

F. No. CCO-Admn0297/16/2021-Admn /E-350171

Government of India  
Ministry of Coal  
Office of the Coal Controller

SCOPE MINAR, Core-II, 5<sup>th</sup> Floor  
Laxmi Nagar, Delhi - 110092  
Date : 29.01.2024


OFFICE MEMORANDUM

**Subject:-** Inviting application for engagement of One (01) Young Professional in Coal Controller's Organization, Delhi.

**Ref:-** MOC's letter No. 18/3/2020-BA 6<sup>th</sup> June, 2021

In pursuance to MOC's above referred letter dated 06.06.2021 on the subject mentioned above, the undersigned is directed to enclose herewith the text of the advertisement along with its Annexure (A-I) for individuals for engagement of One Young Professional in Coal Controller's Organization at Delhi. The advertisement may be uploaded on website of MoC for inviting applications through NIC Portal **[starrating.coal.gov.in/yp\\_cco](http://starrating.coal.gov.in/yp_cco)**.

This issues with the approval of Coal Controller.

  
(Aarti Mahawar)  
Dy. Director

To,

Shri Deep Kumar Bansal, Tech. Director, NIC, MoC with the request to publish the notice on website of MoC for inviting applications through NIC Portal **[starrating.coal.gov.in/yp\\_cco](http://starrating.coal.gov.in/yp_cco)** for Young Professional engagement.

Copy to:


1. Notice Board of CCO Delhi.
2. Office order file.

## CIRCULAR

### **Invitation of application for appointment as Young Professional in Coal Controller Organisation at Delhi.**

Consequent upon approval of Ministry of Coal vide letter No. 18/3/2020-BA dated 6/2021, Coal Controller Organisation proposes to engage Young Professionals for various functions at new extended Coal Controller Organisation at Delhi.

2. Application from eligible candidates are invited in the enclosed proforma (Anexure-I) along with the copies of Certificates of Qualification and Experience.
3. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and call for the interview.
4. The duly filled application form along with the relevant documents should be submitted in online format as published on the link [https://starrating.coal.gov.in/yp\\_cco](https://starrating.coal.gov.in/yp_cco).
5. **The last date for applying for the post on or before 15<sup>th</sup> March, 2024 upto 17.00 Hrs.**

  
(Aarti Mahawar)  
Dy. Director


## Terms of Reference

1.	Name of Post	<b>Young Professional</b>
2.	No, of Posts	01
3.	Essential Qualification	Master's Degree in Statistics/Economics/Mathematics/Finance/Computer Science/MBA
4.	Experience	2-3 years post qualification experience in the field of Statistical Data Analysis, Handling, Processing, Computation and Dissemination. Knowledge in Computer in MS Office, Data Entry operation/Preparation of PPT and web portal handling.
5.	Age limit	Not Exceeding 30 years
6.	Scope or Work	Young professionals are required to provide high quality inputs in disciplines like Statistics/Economics. They are required to data analysis/handling /computation and dissemination and entry of data and handling of web portal for statistical publication. Preparation of presentation of projects and innovation types of works. They shall also perform any other work as may be entrusted from time to time by the department.  Young Professional has a vast knowledge of working in MS Office, Data Entry Operation, Preparation of PPT .
7.	Method of Engagement	Short Term Contract basis.
8.	Period of Contract	The tenure of Young Professional is initially for one year, extendable up to 3 years on yearly basis subject to satisfactory performance. The decision of the department (CCO) shall be final in this regard. No right will be accrued in favour of the Young Professional regarding renewal of contract absorption in service etc.
9.	Remuneration	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand only) per month
10.	Other Terms of Engagement	i. The Young Professional will not be entitled for any separate monthly allowance including conveyance allowance, House Rent Allowance etc. However, in case, he/she is required to travel outside posting place in the context of the work/assignment, the Coal Controller Office shall reimburse the actual cost of travel and daily allowance as per Rules/regulations of the Central Government applicable to Group B Non Gazetted Officer.

		<p>ii. The Young Professional will not be eligible for any other facilities such as residence, telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>iii. The young Professional shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Young Professional shall not draw any remuneration for the absence in case of absence beyond 08 days in a year (Calculated on a prorata basis). Also unavailed leave in a year cannot be carried forward to next calendar year.</p> <p>iv. The Young Professional will be required to discharge the duties as assigned to him/her by the department.</p> <p>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 Coal Controller Office will issue TDS Certificate (s).</p> <p>vi. The Young Professional 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 Department in any matter during the period of his/her engagement with CCO. Further in no case the Young Professional shall act or conduct anything with regard to any person or render any advice to CCO.</p> <p>vii. The contract of Young Professionals may be terminated, after giving one month notice in following situations:</p> <ul style="list-style-type: none"> <li>• If Young Professional is unable to do the assigned work.</li> <li>• Quality of the assigned work is not to the satisfaction of the Department.</li> <li>• If the Young Professional is absent from duty without due authorization.</li> <li>• If the Department, elects not to renew the contract of the Young Professional at the end of period.</li> </ul>
		<p>viii. Termination shall be effected by written notice of 30 days served to the Young Professionals. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>ix. CCO 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.</p> <p>x. The Young Professional is required to give 30 days notice to the Department (CCO) in case he/she opts to quit the assignment.</p> <p>xi. Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Kolkata courts only.</p> <p>xii. The person who has worked as Young Professionals shall not disclose the information received by him/her during the period of such engagement to any persons other than CCO at any time whether during continuance of such engagement or after its severance.</p>



		Further, the Young Professionals shall not represent, advice or work for any person for 02 years from the date of termination which may be detrimental to the CCO.
11.	Selection Process	Selection of the Young Professionals 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.
12	Attendance and working days	<p>a. The Working hours of the young professionals shall be same as regular Government employees working in CCO. 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 attendance register.</p>
13	Confidentiality and Secrecy	<p>During the period of assignment with CCO, the Young professionals would be subject to the provisions of India Official Secrecy 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 know 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>

  
 (Aarti Mahawar)  
 Dy. Director  
 CCO

APPLICATION PROFORMA*Paste Passport size Photograph*

1. Post of which applying:-

2. Format for Application

- I. Name :
- II. Date of Birth:
- III. Address for correspondence:
- IV. Contact No. Landline.....
- V. Mobile.....
- VI. Email.....

3.. Academic Qualification (in reserve order, starting from the latest):

Sl. No.	Degree	year	Subjects	University/Institute	Class/Division	Distinction (if any)

- Attach separate copy if required.

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

Sl. No.	Degree	year	Subjects	University/Institute	Class/Division	Distinction (if any)

- Attach separate copy if required.

5. List of relevant technical and academic publications (if any).

- Relevant experience:-
  - a. Total years of experience and name of organisation.
  - b. Year wise tasks of similar nature carried out during last three years
  - c. Works of similar nature in hand and the expected date of completion.

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

Name &amp; Signature of the applicant

Date :-

Place:-