

CIRCULAR

Invitation of applications for appointment as Domain Expert in Ministry of Coal, New Delhi.

Ministry of Coal proposes to engage Domain Expert in the Ministry for attending to specific and time-bound jobs. Only persons with requisite qualifications as prescribed would be hired as Domain Expert.

2. Applications from eligible candidates are invited in the enclosed pro-forma (Annexure-I) along with the copies of **certificates of Qualification**.

3. **Applications received incomplete or after due date will not be accepted. Ministry will not be responsible for non-receipt /late receipt of the application/any communication duly to postal delay or any other reason.** Only shortlisted candidates will be intimated and called for interview.

4. The duly filled application forms along with relevant documents should be submitted in the proforma given in **Annexure-I** and reach The Under Secretary (Establishment), Ministry of Coal, Room No 113- 'F' Wing, 3rd Floor, Shastri Bhawan, New Delhi – 110001 **on or before 17th April, 2021.**

The Envelope containing the duly filled –up application should be super –scribed as :-

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| "APPLICATION FOR THE POST OF :....." |
| Addressed to : |
| The Under Secretary (Establishment), Ministry of Coal, Room No 113- 'F' Wing, 1st Floor, Shastri Bhawan, New Delhi – 110001 |

5. **The application should be supported with the following documents , duly self – attested:**

- (i) Copies of Educational Certificate. (Matriculation Onwards).
- (ii) Work experience Certificate issued by the employer(s).

6. Candidates would be required to furnish original documents for verification before the selection process/interview. In absence of original documents and if any of the information furnished in application is found to be false at any stage candidature would be cancelled.

7. The Ministry reserves right to reject any application without assigning any reason for it and also revise the number of vacancies and Terms and Conditions of engagement of Young Professionals.

8. **GENERAL INSTRUCTIONS:**

- i. Complete filled –up application should reach the office on or before 17th April, 2021.
- ii. Incomplete or application received after due date shall not be accepted.
- iii. Without supporting documents application will be summarily rejected.
- iv. Shortlisted candidates will be informed on their E-Mail address and they will have to appear for the interview on the scheduled date and time with all original documents/ testimonials.
- v. No TA/DA will be paid for appearing for the interview.

[Sanjib Bhattacharya]

Under Secretary to the Govt. of India

TERMS OF REFERENCE

| 1. | Name of Post | Domain Expert |
|----|---------------------------|---|
| 2 | Number of posts | As per requirement |
| 3 | Essential Qualifications | Retired /working professionals having master degree from a recognized institution in environment planning, environment management,environment engineering or related subjects. (Forestry,Water management, etc.) |
| 4 | Experience | Having more than 20 years post educational qualification experience in the field of mine reclamation and environment management. Experience in GIS applications, team building, handling big research/reclamation projects, establishment of institutional capabilities etc. will be given preference. |
| 5 | Age Limit | Not exceeding 62 years. |
| 6 | Method of Engagement | Short term on contract basis. |
| 7 | Period of Contract | Initially for 2 years and may be extended further after review of performance. The decision of Ministry will be final in this regard. |
| 8 | Remuneration | Rs. 1,00,000/- (Fixed) |
| 9 | Other terms of Engagement | <p>(i) The Domain Experts will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, he/she is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group B Non-Gazetted Officer.</p> <p>(ii) The Domain Experts will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Domain Experts shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Domain Experts shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (calculated on a pro-rata basis). Also un-</p> |

availed leave in a year cannot be carried forward to next calendar year.

(iv) The Domain Experts will be required to discharge the duties as assigned to him/her by the Ministry.

(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry will issue TDS Certificate (s).

(vi) The Domain Experts shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/ advice to any person other than Ministry in any matter during the period of his/ her engagement with Ministry. Further, in no case, Domain experts shall act, or conduct anything with regard to any person or render any advice to Ministry which is adverse to the interest of the Ministry.

(vii) The contract of Domain Expert may be terminated, after giving one month notice, in following situation

- If the Domain Expert is unable to do the assigned work.
- Quality of the assigned work is not to the satisfaction of the Ministry.
- If the Domain Expert is absent from duty without due authorization.
- If the Ministry elects not to renew the contract of the Domain Expert at the end of period.

(viii) Termination shall be effected by written notice of 30 days served to the Domain Experts. The termination will be without prejudice to either party's rights accrued before termination.

ix) Ministry reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct.

(x) The Domain Expert is required to give 30 days' notice to the Ministry in case he/she opts to quit the assignment.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in

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| | | <p>Delhi Courts only.</p> <p>(xii) The person who has worked as Domain Expert shall not disclose the information received by him/ her during the period of such engagement to any person other than Ministry at any time whether during continuance of such engagement or after its severance.</p> <p>Further, the Domain Experts shall not represent, advise or work for any person for 02 years from the date of termination which may be detrimental to the Ministry</p> |
| 10. | Selection Process | <p>Selection of the Domain Experts will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.</p> |
| 11 | Attendance and working days | <p>(a) The working hours of the Domain Experts shall be same as regular Government employees working in Ministry of Coal. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>(b) The attendance shall be marked in the Bio-metric system.</p> |
| 12 | Confidentiality and Secrecy | <p>During the period of assignment with Ministry of Coal, the domain experts would be subject to the provisions of India Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorised to know the same.</p> <p>* Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>* A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her.</p> |



[Sanjib Bhattacharya]

Under Secretary to the Govt. of India

APPLICATION PROFORMA

APPLICATION FOR THE POST OF :.....

A. PERSONAL DETAILS:

| | | |
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| 1. | Applicant's Name (As Per Matriculation Certificate) | Affix latest passport size photograph duly self attested across. |
| 2. | Father/Mother/Husband's Name | |
| 3. | Date of Birth (DD/MM/YY) | |
| 4. | Age as on () (As per Matriculation Certificate) |Years.....Months.....days |
| 5. | Gender | |
| 6. | Address for correspondence | |
| 7. | Permanent Address | |
| 8. | Contact No./Mobile No. | |
| 9. | E- Mail | |

B. Academic Qualification (in reverse order, starting from the latest):

| S.No. | Qualification | Name of Board/ Institute/ University | Subjects | Year of Passing | Division/Grade /Percentage | Distinction (if any) |
|-------|---------------|--|----------|-----------------|-------------------------------|-------------------------|
| | | | | | | |
| | | | | | | |

(*Attach separate copy if required.)

C. Professional Qualification (in reverse order, starting from the latest):

| S.No. | Qualification | Name of Board/ Institute/ University | Subjects | Year of Passing | Division/Grade /Percentage | Distinction (if any) |
|-------|---------------|--|----------|-----------------|-------------------------------|-------------------------|
| | | | | | | |
| | | | | | | |

(*Attach separate copy if required)

D. Academic Achievements:

E. Experience Details:-

| Sl.No. | Name of Organisation | Designation | Period | | Total period | Place of Posting | Responsibilities in brief |
|--------|----------------------|-------------|-------------|-----------|--------------|------------------|---------------------------|
| | | | From (date) | To (date) | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(*Attach separate copy if required)

* Total work experience (in years)

* work experience in relevant field (in years)

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|----|----------------------|-----------------------------|
| F. | Current Work Profile | Organisation : |
| | | Position : |
| | | Date of Appointment : |

G.. A short note on your suitability for the post.

I,, hereby undertake that the above information is correct and nothing material has been concealed.

Name & Signature of the applicant

Date:

Place: