



सामाजिक सुरक्षा संगठन
Social Security
Organisation

कोयला खान भविष्य निधि संगठन
COAL MINES PROVIDENT FUND ORGANISATION
(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)
(A Statutory Organization under Ministry of Coal, Government of India)

आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER

पुलिस लाईन, / POLICE LINE,
धनबाद / DHANBAD
पिन / PIN-826014
(झारखण्ड)/(JHARKHAND)
फोन नं०/Phone No.- 0326-2202114
email: commissioner@cmpfo.gov.in
Website:- www.cmpfo.gov.in

F.No. CMPFO/218/ADM/MISC/Review Meeting/MoC/ 218

Dated : 11th July, 2023

CIRCULAR

Subject: - Inviting application for filling up three posts of Young Professionals on contract basis (1 Legal Consultant, 1 Finance Consultant and 1 IT Consultant for posting at Dhanbad (Jharkhand) initially for one year and further extendable for a period not exceeding two years subject to satisfactory performance.

Coal Mines Provident Fund Organisation proposes to fill up 3 (three) posts of Young Professionals on contract basis i.e., 1 Legal Consultant, 1 Finance Consultant and 1 IT Consultant for posting at Dhanbad initially for one year and further extendable for a period not exceeding two years subject to satisfactory performance.

2. Application from eligible candidates are invited as per requisite qualification/Qualifying service/Experience etc as given at **Annexure-I** in the prescribed format. The eligible candidate may apply online and upload all relevant certificates **available in the official website of CMPFO (www.cmpfo.gov.in)**.
3. Applications uploaded incomplete or after due date will not be accepted. CMPFO reserves right to cancel application without assigning any reason thereupon.
4. **The last date of filling online application is 25 August 2023.**
5. Short-listed candidates will be informed on their email address/speed post for personal interview by a selection committee. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidate shall have to produce their bio-data and certificates, in original for verification.
6. The reservations shall apply as per guidelines issued by DOPT. All three posts of Young Professionals on Contract Basis are for UR Category.


(R.K.P. Sinha)
Assistant Commissioner-I (Adm)

TERMS OF REFERENCE FOR ENGAGING LEGAL CONSULTANT

1.	Name of post	Legal Consultant
2.	Number of post	01 (One)
3.	Job Location	Dhanbad
4.	Essential Qualifications	(i) Applicant must possess Degree in Law (LLB) from a university/ Institute in India recognized by the Bar Council of India. (ii) Applicant must be enrolled as an advocate in the Bar Council of India/State Bar Council in terms of the Advocates Act, 1961.
5.	Experience in relevant field	Applicant must have at least 5 years of post-qualification experience of working with Government Department/Autonomous Bodies/PSUs and/or Supreme Court of India/High Court/District Courts.
6.	Computer Proficiency	The applicant must possess working knowledge of computers including Microsoft Office tools like word, Excel and Power point.
7.	Proficiency in Language	The applicant must possess excellent communication skills and proficiency in English Language (Reading, Writing and Comprehension).
8.	Scope of work	Legal Consultant shall perform the following duties/functions: a) Prepare para-wise comments/counter affidavits/petitions/applications, etc. across the courts, tribunals and other statutory authorities filed against or by the CMPFO. b) Monitor the pending court cases, to assist and be present in the court at the time of hearing. c) Perform such other work of legal nature, as may be entrusted from time to time by CMPFO.
9.	Method of Engagement	Short term on contract basis.
10.	Period of contract	The appointment on the above post will be purely on contract basis initially for a period of one year, further extendable for a period not exceeding two years' subject to satisfactory performance. The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of CMPFO shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service etc.
11.	Age limit	Not more than 35 years as on 1 st January, 2023.
12.	Remuneration (per month)	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy-Five Thousand Only) on monthly basis for young professional.
13.	Other terms of engagement	(i) The Consultants will not be entitled for any separate monthly allowance including but not limited to conveyance allowance. HRA etc. However, in case, the consultant is required to travel outside Dhanbad in the

context of the work/assignment, the CMPFO 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 Consultants 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) The Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Consultant 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.

(iv) The Consultant will be required to discharge the duties as assigned to him/her by the CMPFO.

(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 CMPFO will issue TDS Certificate (s).

(vi) The consultant 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 CMPFO in any matter during the period of his/her engagement with CMPFO. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to CMPFO which is averse to the interest of the CMPFO.

(vii) The contract of consultant may be terminated, after giving 30 days' notice, in following situations:

- If the Consultant is unable to do the assigned work.
- Quality of the output of assigned works is not to the satisfaction of the CMPFO.
- If the consultant is absent from duty without due authorization.
- If the CMPFO not to renew the contract of the consultant at the end of period.

(viii) Termination shall be effected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.

(ix) The Consultant is required to give 30 days' written notice to the CMPFO in case he/she opts to quit the assignment.

(x) Notwithstanding anything stated above CMPFO reserves the rights to terminate the contract without giving any explanation or whatsoever with immediate

		<p>effect without any remuneration or notice period on the ground of misconduct.</p> <p>(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Jharkhand Courts only.</p> <p>(xii) The person who has worked as consultant shall not disclose the information received by him/her during the period of such engagement to any person other than CMPFO at any time whether during continuance of such engagement or after its severance. Further, the consultant shall not represent advice or work for any person against the interest of CMPFO for 02 years from the date of termination.</p>
14.	Selection process	<p>Only the short-listed candidates shall be called for the interview. Selection of the Consultants will be done on the basis of personal interview by a Selection Committee. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidate shall have to produce their bio-data and certificates, in original for verification.</p>
15	Attendance and working days	<p>The working hours of the consultants shall be same as regular Govt. employees working in the CMPFO. 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>
16	Confidentiality and secrecy	<p>During the period of assignment with CMPFO, the consultants would be subject to the provisions of Indian 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.</p> <p>Selected candidates shall provide integrity certificate from 2 reference 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/her.</p>

TERMS OF REFERENCE FOR ENGAGING FINANCE CONSULTANT

1.	Name of post	Finance Consultant
2.	Number of post	01 (One)
3.	Job Location	Dhanbad
4.	Essential Qualifications	CA, ICWA, CFA or equivalent from recognised University.
5.	Experience in relevant field	Applicant must have 2-3 years of post-qualification experience of working with Government Departments/Autonomous Bodies/PSUs.
6.	Computer Proficiency	The applicant must possess working knowledge of computers including Microsoft Office tools like Word, Excel and Power point.
7.	Proficiency in Language	The applicant must possess excellent communication skills and proficiency in English Language (Reading, Writing and Comprehension).
8.	Scope of work	Young professionals are required to provide assistance in preparation of Annual Accounts and Budget, Cash Control, monitor cash reserves and investments. They shall perform any other work as may have been entrusted from time to time by the Competent Authority.
9.	Method of Engagement	Short term on contract basis.
10.	Period of contract	The appointment on the above post will be purely on contract basis initially for a period of one year, further extendable for a period not exceeding two years' subject to satisfactory performance. The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of CMPFO shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service etc.
11.	Age limit	Not more than 35 years as on 1 st January, 2023.
12.	Remuneration (per month)	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy-Five Thousand Only) on monthly basis for young professionals.
13.	Other terms of engagement	(i) The Consultants will not be entitled for any separate monthly allowance including but not limited to conveyance allowance. HRA etc. However, in case, the consultant is required to travel outside Dhanbad in the context of the work/assignment the CMPFO 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 Consultants 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) The Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Consultant 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.

(iv) The Consultant will be required to discharge the duties as assigned to him/her by the CMPFO.

(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 CMPFO will issue TDS Certificate (s).

(vi) The consultant shall, in no case give opinion/advice to any person other than CMPFO in any matter during the period of his/her engagement with CMPFO. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to CMPFO which is averse to the interest of the CMPFO.

(vii) The contract of consultant may be terminated, after giving 30 days' notice, in following situations:

- If the Consultant is unable to do the assigned work.
- Quality of the output of assigned works is not to the satisfaction of the CMPFO.
- If the consultant is absent from duty without due authorization.
- If the CMPFO not to renew the contract of the consultant at the end of period.

(viii) Termination shall be effected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.

(ix) The Consultant is required to give 30 days' written notice to the CMPFO in case he/she opts to quit the assignment.

(x) Notwithstanding anything stated above CMPFO 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 misconduct.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Jharkhand Courts only.

		(xii) The person who has worked as consultant shall not disclose the information received by him/her during the period of such engagement to any person other than CMPFO at any time whether during continuance of such engagement or after its severance. Further, the consultant shall not represent advice or work for any person against the interest of CMPFO for 02 years from the date of termination.
14.	Selection process	Only the short-listed candidates shall be called for the interview. Selection of the Consultants will be done on the basis of personal interview by a Selection Committee. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidate shall have to produce their bio-data and certificates, in original for verification.
15	Attendance and working days	The working hours of the consultants shall be same as regular Govt. employees working in the CMPFO. 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.
16	Confidentiality and secrecy	During the period of assignment with CMPFO, the consultants would be subject to the provisions of Indian 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. Selected candidates shall provide integrity certificate from 2 reference 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.

TERMS OF REFERENCE FOR ENGAGING IT CONSULTANT

1.	Name of post	IT Consultant
2.	Number of post	01 (One)
3.	Job Location	Dhanbad
4.	Essential Qualifications	Bachelor's Degree in Computer Science or equivalent from a recognised University.
5.	Experience in relevant field	Applicant must have 2-3 years of post-qualification experience of working with Government Departments/Autonomous Bodies/PSUs.
6.	Computer Proficiency	The applicant must possess working knowledge of computers including Microsoft Office tools like word, Excel and Power point.
7.	Proficiency in Language	The applicant must possess excellent communication skills and proficiency in English Language (Reading, Writing and Comprehension).
8.	Scope of work	Young professionals are required to provide assistance for monitoring and maintaining the computer systems and networks of CMPFO, installing and configuring computer systems, diagnosing hardware and software faults and solving technical and applications problems, development of Public Portal, website updation, digitization process undertaken by CMPFO, studying computerisation needs etc. They shall perform any other work as may have been entrusted from time to time by the division.
9.	Method of Engagement	Short term on contract basis.
10.	Period of contract	The appointment on the above post will be purely on contract basis initially for a period of one year, further extendable for a period not exceeding two years' subject to satisfactory performance. The performance of the consultants will be reviewed after every six months and their contract shall be extended or discontinued (as the case may be) depending on their performance. The decision of CMPFO shall be final in this regard. No right will be accrued in favour of the consultant regarding renewal of contract, absorption in service etc.
11.	Age limit	Not more than 35 years as on 1 st January, 2023.
12.	Remuneration (per month)	Consolidated remuneration of Rs. 75,000/- (Rupees Seventy-Five Thousand Only) on monthly basis for young professionals.
13.	Other terms of engagement	(i) The Consultants will not be entitled for any separate monthly allowance including but not limited to conveyance allowance. HRA etc. However, in case, the consultant is required to travel outside Dhanbad in the context of the work/assignment the CMPFO 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 Consultants 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) The Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Consultant 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.

(iv) The Consultant will be required to discharge the duties as assigned to him/her by the CMPFO.

(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 CMPFO will issue TDS Certificate (s).

(vi) The consultant shall give opinion/advice to any person other than CMPFO in any matter during the period of his/her engagement with CMPFO. Further, in no case, the consultant shall act, or conduct anything with regard to any person or render any advice to CMPFO which is averse to the interest of the CMPFO.

(vii) The contract of consultant may be terminated, after giving 30 days' notice, in following situations:

- If the Consultant is unable to do the assigned work.
- Quality of the output of assigned works is not to the satisfaction of the CMPFO.
- If the consultant is absent from duty without due authorization.
- If the CMPFO not to renew the contract of the consultant at the end of period.

(viii) Termination shall be effected by written notice of 30 days served to the consultant. The termination will be without prejudice to either party's rights accrued before termination.

(ix) The Consultant is required to give 30 days' written notice to the CMPFO in case he/she opts to quit the assignment.

(x) Notwithstanding anything stated above CMPFO 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 misconduct.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Jharkhand Courts only.

		(xii) The person who has worked as consultant shall not disclose the information received by him/her during the period of such engagement to any person other than CMPFO at any time whether during continuance of such engagement or after its severance. Further, the consultant shall not represent advice or work for any person against the interest of CMPFO for 02 years from the date of termination.
14.	Selection process	Only the short-listed candidates shall be called for the interview. Selection of the Consultants will be done on the basis of personal interview by a Selection Committee. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidate shall have to produce their bio-data and certificates, in original for verification.
15	Attendance and working days	The working hours of the consultants shall be same as regular Govt. employees working in the CMPFO. 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.
16	Confidentiality and secrecy	During the period of assignment with CMPFO, the consultants would be subject to the provisions of Indian 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. Selected candidates shall provide integrity certificate from 2 reference 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.