



**OFFICE MEMORANDUM**

Date:04.10.2022

**Sub: - Inviting application for appointment of Young Professionals in Coal Controller's Organization, Delhi.**

I am directed to forward herewith the text of the advertisement along with its Annexures(A-1) for individuals for appointment of Young Professionals in Coal Controller' s Organisation at Delhi. The advertisement has been uploaded on the website of Ministry of Coal ([www.coal.gov.in](http://www.coal.gov.in)) and Coal Controller ([www.coalcontroller.gov.in](http://www.coalcontroller.gov.in))

2. The last date for submission of application is 4<sup>th</sup> Nov. 2022
3. This issues with the approval of Competent Authority.

Yours faithfully,

(Joydeep Ghosh)

Dy. Asstt. Coal Controller (Admin)

04/10/2022

**CCO Website**

**MoC Website**

## **CIRCULAR**

Invitation of application for appointment as Young Professional in Coal Controller Organisation at 5th Floor, SCOPE MINAR, LAXMI NAGAR, Delhi.

Application from eligible candidates is invited in the enclosed proforma (Anexure-1) along with the copies of Certificates of Qualification and Experience.

3. Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and call for the interview.

4. The duly filled application form along with the relevant documents should be submitted in the format given in Annexure-1 and reached the Dy. Asstt. Coal Controller (Admin), Coal Controller' s Organisation, SCOPE MINAR, 5<sup>th</sup> FLOOR, CORE-2, LAXMI NAGAR, NEW DELHI- 110092 on or before 4<sup>th</sup> Nov 2022 at 5.00 P.M.



(Joydeep Ghosh)

Dy. Asstt. Coal Controller (Admin)

04/10/2022



Annexure-I

APPLICATION PROFORMA



1. Post of which applying:-
2. Format for Application

- I. Name :
- II. Date of Birth:
- III. Address for correspondence:
- IV. Contact No. Landline.....
- V. Mobile.....
- 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. Professional Qualification (in reverse order, starting from the latest):

| Sl. No. | Degree | year | Subjects | University/Institute | Class/Division | Distinction (if any) |
|---------|--------|------|----------|----------------------|----------------|----------------------|
|         |        |      |          |                      |                |                      |

- Attach separate copy if required.

VII. Details of working Experience in the respective field:-

VIII. Relevant experience:-

- a. Total years of experience and name of organisation.
- b. Year wise tasks of similar nature carried out during last three years
- c. 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:-



## Terms of Reference of Young Professional in Statistics, Environmental Science and IT

|    |                         |   |
|----|-------------------------|---|
| 1. | Name of Post            | <b>Young Professional in Statistics, Environmental Science and IT</b>   |
| 2. | No, of Posts            | 03 (One each in Statistics, Environmental Science and IT)   |
| 3. | Essential Qualification | <p>Master's Degree in Statistics/Mathematics/Economics/Finance for Statistics</p> <p>Master's degree in environmental science/Bachelor in Engineering or Master's in Engineering in Environmental Engineering for Environmental Science</p> <p>Bachelor of Engineering/Masters in Engineering in Computer Science or Master of Computer Application for IT</p>  |
| 4. | Experience              | <p>01 years' experience in the field of Statistical Data Analysis, Processing, Computation and Dissemination, Knowledge of Data Entry</p> <p>01 years' experience in the field of Environmental aspect</p> <p>01 years' experience in the field of IT and Web portal handling</p>   |
| 5. | Age limit               | Not exceeding 30 Years as on 31/3/2023  |
| 6. | Scope or Work           | <p>Young Professional in Statistics is required to provide high quality inputs in the field of Statistics/Economics. He/She is required to analyse data/data handling/computation and dissemination and entry of data had handling of Statistical Publications, preparation of projects and any other work given from time to time for Statistics</p> <p>Young Professional in Environmental Science is required to analyse environmental perspective of mine closing activities.</p> <p>Young professional in IT is required to look after all IT related work of the organization, maintenance of web portals etc for IT.</p> |
| 7. | Method of Engagement    | Short Term Contract basis.  |
| 8. | Period of Contract      | The tenure of Young Professional 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 YP regarding renewal of contract etc.   |

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| 9.  | Remuneration              | Consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand only) per month   |
| 10. | Other Terms of Engagement | <p>i) The Young Professional will not be entitled for any separate monthly allowance including conveyance allowance, House Rent Allowance etc. However, in case, he/she is required to travel outside posting place in the context of the work/assignment, the Coal Controller Office shall reimburse the actual cost of travel and daily allowance as per Rules/regulations of the Central Government applicable to Group A Gazetted Officer.</p> <p>ii) The Young Professional will not be eligible for any other facilities such as residence, telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>iii) The Young Professional 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 prorata basis). Also unavailed leave in a year cannot be carried forward to next calendar year.</p> <p>iv) The Young Professional 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 Professional may be terminated, after giving one month notice in following situations:</p> <ul style="list-style-type: none"> <li>• If Young Professional is unable to do the assigned work.</li> <li>• Quality of the assigned work is not to the satisfaction of the Department.</li> <li>• If the Young Professional is absent from duty without due</li> </ul> |

|     |                             |   |
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|     |                             | <p>authorization.</p> <ul style="list-style-type: none"> <li>• If the Department, elects not to renew the contract of the Young Professional at the end of period.</li> </ul>   |
|     |                             | <p>viii) Termination shall be effected by written notice of 30 days served to the Young Professional. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>ix) CCO 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.</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> <p>xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi courts only.</p> <p>xii) The person who has worked as Young Professional shall not disclose the information received by him/her 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           | Selection of the Young Professional 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.   |
| 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 | During the period of assignment with CCO, the Young Professional would be subject to the provisions of India Official Secrecy Act, 1923   |



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|  |  | <p>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> |
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Selected candidates shall provide integrity certificates from 2 references know to them

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.



(Joydeep Ghosh)  
Dy. Asstt. Coal Controller  
CCO/Delhi  
04/10/2022