



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



No. A-32014/2/2021-Rectt.

Nagpur, dt. 03.09.2024

**CIRCULAR**

05 posts of Assistant Administrative Officer in the Level – 07 (Rs. 44900-142400) is vacant in Indian Bureau of Mines under the Ministry of Mines, which has to be filled by deputation including short term contract.

02. The Assistant Administrative Officer will carry out administrative, accounts, budget and financial works of the Bureau as are placed under his charge, to work as Drawing and Disbursing Officer and assist the Controller General, Administrative Officer, Indian Bureau of Mines in matters of Administration and Accounts and Budget and to carry out such other duties as may be assigned to him by the Controller General, IBM or any other officer authorised by him.

03. As per the Recruitment Rules to the post of Assistant Administrative Officer, the candidates to be considered for appointment by deputation (including short term contract) should be working in Central Government or State Governments or Union territories or public sector undertakings or Universities recognised or research institutes or autonomous bodies or statutory organisation :-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in pay level-6 in the pay matrix (Rs. 35400-112400) in pay matrix or equivalent; and
- (b) Possessing the following qualifications and experience:  
(i) Bachelor degree from a recognised university or institutions;  
(ii) two years experience in accounts, administration, establishment work in a Government office or public sector undertakings or autonomous body or statutory body.

**Note1:** The Departmental officers in the feeder grade who are in the 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.

**Note2:** Period of deputation (including short term contract) including period of deputation (including short term contract) 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 three 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), 2<sup>nd</sup> 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.

  
Tadlimbekar  
03.09.24

(P. M. Tadlimbekar)

Superintending Mining Geologist &  
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Copy to :

1. The Officers of the Central Government or State Governments or Union territories or public sector undertakings or Universities recognised or research institutes or autonomous bodies or statutory organisation 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.
2. 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.
4. The OIC, TMIS, IBM, Nagpur with the request to upload this circular in the IBM website.

  
3/9/24  
(Dinesh Kumar)  
Senior Administrative Officer