

भारत सरकार/ GOVERNMENT OF INDIA खान मंत्रालय/ MINISTRY OF MINES भारतीय खान ब्यूरो/INDIAN BUREAU OF MINES



No. A-32013/2/2022-Rectt.

Nagpur, dated 18 .10.2024

CIRCULAR

One post of Director (Administration) in the Level -13 (Rs. 123100-215900) is vacant in Indian Bureau of Mines under the Ministry of Mines and is to be filled up on deputation basis.

- 02. The Director (Administration) will be the over-all in-charge of the Administration Division. His duties involve supervision and monitor the work relating to Establishment, Recruitment, Administration, Stores, Vigilance, Legal, Cash, Accounts, Audit & Budget of Indian Bureau of Mines. He will assist and advise to the Head of Office/ Controller of Mines (P&C)/ Controller General on administrative, legal and accounts matters from time to time. Also any other duties which may be assigned by the Controller General, IBM.
- 03. As per the Recruitment Rules for the post of Director (Administration), the candidates to be considered for appointment by deputation should be the officers under the Central or State Government or Union territories:-
- (a) (i) holding analogous posts in the parent cadre or Department; or
 - (ii) with five years service in the grade rendered after appointment thereto on regular basis in level -12 in the pay matrix (Rs.78800- 209200) or equivalent in the parent cadre or Department; and
- (b) Possessing the following educational qualification and experience:
 - (i) Degree of a recognised University or Institution.
 - (ii) Twelve years experience in Administration, Establishment, accounts, legal, Vigilance, Budget, disciplinary cases, purchase of stores matters in a Government Office or public sector undertakings or autonomous body or statutory body.

Desirable Qualifications: Degree in Law from a recognised University or Institution.

- **Note 1.** The Departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
- **Note 2.** Period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not exceed five years.
- **Note 3**. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

- 04. The deputation period will be initially for 03 years and will be considered for further extension on the basis of requirement of this department and NOC from the parent department. However, the officer may also consider for pre-mature reversion to the parent cadre by serving 03 months advance notice to the parent department as well as to the officer in terms of provisions contained under DOPT OM No. 6/8/2009-Estt.(Pay II) dated 17-06-2010.
- 05. Application containing the bio-data (in triplicate) of the officer who fulfills the above as on the closing date may be sent through proper channel addressed to the Controller of Mines (P&C), 2nd Floor, Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur 440 001 in the enclosed bio-data proforma (Annexure I) within 60 days from the date of publication of advertisement in the Employment News alongwith the up-to-date Confidential Reports/Dossiers for the preceding 5 years, Integrity Certificate, Vigilance Clearance and No penalty certificate for preceding 10 years of the officer concerned. Applications received after the closing date will not be entertained. Also, advance copies of application or not accompanied with all above certificates/enclosures are liable to be rejected.
- 06. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encl. As above.

「18・10・24 (P. M. Tadlimbekar)

Superintending Mining Geologist & Head of Office

Phone: - 0712-2565333 E-mail:- ho-office@ibm.gov.in

Copy to:

- 1. The Offices under the Central or State Government or Union territories, with the request to circulate the vacancy amongst the officers under their control and forward the applications of suitable officers to this office with relevant documents by the closing date/period indicated above.
- The Under Secretary to the Govt. of India, Ministry of Mines, (M-III), Shastri Bhavan, New
 Delhi.
- 3. The Section Officer (M-III), Ministry of Mines, Shastri Bhavan, New Delhi.

(**Dinesh Kumar**)
Senior Administrative Officer

BIO-DATA/CURRICULUMVITAE PROFORMA

POST APPLIED FOR: - Director (Administration)

1. Name and	1. Name and Address (in Block Letters)							
2. Date of Birth (in Christian era)								
3. i) Date of entry into service								
ii) Date of retirement under Central/State Government								
Rules								
4. Education	al Qualificatio	ns						
5. Whether Educational and other qualifications								
required for the post are satisfied. (If any								
qualification has been treated as equivalent to								
the one prescribed in the Rules, state the				te the				
	for the same							
	ions/Experienc			oned in	Qualificat			
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^{*} **Important**: Pay-band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned, details of ACP/MACP with present Pay Band Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	_	Pay Band and Grant ACP/MACP Schem	-	awn	Fron	n	То
8. Nature of present e	mplovr	mentie Ad-hocor					
Temporary or		i-Permanent or					
Permanent							
9. In case the presen							
deputation/contrac		-					
a) The date of ini	tial b)		c) Name	of	the d)		
appointment		appointment on	parent	raoni	aati	-	t and Pay of
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			belongs			pare	-
			00101180			_	anisation
9.1 Note: In case of	Officers	s already on deputa	tion, the ap	plicat	ions		
of such office	rs sh	ould be forwarde	ed by the	e pa	rent		
cadre/Departme		0	Clearance,	Vigil	ance		
Clearance and Integrity Certificate.							
9.2 Note: Information under Column 9 (c) & (d) above must be given							
in all cases where a person is holding a post on deputation							
outside the cadre/organisation but still maintaining a Lien in							
his parent cadre/organisation.							
10. If any post held on Deputation in the past by the applicant, date							
of return from the last deputation and other details.							
11. Additional details about present employment: Please state whether working under (indicate the name of your							
1		_ ,	ate the ham	C OI	your		
employer against the relevant column) a) Central Government							
b) State Governm							
c) Autonomous Organisation							
d) Government Undertaking							
e) Universities							
f) Others							
12. Please state whether you are working in the same Department							
and are in the feeder grade or feeder to feeder grade							
13. Are you in Revised Scale of Pay? If yes give the date from which							
the revision took place and also indicate the pre-revised scale 14. Total emoluments per month now drawn							
				7	Cotol Em	1	20212
Basic Pay in the Pl	ט	Grade Pay		1	Total Em	ioiufi	101118
15.In case the applic	cant he	longs to an Organ	isation whi	ch is	not		
		ernment Pay-Scales					
_		ion shown the follo			-		
enclosed.				•			
Basic Pay with Scale	of	Dearness Pay	/interim	relief	/other	Тс	otal
Pay and rate of incre	ment	Allowances etc.,	(with break-	up de	etails)	Eı	molument
							Cont3/-

16. (A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
(Note: Enclosed a separate sheet, if the space is insufficient)		
16. (B) Achievements:		
The candidates are requested to indicate information with regard		
to;		
i. Research publications and reports and special projects		
ii. Awards/Scholarships/Official Appreciation		
iii. Affiliation with the professional bodies/institutions/		
societies and;		
iv. Patents registered in own name or achieved for the		
organization		
v. Any research/innovative measure involving official		
recognition		
vi. Any other information.		
(Note: Enclose a separate sheet, if the space is insufficient)		
17. Please state whether you are applying for deputation		
(ISTC/Absorption/re-employment basis.		
(Officers under Central/State Governments are only eligible for		
"Absorption". Candidates on non-Government Organisations are		
eligible only for Short Term Contract)		
# (The option of 'STC'/'Absorption'/'Re-employment' are available		
only if the vacancy circular specially mentioned recruitment by		
"STC" or "Absorption" or "Re-employment").		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:	(Signature of the candidate)
	Address:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned (Employer/Cadre Controlling Authority with Seal)