

339-A, Shastri Bhawan
New Delhi - 110001
Dated: the 12th Feb 2020

CIRCULAR

Sub: Invitation of applications for appointment as Young Professionals in Ministry of Mines.

Ministry of Mines proposes to engage Young Professionals in the Ministry for attending to specific and time-bound jobs. Only persons with requisite qualifications and experience 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 and Experience.
3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
4. The Ministry of Mines reserves the right to reject any application without assigning any reason.
5. The duly filled application forms along with relevant documents should be submitted in the format given in Annexure-I and reach Under Secretary (Establishment), Ministry of Mines, Room No. 303, 'D' Wing, 3rd Floor, Shastri Bhawan, New Delhi on or before 2nd March, 2020. The application has to be sent via email (yogesh.patel77@gov.in) followed by hard copies by post.


12.2.2020
(Yogesh R. Patel)

Under Secretary to the Government of India
Tel. No. 011-23383946
Email- yogesh.patel77@gov.in

To,

1. All Ministries/Departments of Government of India.
2. Through CPP Portal: Copy forwarded along with soft copy for publishing the circular in the Ministry's website to NIC, Ministry of Mines.

Terms of Reference

1	Name of Post	Young Professional
2	Number of Posts	As per Requirement
3	Essential Qualifications	Master's degree in Mining/Geology/Economics/Finance/Commerce or MBA or CA or ICWA.
4	Experience	2-3 years post qualification experience in the relevant field.
5	Age Limit	Not Exceeding 35 years
6	Job Profile/ 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/Geology/Finance/Economics etc. They are required to do Data analysis/analysis of financial statement of the companies/ analysis of Metal Sector as well as Financial Market/ Analysis of production data viz. a viz. target/ various laws, duty structure affecting sectors/knowledge of Companies Act w.r.t. PSUs/matters related to trade agreement/ preparation of presentation/Project Management/Innovations etc. They shall perform any other work as may be entrusted from time to time.
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 (NCR) 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 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 Ministry.</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 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 arising during the period of the contract, will be in Delhi Courts only.

(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

		<p>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 Mines. 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 Mines, 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 besides the routine character and antecedent verification.</p>

APPLICATION PROFORMA

1. Post for which applying:

Photograph

self-attested

2. Format for Application

I. Name:

II. Date of Birth:

III. Address for correspondence:

IV. Contact No. Landline.....

Mobile:.....

Email.....

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

S.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):

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

- Attach separate copy if required.

VII. List of relevant technical and academic publications (if any).

VIII. Relevant experience:

- Total years of experience and name of organizations.
- Year-wise tasks of similar nature carried out during 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: