



To,

1. All GM/HoDs,
CMPDI (HQ), Ranchi.
2. All RDs, CMPDI

Dear Sir/Madam,

Subject: Posting of executives of various disciplines & non-executives at National Centre for Coal & Energy Research (NaCCER), CMPDI (HQ), Ranchi

There is an immediate requirement of executives of E4 to E8 grade and non-executives of any grade fulfilling the below mentioned eligibility, for posting at National Centre for Coal & Energy Research (NaCCER), CMPDI (HQ), Ranchi.

SN	Areas of expertise	Requirement	Eligibility
1	Mining	5	
2	Electrical	2	
3	Mechanical	2	
4	Civil	1	
5	Chemical	2	
6	Environmental	2	
7	Geology	1	
8	IT	1	
9	Electronics	1	
10	Hydro geology	1	
11	Coal Preparation	1	
12	Metallurgy	1	
13	Industrial Engineering	1	
14	Finance	1	Executive of E4 to E8 Grade. Job Profile attached may be referred.
15	HR	1	Executive of E4 to E7 grade of Personnel Discipline. Applicants having experience in R&D related activities will be preferred.
16	MM	1	Executive of E4 to E7 grade of Materials Management Discipline. Applicants having experience in R&D related activities will be preferred.
17	Science Background & computer proficiency	5	Any non-executive employee of any grade/designation having science background and computer proficiency

The applicant for above requirements SN 1 to 17, should not be over **55 years of age** as on cut-off date.

Date of notification is the cut-off date for eligibility i.e. 22.12.2023.

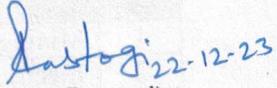
You are requested to invite applications from eligible and willing executives and non-executives of your Department/ RI for their posting at National Centre for Coal & Energy Research (NaCCER), CMPDI (HQ), Ranchi, in the enclosed Application form.

The last date of submitting application by the applicant is 12.01.2024 (Friday). Applicants should submit self-attested copy of educational/professional certificates.

The hardcopy of applications of willing, eligible and **sparable** executives/ non-executives in respect of your Department/RI, is requested to be forwarded in totality to this office by 17.01.2024. In case of executives, the applications are to be forwarded through concerned Directorate.

Thanking you!

Yours faithfully,


(Suman Rastogi)
Dy. General Manager (P&A)

Encl.:

1. Application Form for executives
2. Job profile for SN 1 to 13.
3. Application Form for non-executives

Copy for kind information to :

1. The CMD, CMPDI
2. The Dir. (T/CRD), CMPDI, Ranchi
3. The Dir. (T/P&D), CMPDI, Ranchi
4. The Dir. (T/ES), CMPDI, Ranchi
5. The Dir. (T/RD&T), CMPDI, Ranchi
6. The CVO, CMPDI, Ranchi

Distribution:

1. The GM (S&T), CMPDI (HQ), Ranchi
2. The GM (ICT), CMPDI (HQ), Ranchi – With a request to upload the same in CMPDI Internet under “Employee’s Corner” and Intranet under “Employment & Promotions”.

Job Profile of R&D Scientists at the R&D Center in CMPDIL

Sl. no	Positions	R&D Scientist/ Sr. R&D Scientist/ Lead R&D Scientist/ Chief R&D Scientist/ Principal R&D Scientist
1	Levels	R&D Scientist: E4 Sr. R&D Scientist: E5 Lead R&D Scientist: E6 Chief R&D Scientist: E7 Principal R&D Scientist: E8
2	Areas of Expertise	<ol style="list-style-type: none"> 1. Mining Engineering 2. Electrical Engineering 3. Mechanical Engineering 4. Civil Engineering 5. Chemical Engineering 6. Environmental engineering 7. Geology 8. Information Technology 9. Electronics & Communication 10. Hydro Geology 11. Coal Preparation 12. Metallurgic Engineering 13. Industrial Engineering
3	Experience	Minimum experience of 7 years in industry in the area of expertise
4	Educational Qualification	<ol style="list-style-type: none"> a. A bachelor degree in any of the areas of expertise from a reputed & recognized institution b. Doctoral degree/ Post Graduate degree in any of the areas of expertise is preferred.
5	Age	Not over 55 years
6	Key Areas of Responsibilities.	<p>The Research and Development (R&D) department is responsible for conducting research, developing new products, processes, and technologies, and improving existing products. The primary responsibility of the R&D department is to drive innovation within the organization and to ensure that the company remains competitive in its market.</p> <p>Here are some broad areas of responsibilities.</p> <ol style="list-style-type: none"> 1. Lead technology evaluation, scale-up & commercialization 2. responsible for conducting research to identify new opportunities for innovation, as well as to understand the market, consumer needs, and industry trends. 3. responsible for developing new products or improving existing ones. This involves ideation, designing, testing, and prototyping new products, and ensure that the products meet customer needs and align with the company's overall strategy. 4. responsible for developing new methods, techniques, processes and technologies that can improve the efficiency and effectiveness of the organization. This may involve the development of new software, machinery, or manufacturing processes or methods.

		<p>5. responsible for protecting the organisation's intellectual property rights by securing patents, trademarks, and copyrights.</p> <p>6. works closely with subsidiaries & other companies and with other departments, such as marketing, engineering, and design, to ensure that products meet customer needs, are technically feasible, and are cost-effective.</p> <p>7. responsible for managing budgets and ensuring that research projects are completed on time and within budget. This involves forecasting expenses, allocating resources, and monitoring project progress.</p> <p>8. Responsible for <i>Indianisation</i> of new and emerging technologies, methods and processes.</p>
7	Key Skills Required.	<p>The human resource in R&D centre requires a diverse set of skills and expertise to be successful in developing new products, technologies, and processes. It requires professionals having scientific temper with technical expertise, analytical skills, creativity, project management skills, communication skills, attention to detail, and adaptability. These skills are essential for developing new products, technologies, and processes and for ensuring that the customers remain competitive in their market.</p> <p>Here are some of the key skills required for the R&D department.</p> <ol style="list-style-type: none"> Technical Expertise: The R&D centre requires individuals with technical expertise in the area of expertise. This involves a deep understanding of the technical aspects of product development, including design, testing, and prototyping. Remain updated with the new developments and innovation happening across the globe in the respective field. Analytical Skills: The R&D centre requires individuals with strong analytical skills to analyse data, identify trends & patterns, and draw insights by interpreting complex data. Creativity: The R&D centre requires individuals with a creative mind-set to develop new ideas and to think outside the box. This involves the ability to approach problems from different angles and to develop innovative solutions. Design Thinking: The R&D center needs people who are able to analyse the problems associated with operations and product/service and develop creative solutions for them. This strategy enables a business to improve its products and services and enhance operational efficiency. Additionally, design thinking leads to opportunities for innovation. Project Management: The R&D centre requires individuals with strong project management skills to ensure that R&D projects are completed on time and within budget. This involves the ability to manage resources, allocate budgets, and monitor project progress Communication Skills: The R&D centre requires individuals with strong communication skills to collaborate with other departments and to communicate technical information to

		<p>non-technical stakeholders. This involves the ability to explain complex technical concepts in a clear and concise manner.</p> <p>6. Attention to Detail: The R&D centre requires individuals with strong attention to detail to ensure that products meet technical standards and are of high quality. This involves a meticulous approach to testing and prototyping products to identify any potential issues or areas for improvement.</p> <p>7. Adaptability: The R&D centre requires individuals who are adaptable and can work in a fast-paced and dynamic environment. This involves the ability to pivot quickly when necessary and to adjust to changing market conditions or customer needs.</p> <p>8. IT skills. The R&D center requires people having aptitude towards Data science & analytics, AI & Machine learning, Data visualization etc.</p>
8	Key Performance Indicators	<p>The performance of R&D Scientists would be assessed on some of the following KPIs depending on the assignment.</p> <ol style="list-style-type: none"> 1. Proposal Success Rate 2. Ideas turned into experiments 3. Projects completed 4. Total Patents Filed 5. Projects that meet planned targets 6. Products launched on time 7. Products launched on budget 8. Return on Innovation Investment (ROI) 9. Time-to-market 10. Deviation from Schedule 11. R&D costs / Total costs 12. Time for the experiments 13. Customer satisfaction



**Application Form for Executives for
posting at National Centre for Coal & Energy Research (NaCCER),
CMPDI (HQ), Ranchi**

1. Name (in Block Letter)	:	_____
2. EIS No	:	_____
3. Designation	:	_____
4. Grade	:	_____
5. Date of Birth	:	_____
		Age as on date of notification _____
6. <u>Contact Details</u>		
a) Mobile (to be provided)	:	_____
b) E-mail ID (to be provided)	:	_____
7. Caste (Gen/SC/ST/OBC)	:	_____
8. Educational / Professional Qualification (in chronological order starting from the most recent one):		

*Enclose self-attested copy of all educational/professional qualification certificates

9. Work Experience (in chronological order starting from the most recent one):

10. Experience in R&D Related work (in chronological order starting from the most recent one) :

Name of the Org./ Dept.	Designation/Post held	Grade	Place of posting	FROM (MM/YY)	To (MM/YY)	Nature of duties

11. Special Achievement (if any):

Declaration

I, _____ (Name), hereby certify that the details furnished by me in this application are true and correct to the best of my knowledge and belief and any information found to be false or misleading in this application shall lead to the rejection of my application.

Name of the executive

Signature of the candidate

Date:

Place:

FORWARDED BY :

The application is forwarded for consideration and it is also confirmed that the said executive is **eligible and separable** in case of selection.

Name, Designation of the
HoD/GMs of CMPDI (HQ) or RDs, RI

Signature & Seal of the
HoD/GMs of CMPDI (HQ) or RDs, RI

Sign & Seal of concerned Director (T) of CMPDI :



Application Form for Non-Executives
for posting at National Centre for Coal & Energy Research (NaCCER),
CMPDI (HQ), Ranchi

1. Name (in Block Letter)	:	_____
2. NEIS No.	:	_____
3. Designation	:	_____
4. Grade	:	_____
5. Date of Birth	:	_____
		Age as on date of notification _____
6. <u>Contact Details</u>		
a) Mobile (to be provided)	:	_____
b) E-mail ID (to be provided)	:	_____
7. Caste (Gen/SC/ST/OBC)	:	_____
8. Educational / Professional Qualification (in chronological order starting from the most recent one):		

9 Work Experience (in chronological order starting from the most recent one):

10. Computer Proficiency (brief details):

10. Computer Proficiency (brief details):

Declaration

I, _____ (Name), hereby certify that the details furnished by me in this application are true and correct to the best of my knowledge and belief and any information found to be false or misleading in this application shall lead to the rejection of my application.

Name of the executive

Signature of the candidate

Date:

Place:

FORWARDED BY :

The application is forwarded for consideration and it is also confirmed that the said executive is **eligible and sparable** in case of selection.

Name, Designation of the
HoD/GMs of CMPDI (HQ) or RDs, RI

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