

No. NA-410/3/2020-NA
Government of India
Ministry of Coal
Office of Nominated Authority

Dated: 05/07/2024

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 analyst's who desire to be a part of the team which will act as a facilitator to empower India's energy sector through transformational reforms to make India Atmanirbhar for its energy needs.

The office of Nominated Authority, Ministry of Coal wants to engage enthusiastic, experienced, dedicated, knowledgeable and hard-working analyst's in the following fields on contract basis through open market for a period of Two year 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
1	Financial Analyst (01)	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: Master's 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/-
2	Management	32	Monitoring of	Essential: MBA (full time) or Post	₹ 75000/-

	Analyst (02)	years	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.	Graduate Diploma in Management / Business management (PGDM / PGDBM) OR Graduation/Masters in engineering/ M.Sc (Physics/Mathematics/Environmental Science/Geology, Public Administration). Skills: The applicant must possess working knowledge of computers including Microsoft Office tools like Word, Excel and PowerPoint.	
3	Legal Consultant (01)	32 years	Legal Consultant shall perform the following duties/functions: a. Prepare counter affidavits/ petitions/ applications, etc. to be filed across various courts and tribunals. b. Monitor the pending court cases, to assist and be present in the court at the time of hearing. c. Perform such other work of legal nature, as may be entrusted from time to time by Ministry of Coal.	(1) Applicant must possess Degree in Law (LL.B) (03 years or 05 years course) from a University /Institute in India recognized by the Bar Council of India. (2) Applicant must be enrolled as an advocate in the Bar Council of India/ State Bar Council in terms of the Advocates Act, 1961. Skills: The applicant must possess excellent communication skills and proficiency in English Language (Reading, Writing and Comprehension). The applicant must possess working knowledge of computers including Microsoft Office tools like Word, Excel and PowerPoint.	₹ 75000/-

- * 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 Analyst 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 Analysts 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 Analyst's ; 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 authorisation.
- 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 following link : https://starrating.coal.gov.in/yp_na/

3) The application 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. Incomplete or applications received after due date shall not be accepted.
- ii. Without supporting documents application will be summarily rejected.
- iii. The applicant shall apply latest by 10/08/2024.
- 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.

ANNEXURE-I

OFFICE OF THE NOMINATED AUTHORITY, MINISTRY OF COAL

APPLICATION FOR THE POST OF-

A. PERSONAL DETAILS:-

1.	Applicant's Name		Affix your latest passport size photograph, duly self attested across
2.	Father's/ Husband's Name		
3.	Date of Birth		
	Age as onYrs.....Months.....Days	
4.	Gender		
5.	Organization/ Department		
6.	Present Address		
	Permanent Address		
7.	Contact No. (with STD code)	Phone.....Mobile.....	

8.	E-mail ID	
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B. EDUCATION DETAILS

Sl.No.	Qualification	Name of Board/ Institute/ University	Year of passing	Division/ Grade/ Percentage

(Attach separate sheet, if required)

C. EXPERIENCE DETAILS:-

Sl.No.	Period		Designation	Organization	Place of posting	Responsibilities in brief
	From	To				

(Attach separate sheet, if required)

- Total work experience -.....
Years.
- Work experience in relevant field -.....
Years.

D. REFERENCE OF TWO OFFICERS UNDER WHOM WORKING/ WORKED PREVIOUSLY-

S.N.	Name	Designation & Organisation	Mobile No. & Email
1.			
2.			

E. **CONFIRMATION:** I do hereby confirm that I am fulfilling the following criteria: -

S.N.	Criteria	Fulfilling (Yes/No)	Remarks (If any)
1.	Age as on		
2.	Qualification		
5.	Fulfilling total Experience criterion		
6.	Supporting documents attached		
7.	If not fulfilling any of the criterion(Furnish detail)		

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled, if any information is found incorrect or false at any point of time.

(Signature of the candidate)

Name.....

Date:

