

Term of Reference

Young Professional – 18 post:

1	Name of Post	Young Professional	
2	Number of Posts	18	
3	Essential Qualifications	MBA/M.Tech/PG (Finance /Marketing/ HR/Statistics/IT/Computer science/Law)	
		HR /Operation/Marketing	MBA – HR, Marketing OR Post Graduate OR Graduate with compulsory 2 year experience in central government.
		Statistics	PG/ Masters in Statistics or math
		IT	B. Tech in IT or equivalent / MCA
		Finance	MBA- Finance, Economics OR CA Or MCOM
		Legal	LLM or LLB with compulsory 2 year experience in central government.
4	Experience	2 years post qualification experience in the relevant field.	
5	Desirable:	Proficiency in Computer, Noting Drafting and Work Experience in Central Government wii be given preference.	
6	Age Limit	Not Exceeding 35 years (Relaxable 3 years for OBC and 5 years for SC/ST as per Rules of Govt.)	
7	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/Law etc. They are required to do Data analysis/ preparation of presentation/Project Management/Innovations etc. They shall perform any other work as may been entrusted from time to time by the division.	
8	Method of Engagement	Short term on contract basis.	
9	Period of Contract	The engagement would be purely on contract basis initially for one year, extendable up to 3 years on yearly basis, subject to satisfactory performance. The extension of contract beyond 3 years upto maximum 5 may be considered only on special circumstances. The decision of Ministry shall be final in this regard. No right will be accrued in favor of the Young professional regarding renewal of contract, absorption in service, etc.	
10	Remuneration	Consolidated remuneration of Rs. 80,000/- (Rupees Eighty Thousand only) per month. Further, an annual increment of Rs. 5000/- based on satisfactory job completion certified by the respective Divisional Heads and evaluation of the performance of the YPs through a duly constituted Review Committee.	
11	Other Terms of Engagement	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. 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. iii. Individual Young Professionals shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leave can not be carried forward to the next year. Further, the absence of up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by the Secretary, Ministry of Coal. Apart from this, the women Young Professionals may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 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. Ministry also reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period. ix. Contract may be terminated by the Young Professional by giving 30 days' notice or one month's salary in lieu of there of to the Ministry in case he/she opts to quit the assignment. x. Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only. xi. 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.
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		xii.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.																					
12	Selection process	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.																					
13	Attendance and working days:	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). The attendance shall be marked in the Bio-metric system.																					
14	Confidentiality and Secrecy	a. 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 authorized to know the same. b. Selected candidates shall provide integrity certificates from 2 references known to them. c. 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.																					
15	Reservation	Reservation shall be applicable under:- <table><tr><th>No. of Posts</th><th>General [including PwD]</th><th>SC</th><th>ST</th><th>OBC</th><th>EWS</th></tr><tr><td>18</td><td>10</td><td>02</td><td>01</td><td>04</td><td>01</td></tr></table>	No. of Posts	General [including PwD]	SC	ST	OBC	EWS	18	10	02	01	04	01									
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16	Discipline	Discipline wise Tentative Post:- <table><tr><th>Sl. No.</th><th>Discipline</th><th>No. of YPs Required</th></tr><tr><td>1</td><td>HR</td><td>8</td></tr><tr><td>2</td><td>Statistics</td><td>1</td></tr><tr><td>3</td><td>IT</td><td>2</td></tr><tr><td>4</td><td>Finance</td><td>2</td></tr><tr><td>5</td><td>Legal</td><td>5</td></tr><tr><td></td><td>Total</td><td>18</td></tr></table> No. of post are subject to change.	Sl. No.	Discipline	No. of YPs Required	1	HR	8	2	Statistics	1	3	IT	2	4	Finance	2	5	Legal	5		Total	18
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