

Government of India
 Ministry of Coal
Nominated Authority

Dated: 02.02.2026

No. NA-410/3/2020-NA

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 details 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 02.02.2026)	Job Description	Desired Qualifications* and Experience	Remuneration per month
1	Public Relation-Analyst (01)	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. Also monitoring portal for production, safety, sustainability and its publishing for betterment of industry.	Master's degree* along with Bachelor's degree* in Public Relations /mass communication/journalism/media/ (Full Time) Experience: Minimum 2 years of experience.	₹ 75000/- (All inclusive)

2	Management Analyst (01)	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* or PGDM /PGDB/PGDBM/PGDBA/PGDPM)-(full time Only) Experience: Minimum 2 years of experience.	₹ 75000/- (All inclusive)
3	Management Analyst (01)	40 years	1) Monitoring of Coal Mines: Monitoring the progress and operational status of coal mines, including tracking of milestones, compliance with allotment conditions, and coordination with concerned stakeholders. 2) Monitoring the development and functioning of the Single Window Clearance System (SWCS) web portal; Coordination with the designated technical agency, State Governments, and Central Government Ministries/Departments for facilitation, enabling, statutory clearances required for the operationalisation of coal mines through the web portal.	Essential Qualification: Bachelor's or Master's Degree from a recognised/reputed University with specialisation in Mining Engineering / Computer Science / Information Technology. Desirable Qualification: Diploma in Computer Applications (DCA) / PGDCA / MCA / PGDIT / PGDM (IT) or equivalent. Experience: Minimum two (02) years of experience in the relevant subject domain, preferably involving handling and management of Government web portals/e-Governance systems, coordination with Central and State Government agencies, data management, and monitoring of sector-specific projects (coal/mining).	₹ 75,000 /- (All inclusive)
4	Legal Consultant (01)	40 years	Legal Consultant shall perform the following duties/functions: a. Prepare counter affidavits/ petitions/ applications, etc. to be	Essential: 1) Applicant must possess Degree in Law (L.L.B) * (03 years or 05 years course) from a University /Institute in India recognized by the Bar	₹ 1,00,000 /- (All inclusive)

		<p>filed across various courts and tribunals.</p> <p>b. Monitor the pending court cases, to assist and be present in the court at the time of hearing.</p> <p>c. Perform such other work of legal nature, as may be entrusted from time to time by Ministry of Coal.</p>	<p>Council of India.</p> <p>(2) Applicant must be enrolled as an advocate in the Bar Council of India/ State Bar Council in terms of the Advocates Act, 1961.</p> <p>Experience: Minimum 5 years of experience in the subject domain</p>	
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* - *Should be obtained from recognized University/ Institute/ Government body.*

(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 and requirement 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 to any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, the analysts are 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 misconduct.

(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/offline mode through- https://starrating.coal.gov.in/yp_na. The applicant should also submit / upload following documents, in support of their candidature. (**duly self-attested on every document**): -

- (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 **28.02.2026**.
- (iii) Shortlisted candidates will be informed on their email address, for the schedule date of interview through online mode.
- (iv) 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)	

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: