

CIRCULAR

Invitation of applications for appointment as Young Professionals in Ministry of Coal, New Delhi.

Ministry of Coal proposes to engage Young Professionals in the Ministry for attending to specific and time-bound jobs. Only persons with requisite qualifications as prescribed would be hired as Young Professionals.

2. Applications from eligible candidates are invited in the enclosed pro-forma (Annexure-I) along with the copies of **certificates of Qualification**.

3. Applications received incomplete or after due date will not be accepted. Ministry will not be responsible for non-receipt /late receipt of the application/any communication duly to postal delay or any other reason. Only shortlisted candidates will be intimated and called for interview.

4. The duly filled application forms along with relevant documents should be submitted in the proforma given in **Annexure-I** and reach The Under Secretary (Establishment), Ministry of Coal, Room No 113- 'F' Wing, 3rd Floor, Shastri Bhawan, New Delhi – 110001 **on or before 24th JULY, 2021.**

The Envelope containing the duly filled –up application should be super –scribed as :-

"APPLICATION FOR THE POST OF :....."	
Addressed to :	
	The Under Secretary (Establishment), Ministry of Coal, Room No 113- 'F' Wing, 1st Floor, Shastri Bhawan, New Delhi – 110001

5. The application should be supported with the following documents , duly self – attested:

- (i) Copies of Educational Certificate. (Matriculation Onwards).
- (ii) Work experience Certificate issued by the employer(s).

6. Candidates would be required to furnish original documents for verification before the selection process/interview. In absence of original documents and if any of the information furnished in application is found to be false at any stage candidature would be cancelled.

7. The Ministry reserves right to reject any application without assigning any reason for it and also revise the number of vacancies and Terms and Conditions of engagement of Young Professionals.

8. **GENERAL INSTRUCTIONS:**

- i. Complete filled –up application should reach the office on or before 24th JULY,2021.
- ii. Incomplete or application 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 E-Mail address and they will have to appear for the interview on the scheduled date and time with all original documents/ testimonials.
- v. No TA/DA will be paid for appearing for the interview.



[Sanjib Bhattacharya]
Under Secretary to the Govt. of India

Terms of Reference

1	Name of Post	Young Professional
2	Number of Posts	As per Requirement
3	Essential Qualifications	Master's degree in MBA/Mining/ Economics
4.	Experience	2-3 years post qualification experience in relevant field.
5	Age Limit	Not Exceeding 35 years
6	Scope of Work	Young professionals are required to provide assistance in policy and other related matters to different divisions of the Ministry. They will be required to provide high quality inputs in disciplines like Mining/Finance/Economics etc. They are required to do Data analysis/ preparation of presentation/Project Management/Innovations etc. They shall perform any other work as may be entrusted from time to time by the division.
7	Method of Engagement	Short term on contract basis.
8	Period of Contract	The tenure of Young Professionals is initially for one year, extendable up to 3 years on yearly basis, subject to satisfactory performance. The decision of Ministry 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	<p>(i) The Young Professionals will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowances etc. However, in case, he/she 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.</p> <p>(ii) The Young Professionals will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Young Professionals 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 pro-rata basis). Also un-availed leave in a year cannot be carried</p>

forward to next calendar year.

(iv) The Young Professionals will be required to discharge the duties as assigned to him/her by the Ministry.

(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 Ministry will issue TDS Certificate (s).

(vi) The Young Professionals 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 Ministry in any matter during the period of his/ her engagement with Ministry. Further, in no case, the Young Professionals shall act, or conduct anything with regard to any person or render any advice to Ministry which is adverse to the interest of the Ministry.

(vii) The contract of Young Professionals may be terminated, after giving one month notice, in following situations:

- If the Young Professional is unable to do the assigned work.
- Quality of the assigned work is not to the satisfaction of the Ministry.
- If the Young Professional is absent from duty without due authorization.
- If the Ministry elects not to renew the contract of the Young Professionals at the end of period.

(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.

ix) Ministry 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.

(x) The Young Professional is required to give 30 days' notice to the Ministry in case he/she opts to quit the assignment.

(xi) Jurisdiction for legal disputes, if any

		<p>arising during the period of the contract, will be in Delhi 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 person other than Ministry at any time whether during continuance of such engagement or after its severance.</p> <p>Further, the Young Professionals shall not represent, advise or work for any person for 02 years from the date of termination which may be detrimental to the Ministry.</p>
11	Selection process	<p>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.</p>
12	Attendance and working days:	<p>(a) The working hours of the young professionals shall be same as regular Government employees working in Ministry of Coal. 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 Bio-metric system.</p>
13	Confidentiality and Secrecy	<p>During the period of assignment with Ministry of Coal, the young professionals would be subject to the provisions of India Official Secret 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 known 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>

[Sanjib Bhattacharya]

Under Secretary to the Govt. of India

APPLICATION PROFORMA

APPLICATION FOR THE POST OF :.....

A. PERSONAL DETAILS:

1.	Applicant's Name (As Per Matriculation Certificate)		Affix latest passport size photograph duly self attested across.
2.	Father/Mother/Husband's Name		
3.	Date of Birth (DD/MM/YY)		
4.	Age as on (24 th July , 2021) (As per Matriculation Certificate)Years.....Months.....days	
5.	Gender		
6.	Address for correspondence		
7.	Permanent Address		
8.	Contact No./Mobile No.		
9.	E- Mail		

B. Academic Qualification (in reverse order, starting from the latest):

S.No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade /Percentage	Distinction (if any)

(*Attach separate copy if required.)

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

S.No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade /Percentage	Distinction (if any)

(*Attach separate copy if required)

...2...

D. Academic Achievements:

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E. Experience Details:-

Sl.No.	Name of Organisation	Designation	Period		Total period	Place of Posting	Responsibility in brief
			From (date)	To (date)			

(*Attach separate copy if required)

* Total work experience (in years)

* work experience in relevant field (in years)

F.	Current Work Profile	Organisation :
		Position :
		Date of Appointment :

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

I,, hereby undertake that the above information is correct and nothing material has been concealed.

Name & Signature of the applicant

Date:

Place: