

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

Dated : 27.09.2024

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 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 one 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 date)	Job Description	Desired Qualifications* and Experience	Remuneration per month
1	Mining Expert (01)	32 years	1. Understand policy frameworks, global energy markets, Indian energy trends, Scenarios, sources of energy, and estimation of source-wise energy demand. 2. Understand the global trends in coal industry and help the Ministry to make necessary changes to map to global trends. 3. To monitor and analyze developments in the domestic Coal Sector. 4. Assisting the Ministry of Coal on the future steps to make the coal sector more appealing. 5. Assisting the Ministry of Coal with various	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). 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.	1,00,000/-

			changes to map the price of coal to the global economy.	Prior experience with consulting / advisory services for the Central or State Government will be preferred.	
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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 by submitting the **Annexure-I** to the following email. (nomauthority.moc@nic.in)

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) Complete filled-up application should to submitted latest by **28.10.2024**.
- (ii) Incomplete or applications received after due date shall not be accepted.
- (iii) Without supporting documents application will be summarily rejected.
- (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 - Mining Expert

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 on 27.09.2024Yrs.....Months.....Days	
4.	Gender		
5.	Organization/ Department		
6.	Present Address		
	Permanent Address		
7.	Contact No. (with STD code)	Phone.....Mobile.....	
8.	E-mail ID		

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 27.09.2024		
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.

(Name & Signature of the candidate)

Date: