR TO INTERFERE HIS/ HER PRIVATE/ PUBLIC LIFE)

[All fields MUST be filled-up in CAPITAL LETTERS only]

A. Employee Details:-

AREA/HQ : UNIT :
 PIS Number : Emp Name : Father's Name :
 Date of Birth: PF-No : Aadhar No :
(DD/MM/YYYY)
 Sex : Caste : SC/ST/OBC/GEN Religion :
 Blood Group :
 Discipline : Grade : Designation :
 Functional Designation :
 Current Job Assigned :
 Personal email-Id : Official email-Id :
 Personal Mob# : Official Mob# :



B. Permanent Address:-

ADDRESS LINE1 :
 ADDRESS LINE2 :
 TOWN/ VILLAGE :
 P.O. :
 DISTRICT :
 STATE :
 PIN :
 LAND LINE PHONE# :

Present Address:-

ADDRESS LINE1 :
 ADDRESS LINE2 :
 TOWN/ VILLAGE :
 P.O. :
 DISTRICT :
 STATE :
 PIN :
 LAND LINE PHONE# :

C. Qualification History (Please, Refer Inventory Sheet Table: I for guidance):-

Sl. No.	<u>Post-Appointment Professional Qualification</u>	<u>Level</u>	<u>Stream</u>	<u>Board/University</u>	<u>Year Of Passing</u>	<u>Regular/Part Time/Distance</u>
1.
2.

D. Languages Known:-

Sl. No.	Language including Native being spoken in and around Coalfields	<u>Understanding</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
1.
2.

E. Skill Acquired (Please, Refer Inventory Sheet Table: IV for guidance):

Sl. No.	Activity/ Working Area	Functional/Technical Skills	Mode of Acquisition (On Job/ Training/ Others)	Acquisition from (Name of Institution/ Self Development)	Year of Acquisition/ Passing	Achievement, if any
1		a) b)				

I. Special Achievements (Please, Refer Inventory Sheet Table: II for guidance):-

Sl. No.	Fields	Activities	Level(School/Village/town /District/State/National/ International)	Forum Name	Year	Position Achieved
1.		a)
		b)
		c)
2.		a)
		b)
		c)

J. Interest/ Hobbies (Please, Refer Inventory Sheet Table: III for guidance):-

Sl. No.	Major Event	Sub-Events	Recognition, if any (From Society or Govt. Body or NGO)
1.		a)
		b)
2.		a)
		b)

K. Do you practice in private/public to bring directly or indirectly a positive change in the human value near around in the SOCIETY or WORK PLACE? If yes, then please elaborate in around 50 words.

L. Area for improvement/Inputs required:-

Sl. No.	Area	Sub-Area
1.	Basic/Technical/Functional Skills:-	a) b) c) d)
2.	Behavioral/Managerial Skills:-	a) b) c) d)
3.	Inter-Disciplinary Skills:-	a) b) c) d)

Place Of Posting:-

Signature:-

Name:-

Designation:-

I. INVENTORY FOR QUALIFICATION HISTORY [To be used as guidance in (C)]:-

S.I	POST-ACQUISITION PROFESSIONAL QUALIFICATION	LEVEL	STREAM
1	POST-GRADUATION:-	M.TECH M.Sc. M.A. M.Com. M.C.A. MEDICAL SPECIALISATION M.F.A. OTHER YOU MAY SPECIFY	COMPUTER SCIENCE, MECHANICAL, ELECTRICAL, CIVIL, etc. PHYSICS, CHEMISTRY, MATHEMATICS, etc. HISTORY, GEOGRAPHY, POLITICAL SCIENCE, etc. ACCOUNTS, ECONOMICS, STATISTICS, FINANCE, etc. COMPUTER SCIENCE
2	CERTIFICATE:-	FIRST CLASS SECOND CLASS OTHER YOU MAY SPECIFY	PAINTING, SCULPTURE, PHOTOGRAPHY, etc. MINING MINING
3	DIPLOMA:-	UNDER-GRADUATION POST-GRADUATION CERTIFICATE OTHER YOU MAY SPECIFY	COMPUTER SCIENCE, MECHANICAL, ELECTRICAL, CIVIL, etc. PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS, COMPUTER SCIENCE, MECHANICAL, ELECTRICAL, CIVIL, etc. IT, MECHANICAL, ELECTRICAL, etc.
4	ITI:-	UNDER-GRADUATION OTHER YOU MAY SPECIFY	MECHANICAL, ELECTRICAL, CARPENTRY, ELECTRONICS, etc.
5	OTHER YOU MAY SPECIFY:-		

II. INVENTORY FOR SPECIAL ACHIEVEMENT [To be used as guidance in (I)]:-

S.I	FIELDS	ACTIVITIES	S.I	FIELDS	ACTIVITIES
1	ACADEMIC:-	TEACHING RESEARCH PAPER PUBLISHING OTHER YOU MAY SPECIFY	4	SOCIAL/PHILANTHROPIC ACTIVITY:-	EYE CHECK UP CAMP BLOOD DONATION CAMP SOCIAL AWARENESS PROGRAM NGO OTHER YOU MAY SPECIFY
2	SPORTS:-	FOOTBALL CRICKET HOCKEY ARCHERY BASKETBALL OTHER YOU MAY SPECIFY	5	NCC/SCOUT/GUIDE:-	NCC SCOUT GUIDE OTHER YOU MAY SPECIFY
3	CULTURAL ACTIVITY:-	DANCING SINGING DRAMATICS OTHER YOU MAY SPECIFY			

III. INVENTORY FOR INTEREST/ HOBBIES [To be used as guidance in (J)]:-

S.I	MAJOR EVENT	SUB-EVENT	S.I	MAJOR EVENT	SUB-EVENT
1	SPORTS And OUTDOORS:-	FOOTBALL CRICKET HOCKEY ROCK CLIMBING GARDENING FISHING OTHER YOU MAY SPECIFY	4	MUSIC:-	SINGING DANCING INSTRUMENT PLAYING DRAMATICS OTHER YOU MAY SPECIFY
2	MAKING THINGS:-	BLACKSMITHING KNIFEMAKING CARPENTRY POTTERY OTHER YOU MAY SPECIFY	5	TEACHING:-	PHYSICS CHEMISTRY MATHEMATICS ECONOMICS OTHER YOU MAY SPECIFY
3	ARTS And CRAFTS:-	PAINTING DRAWING SCULPTURE WEAVING OTHER YOU MAY SPECIFY	6	OTHER YOU MAY SPECIFY:-	

