

Through E-Mail

**Est-A – 12/1/2020-ESTABLISHMENT**  
Government of India  
Ministry of Coal  
\*\*\*\*

Room No. 302-B, Shastri Bhawan, New Delhi

Dated the 20<sup>th</sup> December, 2024.

To

1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all the State Governments/Union Territories
3. All Central Public Sector Undertakings under Government of India
4. All Recognized Research Institutes/Universities/Semi-Government/ Statutory/ Autonomous Organisations.

**Subject: Selection for appointment on deputation (Including short term contract) to the post of Project Advisor in the Ministry of Coal.**

Sir,

I am directed to say that a post of Project Advisor in Level 14 of Pay Matrix Rs.1,44,200-2,18,200/-), (7<sup>th</sup> CPC) in the Ministry of Coal is required to be filled up in consultation with UPSC by deputation (including short term contract) from amongst Officers under the Central Government or State Governments or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organization, possessing the following qualifications and experience:

**Eligibility :**

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with **two years' service** in the grade rendered after appointment thereto on a regular basis in posts in the **Level 13A of the Pay Matrix (Rs.1,31,100 -2,16,600/-)** or equivalent in the parent cadre or department; or  
(iii) with **three years' service** in the grade rendered after appointment thereto on a regular basis in posts in **Level 13 of Pay Matrix (Rs 1,23,100-2,15,900) or equivalent** in the parent cadre or department; and
- (b) possessing the following educational qualification and experience as prescribed in the RR.

**Essential -**

- (i) Bachelors' Degree in Engineering or Technology (Mining) from a recognized

*Amal K. Singh*  
20/12/2024

University; and

(ii) **Fourteen (14) years'** experience in Coal Industry in the Government sector.

**Desirable Qualifications:**

(i) Master's Degree in Engineering or Technology (Mining) or Masters in Business Administration.

Note I: The selection will be made in consultation with the UPSC.

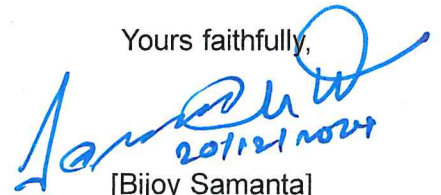
Note II: The selected officers will be treated on foreign service/ reverse foreign terms and his pay will be regulated in accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M. No.F.10(24)E.III/60 dated 04<sup>th</sup> May, 1961 as amended from time to time read with Department of Personnel & Training's OM No. 6/8/2009-Estt (Pay.II) dated 17.06.2010 & OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 as the case may be and as amended from time to time.

Note III: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed 5 years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 58 years as on the closing date of the receipt of applications.

Note IV: Application (in triplicate) in the enclosed proforma along with the attested up-to-date APAR dossier of the willing officers, who could be spared in the event of their selection may be sent to this Ministry **within 45 days** of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without up-to-date APAR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer, sponsored along with statement of penalty imposed, if any, integrity certificate, cadre clearance/ employers permission may also be sent.

Encl: Proforma Annex.A.

Yours faithfully,



[Bijoy Samanta]

Deputy Secretary to the Government of India

E mail: [bijoy.samanta@gov.in](mailto:bijoy.samanta@gov.in)

Ph.No. 011- 23387698/011- 23381128

Copy along with Proforma is also forwarded for similar action to:

1. CMD, CIL, Coal Bhawan, Premises No-04 MAR, Plot No-AF-III, Action Area -1A, Newtown, Rajarhat, Kolkata-700156.
2. CMDs of ECL/BCCL/CCL/NCL/WCL/SECL/MCL and CMPDIL.

3. CMD, SCCL, Kothagudem Collieries, Khammam Distt(UP), Pin-507101.
4. CMD, NLCIL, P.O-Neyvelli, Distt- South Arcot, Tamilnadu-607801.
5. Coal Controller, Coal Controller's Organisation, 1, Council House Street, Kolkata-700001.
6. Director, Indian School of Mines, Dhanbad.
7. Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.
8. TD(NIC), MoC with request to upload it on Ministry's website.
9. E-Notice Board, MoC.

*Handwritten signature in blue ink, possibly reading "Dhanbad" and "2012/12/14".*

## BIO DATA /CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.1	Date of entry into service	
(ii)	Date of retirement under Central/State Govt. Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualification/Experience required as mentioned in the advertisement/ vacancy circular		Qualification/experience possessed by the officer

Essential		Essential
(A)	Qualification	(A) Qualification
(B)	Experience	(B) Experience
Desirable		Desirable
(A)	Qualification	(A) Qualification
(B)	Experience	(B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issued of Advertisement in the Employment News.		
5.2 In the case of Degree and Post Graduate Qualifications Elective/main Subjects and subsidiary subjects may be indicated by the candidate.		
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1	Note: Borrowing Departments are to provide their specific comments/view confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data ) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of duties (in detail) highlighting experience required for the post applied for

\* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below;

Office/Institution	Pay, Pay Band and Grade Pay under ACP/MACP Scheme.	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent	
9.	In case the present employment is held on deputation/contract basis please state:	

(a) The date of initial appointment	(b) Period of appointment on deputation/ contract	(c) Name of the parent office/organisation to which the applicant belongs.	(d) Name of the post and Pay of the Post held in substantive capacity in the parent Organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given all cases where a person is holding a post on deputation outside the cadre /Organisation but still maintaining a lien in his parent cadre/Organisation.

10.	If any post held on Deputation in the past by the applicant, data of return from the last deputation and other details	
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) –  a) Central Government b) State Government c) Autonomous Organisations d) Government Undertaking e) University f) Others	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13.	Are you in Revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre- revised scale	
14.	Total emoluments per month now drawn	
	<b>Basic Pay in the PB</b>	<b>Grade Pay</b>
		<b>Total Emoluments</b>
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest Salary slip issued by the Organisation showing the following details may be enclosed.		
	<b>Basis Pay with Scale of Pay and rate of Increment</b>	<b>Dearness Pay /interim relief /other Allowances etc. (with break-up details)</b>
		<b>Total Emoluments</b>

<p><b>16 A. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</b>  <b>This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement</b></p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b>  <b>The candidates are requested to indicate information with regard to:</b></p> <ul style="list-style-type: none"> <li><b>(i) Research publication and reports and special projects</b></li> <li><b>(ii) Awards/Scholarships/Official Appreciation</b></li> <li><b>(iii) Affiliation with the professional bodies/ institutions/ societies and ;</b></li> <li><b>(iv) Patents registered in own name or achieved for the organisation</b></li> <li><b>(v) Any research/Innovative measured involving official recognition</b></li> <li><b>(vi) Any other information</b></li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p><b>17. Please state whether you are applying for deputation (STC/Absorption / Re-employment Basis.</b>  <b># (Officers under Central /State Governments are only eligible for “absorption”.</b>  <b>Candidates of non- Government Organisations are eligible only for Short-Term Contact).</b></p>	
<p><b>#(The option of ‘STC’/‘Absorption’/ ‘Re-Employment’ are available only if the vacancy circular specially mentioned recruitment by ‘STC’ or ‘Absorption’ or ‘Re-employment’).</b></p>	

18. Whether belongs to SC/ST	
------------------------------	--

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Signature of Candidate

Address \_\_\_\_\_

Date



**Certification by the Employer/Cadre Controller Authority**

The information /details provided in the above application by the applicant are true and correct as per the facts available on record. He/She possess educational qualifications and experience mentioned in the vacancy circular, if selected, he/she will be relieved immediately.

2. Also certified that :

- i) There is no vigilance or disciplinary cases pending/contemplated against Shri /Smt.....
- (ii) His/Her Integrity is certified.
- (iii) His /Her CR Dossier in original is enclosed/Photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major /minor penalty has been imposed on him/her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be ).

**Countersigned**

**\_\_\_\_\_**  
**(Employer/Cadre Controlling Authority with Seal)**