




OFFICE MEMORANDUM

Sub:-Inviting an application for appointment of 2 Nos. of Young Professionals in Coal Controller's Organisation, Kolkata-(Ref:-MOC's letter No.18/3/2020-BA/Establishment dated 1st June, 2021.

In pursuance to MOC's above referred letter dated 1st June , 2021 on the above mentioned subject, I am directed to forward herewith the text of the advertisement along with its Annexures (A-I) for individuals for appointment of Young Professionals in Coal Controller's Organisation, Kolkata. The advertisements have been uploaded on the website of Ministry of Coal (www.coal.gov.in) and Coal Controller (www.coalcontroller.gov.in).

2. The last date for submission of application is 30th June, 2021.
3. This issues with the approval of Coal Controller.

Encl: - As Stated.

Yours faithfully,

(Shanta Guha)

Dy, Asstt Coal Controller (Admin.)

Copy to

1. The Registrar (Appointment Cell), Indian Statistical Institute, B.T. Road, Kolkata.
2. The Asstt. Registrar (Recruitment Cell), Indian Institute of Technology, New Delhi- 110 016(iit.ac.in)
3. The Asstt. Registrar, (Rec-II), IIT, Roorkee, Roorkee-2477667 (recruitment@iitr.ac.in).
4. The Registrar, Indian Institute of Technology, Kharagpur, Kharagpur-721302, W.B.
5. The Registrar, IIT, Bombay, IIT Arar Powai, Mumbai- 400076, Maharastra
6. The Registrar, IIT Madras, P.O. Chennai,Tamil Nadu- 60036
7. The Registrar, IIT, Kanpur, Kalyanpur, KNPUR- 20816
8. The Registrar, IIT,Guwahati, Assam- 781039.
9. The Registrar, IIT, Punjab
10. The Registrar, IIT, Bhubaneswar, Angul, Odisha.
11. The Registrar, IIT, Gandhinagar, Gujarat.
12. The Registrar, IIT, Hyderabad, Telengana.
13. The Registrar, IIT, Jodpur, Rajasthan.
14. The Registrar, IIT, Patna.Bihar.
15. The Registrar, IIT Indore, MP.
16. The Registrar, IIT, Mandi, Himachal Pradesh.
17. The Registrar, IIT, Banaras, Varanashi.
18. The Registrar, IIT, Palakkad, Kerala.
19. The Registrar, IIT, Agartala, Tripura.
20. The Registrar, IIT (ISM), Dhanbad, Jharkhand.
21. The Registrar, IIT, Goa,
22. The Registrar IIT, Jammu.
23. The Registrar, IIT, Karnataka.
24. The Registrar, Delhi Univerity, Delhi.

CIRCULAR

Invitation an application for appointment of 2 Nos. Young Professional in Coal Controller Organisation, Kolkata.

Consequent upon approval of Ministry of Coalvide letter No. 18/3/2020-BA/Establishment dated 1st June, 2021; Coal Controller Organisation proposes to engage Young Prpofessional for Coal Controller Orgnisation, Kolkata.

2. Application from eligible candidates are invited in the enclosed proforma (Annex-I) alongwith copies of Certificates of Qualification and Experiences.
3. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated for interview.
4. The duly filled application forms along with the relevant documents should be submitted in the format given in Annexure-I and reached the Dy. Assistant Coal Controller (Admin), Coal Controller Organisation, 1, Council House Street, Kolkata- 700 001 on or before 30th June, 2021 at 5.00 P.M.


(Shanta Guha)

Dy. Assistant Coal Controller (Admin)
033-22625082


Terms of Reference

1.	Name of Post	Young Professional
2.	No. of Post	Two (02)
3.	Essential Qualification	Master's Degree in Statistics/Economics/Mathematics/Finance/Computers/MBA
4.	Experience	2-3 years post qualification experience in the field of Statistical Data Analysis, Processing, Computation and Dissemination. Knowledge of Data Entry and web portal handling.
5.	Age Limit	Not Exceeding 30 Years
6.	Scope of Work	Young Professionals are required to provide high quality inputs in disciplines like Statistics/Economics. They are required to data analysis/handling/computation and dissemination and entry of data and handling of web portal for statistical publication. Preparation of presentation of projects and innovation types of works. They shall also perform any other work as may be entrusted from time to time by the department.
7.	Method of Engagement	Short Term 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 the department (CCO) 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	(i) The young professional will not be entitled for any separate monthly allowance including conveyance allowance, HRA etc. However, in case he/she is required to travel outside posting place in the context of the work/assignment, the Coal Controller's Office shall reimburse the actual cost or travel and daily allowance as per Rules/regulation of the Central Government to Group B Non-Gazetted Officer. (ii) The Young Professional will not be eligible for any other facilities such as residence, telephone residential accommodations, CGHS, and medical reimbursement personal support staff, transport facilities etc.

		<p>(iii) The Young Professional shall be eligible for 08 days leave in 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, unavailed leave in a year cannot be carried forward to next calendar year.</p> <p>(iv) The Young Professionals will be required to discharge the duties as assigned to him/her by the department.</p> <p>(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 Coal Controller Office will issue TDS Certificate(s).</p> <p>(vi) The Young Professional 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 Department in any matter during the period of his/her engagement with CCO. Further in no case the Young Professional shall act or conduct anything with regard to any person or render any advice to CCO.</p> <p>(vii) The contract of Young Professionals may be terminated, after giving one month notice in the following situation: -</p> <ul style="list-style-type: none"> • If Young Professional is unable to do the assigned work • Quality of the assigned work is not to the satisfaction of the Department. • If the Young Professional is absent from duty without due authorization. • If the Department, elects not to renew the contract of the Young Professional at the end of period.
		<p>(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.</p> <p>(ix) CCO 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.</p> <p>(x) The Young Professional is required to give 30 days' notice to the Department (CCO) in case he/she opts to quit the assignment.</p>

Syuh...
01/06/2021

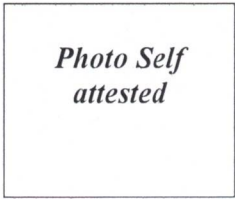
		<p>(xi) Jurisdiction for legal disputes if any arising during the period of contract, will be in Kolkata only.</p> <p>(xii) The person who has worked as Young Professional shall not disclose the information received by him/he during the period of such engagement to any persons other than CCO at any time whether during continuance of such engagement or after its severance.</p> <p>Further, the Young Professional shall not represent advice or work for any person for 02 years from the date of termination which may be detrimental to the CCO.</p>
11	Selection Process	<p>Selection of the Young Professionals will be done on the basis of personal interview by a selection Committee (including one Officer from MOC). Only shortlisted candidates shall be called for 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 Certificate in Original for verification.</p>
12.	Attendance and working days	<p>(a) The working hours of the Young Professional shall be same as regular Government employees working in CCO. 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 attendance register.</p>
13.	Confidentiality and Secrecy	<p>During the period of assignment with Coal Controller Office, the Young Professionals would be subject to the provisions of India Official Secrecy 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 corticates from 2 references know 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 or her</p>


(Shanta Guha)

Dy. Asstt. Coal Controller (Admin)

APPLICATION PROFORMA

Annexure-I



1. Post of which applying: -

2. Format for Application

(i) Name: -

(ii) Date of Birth: -

(iii) Address for communication: -

(iv) Contact No. (Landline) :-.....

(v) Mobile No.....

(vi) Email

(V) Academic Qualification (in reserve order, starting from the latest) :-

Sl. No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

- Attach separate copy if required.

(VI) Professionals Qualification (in reserve order, starting from the latest):-

Sl. No.	Degree	Year	Subjects	University/Institute	Class/Division	Distinction (if any)

- Attach separate copy if required.

VII. List of relevant technical and academic publication (if any): -

(VII) Relevant experience: -

- Total years of experience and name of Organisation.
- Year wise tasks of similar nature carried out during the last three years.
- Works of similar nature in hand and the expected date of completion.

IX) A short note on your suitability for the post: -

Name & Signature of the applicant

Date: -

Place: -