



**Government of India
Ministry of Coal
O/o Nominated Authority**

No. NA-410/3/2020-NA

Dated: 01.12.2020

VACANCY NOTICE

The office of Nominated Authority, Ministry of Coal is mandated for allocation and monitoring of 204 coal blocks cancelled by the Hon'ble Supreme Court of India. 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 broad working areas of the office of Nominated Authority are as below.

I. Re-allocation of 204 cancelled coal blocks: After cancellation of prior allocations of coal blocks by Hon'ble Supreme Court of India, the Coal Mines (Special Provisions) Act, 2015 was enacted by the Parliament for allocation of the coal blocks/ mines. The office of the Nominated Authority is entrusted with the responsibility to re-allocate such coal blocks in fair and transparent manner through route of auction and allotment.

II. Monitoring of coal mines for production: To meet the energy demands of our nation, it is imperative that the reallocated coal mines start production of coal for which rigorous monitoring is being done to ensure that all the statutory clearances are granted timely by State and Central Government authority.

III. Policy formulation for coal reforms: The Ministry has recently opened up coal sector and allowed commercial mining. Further, various reforms are being undertaken by this Ministry to ensure smooth operation of coal mines and enhancement of production.

The office of Nominated Authority, Ministry of Coal wants to engage spirited 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 31 st July 2020)	Job Description	Desired Qualifications* and Experience	Remuneration per month
1	Sr. Management Consultant (01)	50 Years	Monitoring of coal mines, liaison with various state and central government bodies for enabling grant of	Qualifications: Essential: MBA (full time) Experience: 10-15 years of	₹ 1,00,000/- (All Inclusive)

Sl. No.	Name of the post and number of posts	Max Age Limit (as on 31 st July 2020)	Job Description	Desired Qualifications* and Experience	Remuneration per month
			various statutory clearances for operationalizing coal mines, preparation of various reports and policies related to coal mining, comprehend Mine Plan, Geological reports and other documents relating to mining, resolve all technical issues concerning mines, developing policy papers.	experience in project monitoring, development and implementation of projects.	
2	Energy Analyst (02)	32 years	Drafting and vetting of various Agreements, Legal Documentation, Manage court Cases, Managing compliances	Qualifications: Essential: Masters in/- Energy Studies (full time) or MSc or MA in Economics Preferable: Ph D or Research Experience Experience: Minimum 3 years of research on coal or energy sector	₹ 75000 (All inclusive)
3	Financial Analyst (02)	32 years	Manage all financial matters concerning coal mines like Performance Bank Guarantee, Compensation, all type of payments made to the State and Central Government by coal block allocates, Managing National Coal Index.	Qualifications: Essential: Graduate in any stream. Chartered Accountant / ICWA/ Cost Accountant/ Masters in Economics Skills- Aptitude in basic financial modelling and analysis using MS Excel. Experience: Minimum 3 year in finance field.	₹ 75000/- (All inclusive)
4	Management Analyst (02)	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.	Qualifications: Essential: MBA (full time) Experience: Minimum 3 year of experience in a large company.	₹ 75000/- (All Inclusive)

Sl. No.	Name of the post and number of posts	Max Age Limit (as on 31 st July 2020)	Job Description	Desired Qualifications* and Experience	Remuneration per month
5	Consultant (01)	35 years	Matter related to compensation of land to prior allottees	Qualification : Graduate in Civil Engineering, Architecture, or Town Planning or equivalent; Experience: Should be having experience of at least 5 years regarding the issues pertaining to valuation of land. OR Post Graduate on above courses and also in valuation of land and building or Real Estate Valuation (a two-year full time post-graduation course) Experience : Should be having experience of at least 5 years regarding the issues pertaining to valuation of land.	75,000/- (All inclusive)

* - 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) SELECTION PROCESS:

- 1) Suitable candidates will be shortlisted, based on their eligibility/ experience in the relevant field and will be called for interview.
- 2) The decision of the competent authority for selection of suitable candidates will be final.

(C) HOW TO APPLY:

- 1) Eligible and interested candidates may apply as per the application format at 'Annexure-I', attached.
- 2) Envelope containing the duly filled-up application should be super-scribed as-

“APPLICATION FOR THE POST OF- _____.”

and should be addressed to:-

**The Office of Nominated Authority,
120 F- Wing, First Floor, Shastri Bhawan
Dr. Rajendra Prasad Road
New Delhi- 110001**

Incomplete or applications received after due date shall not be accepted. Ministry will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

- 3) The application should be supported with the following documents, **duly self-attested**:-
- i. Copies of Educational Certificates (Matriculation onwards)
 - ii. Work experience Certificate issued by last employer(s)

(D) GENERAL INSTRUCTIONS:

- 1) Complete filled-up application should reach this office latest by 01.01.2021.
- 2) Incomplete or applications received after due date shall not be accepted.
- 3) Without supporting documents application will be summarily rejected.
- 4) 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.
- 5) No TA/DA will be paid for appearing for the interview.

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 on 31.07.2020Yrs.....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 31.07.2020		
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.

Date:
Place:
Name.....

(Signature of the candidate)