

Government of India
Ministry of Coal
O/o Nominated Authority

No. NA-410/3/2020-NA

Dated: 20.06.2023

VACANCY NOTICE

The office of Nominated Authority, Ministry of Coal is mandated for auction, allocation and monitoring of coal blocks in the country. The office of Nominated Authority is looking for young and dynamic professionals who desire to be a part of the team which will act as a facilitator to empower India's energy sector by transformational reforms to make India Atmanirbhar for its energy needs.

The office of Nominated Authority, Ministry of Coal wants to engage spirited, experienced, dedicated, knowledgeable and hard-working professionals in the following fields on contract basis through open market for a period of two years initially. The detail and required eligibility/ Experience for the posts are given below:-

(A) Post detail, Qualification, Experience, Mode of Recruitment and Applicability:-

Sl. No.	Name of the post and number of posts	Max Age Limit (as on....)	Job Description	Desired Qualifications* and Experience	Remuneration per month
01	Energy Analyst (02)	32 years	To analyze emerging energy scenarios, role of coal and movement of coal prices; Manage energy performance analysis, including data collection from various software tools; Presenting forecasting reports, data, and information on	Essential: Masters in Energy Studies / Economics OR Graduation in engineering in Mining, Mineral & Environment studies.	₹ 75000 /-

			trends.		
2	Financial Analyst (02)	32 years	Manage all financial matters concerning coal mines like Performance Bank Guarantee, Compensation, all type of payments made to the State and Central Government by coal block allocates, Managing National Coal Index.	Essential: Masters in Economics/Commerce/Statistics OR MBA (full time) or Post Graduate Diploma in Management/ Business Management (PGDM / PGDBM) in finance or Chartered Accountant / ICWA/ Cost Accountant Skills- Aptitude in basic financial modelling and analysis using MS Excel.	₹ 75000/-
3	Management Analyst (03)	32 years	Monitoring of coal mines, liaison with various State and Central Government bodies for enabling grant of various statutory clearances for operationalizing coal mines, maintaining data and records pertaining to coal mines.	Essential: MBA (full time) or Post Graduate Diploma in Management / Business management (PGDM / PGDBM) OR Graduation/Masters in engineering/ M.Sc (Physics/Mathematics/Environmental Science/Geology, Public Administration).	₹ 75000/-

4	Mining Expert (01)	32 years	<p>Understand policy frameworks, global energy markets, Indian energy trends, Scenarios, sources of energy, estimation of source wise energy demand.</p> <p>Understand the global trends in coal industry and helping the Ministry to make necessary changes to map to global trends.</p> <p>To monitor and analyse developments in the domestic Coal Sector.</p> <p>Assisting Ministry of coal on the future steps to be taken to make the coal sector more appealing.</p> <p>Assisting Ministry of Coal on various changes to be done to map the price of coal to global economy.</p>	<p>Qualifications: Master's degree from reputable university with specialization in mining or Postgraduate in Engineering with specialization in mining/ Energy studies / Energy Management / PhD in Energy sector. (Full-time course only)</p> <p>Experience: Prior experience of at least 3 years in Coal or Energy Sector. In depth understanding of regulatory and policy frameworks related to coal sector in India.</p> <p>Prior experience with consulting / advisory services for the Central or State Government will be preferred.</p>	1,00,000/-
5	Junior Mining Expert (01)	28 years		<p>Qualifications: Bachelor's degree from reputable university with specialization in mining or Postgraduate in Engineering with specialization in mining/ Energy studies / Energy Management (Full-time course only)</p>	75,000/-

				Experience: Prior experience of at least 1 year in Coal or Energy Sector. In depth understanding of regulatory and policy frameworks related to coal sector in India	
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* - *Should be obtained from recognized University/ Institute/ Government body.*

- *The eligibility criteria, i.e. age, experience may be relaxed in exceptional cases*
- *Numbers of vacancies are subject to change at any stage of the selection as per the requirement of the Project.*
- *Pay may be negotiated for exceptional candidates.*

(B) GENERAL TERMS AND CONDITIONS FOR THE ABOVE -MENTIONED POSTS:

(i) The appointment on the above post will be purely on contract basis initially for a period of Two(02) years. Further extension may be considered based on the work performance and on need basis. The decision of Nominated Authority shall be final in this regard. No right will be accrued in favour of the candidate regarding renewal of contract, absorption in service, etc.

(ii) The candidate will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, the consultant 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.

(iii) Monthly remuneration of analysts may be reviewed after completion of one year service. The enhancement in remuneration may be considered based on his/her performance during the year.

(iv) The candidate will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.

(v) The candidate shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the candidate shall not draw any remuneration for the absence in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.

(vi) 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 of will issue TDS Certificate (s).

(vii) The candidate 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 Nominated Authority

in any matter during the period of his/ her engagement with Nominated Authority. Further, in no case, the candidate shall act, or conduct anything with regard to any person or render any advice to Nominated Authority which is adverse to the interest of the Nominated Authority.

(viii) The Analyst shall not, either during the term or within five years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Nominated Authority to the Consultant; any information provided by or relating to the Nominated Authority, its technology, technical processes, business affairs or finances or any information relating to the Nominated Authority's employees, officers or other professionals or suppliers, customers, or contractors of the Nominated Authority; and any other information which the Analyst is under an obligation to keep confidential in relation to his/her assignment ("Confidential Information"), without the prior written consent of the Nominated Authority.

(ix) The contract of candidate may be terminated, after giving one month notice, in following situations:

- If the candidate is unable to do the assigned work.
- Quality of the assigned works is not to the satisfaction of the Nominated Authority.
- If the candidate is absent from duty without due authorization.
- If the Nominated Authority elects not to renew the contract of the candidate at the end of appointment period.
- Any other reason as may be deemed appropriate by the Nominated Authority.

Provided that the Nominated Authority reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.

(x) The candidate is required to give 30 days' notice to the Nominated Authority in case he/she opts to quit the assignment.

(xi) The person who has worked shall not disclose the information received by him/ her during the period of such engagement to any person other than Nominated Authority at any time whether during continuance of such engagement or after its severance.

(C) SELECTION PROCESS:

- (i) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and will be called for interview.
- (ii) The decision of the competent authority for selection of suitable candidates will be final.

(D) HOW TO APPLY:

(i) Eligible and interested candidates may apply online through <https://starrating.coal.gov.in/yp/>

3) The applicant should also upload following documents, in support of their candidature.**(duly self-attested):-**

- (i) Copies of Educational Certificates (Matriculation onwards)
- (ii) Work experience Certificate issued by last employer(s)

(E) GENERAL INSTRUCTIONS:

- (i) The applications will be accepted in online mode only.
- (ii) The applicant shall apply latest by **19.07.2023**.
- (iv) Shortlisted candidates will be informed on their email address and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
- (v) No TA/DA will be paid for appearing for the interview..
