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भारत सरकार / Government of India  
खान मंत्रालय / Ministry of Mines  
राष्ट्रीय खनिज खोज न्यास / National Mineral Exploration Trust

No. 59/3/2021-NMET/610

New Delhi, Dt. 31.12.2024

**CIRCULAR**

01 post of Director General in pay Level – 14 in the pay matrix (₹ 1,44,200-2,18,200) is vacant in National Mineral Exploration Trust (NMET), an autonomous body under Ministry of Mines, Government of India, which is to be filled up by deputation.

2. Duties in brief of Director General in National Mineral Exploration Trust are as under:

Director General has to function as Head of the Organization. He/she shall be responsible for all administrative functions, e.g., General Administration, Finance, Personnel, Legal, Policy Support which includes Policy & Coordination, Planning & Monitoring, Geosciences partnerships etc. He/she would be responsible for the achievement of technical and financial targets set for NMET. DG, NMET would also be responsible for all statutory functions and duties mandated by the NMET Amendment Rules 2018, the decisions of the Governing Body and Executive Committee of NMET. He/she would interact with Ministry of Mines, Other Ministries of Govt. of India, Central and State Government Organizations etc. in order to meet the objectives of NMET.

3. The detailed eligibility criteria of the post are given as under:

Sl No.	Name of post	No of Vacancies	Pay Band and grade pay OR pay scale	Eligibility
1	2	3	4	5
01	Director General	01 (One)	Level-14 in pay matrix (₹ 144200-218200)	<b>Deputation:</b> Officers of the organized Group 'A' services/ All India Services with level 14 in the parent cadre or department in Ministries/ Departments of Central Government/State

			<p>Governments. Preference will be given to officers having direct experience of working in Ministry / Department of Mines / Minerals / Geology.</p> <p>Note 1: Period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall not exceed 58 years, as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p>
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4. The pay and allowances including pay protection clause of the selected officer will be regulated by the Rules/ OMs issued by the Government of India from time to time.

5. The deputation period will be initially for 05 years, and may be considered for further extension up to 2 years on the basis of requirement and NOC from the parent department. However, the officer may also be considered for premature reversion to the parent department by serving 03 months advance notice to the parent department as well as to the officer in terms of provisions contained in DOPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010.

6. The application containing the bio-data (in triplicate) of the officer who fulfills the above criteria as on the closing date may be sent through proper channel addressed to the Deputy Secretary & HoD, National Mineral Exploration Trust (either through speed post or through email on below mentioned address) in the enclosed bio-data proforma (Annexure-I) within 30<sup>th</sup> January, 2025 along with (i) up-to-date Confidential Reports/Dossiers for the preceding 5 years, (ii) Integrity Certificate, (iii) Vigilance Clearance, (iv) No Penalty Certificate for preceding 10 years of the officer concerned, (v) The certificates in support of the educational qualifications and experience issued by the parent organization in prescribed format.

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.

**DEPUTY SECRETARY & HoD,  
NATIONAL MINERAL EXPLORATION TRUST(NMET)  
ROOM NO. 309D  
MINISTRY OF MINES, SHASTRI BHAWAN,  
NEW DELHI -110001  
EMAIL ID: [nmet-mines@gov.in](mailto:nmet-mines@gov.in)  
TELE: - 011-23381172**



**GEETIKA SHARMA  
DEPUTY SECRETARY & HoD**

**Copy to:**

1. The Secretaries (All Ministries), Government of India and The Chief Secretaries of State Governments/UT Administrations with 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. PSO to Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
3. PPS to Joint Secretary, Ministry of Mines, Shastri Bhawan, New Delhi

**BIO-DATA / CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)						
2. Date of Birth (in Christian era)						
3. Date of entry into service ii) Date of retirement under Central / State Government Rules						
4. Educational Qualifications						
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 authority for the same).						
Qualifications / Experience required as mentioned in the advertisement / vacancy circular				(Qualification experience possessed by the officer)		
Essential Qualification:						
Experience:						
<b>The certificates in support of the educational qualifications and experience are also required to be attached.</b>						
Desirable						
A) Qualification:						
B) Experience						
Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry /Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. In case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.						
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post						
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.						
7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if space below is insufficient.						
Office / Institution	Post held on Regular basis	From	To	*Pay band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	

\* 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 and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9.	In case present employment is held on deputation / contract basis, please state		
9(a).	The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs
			d) Name of the post and pay of the post held in substantive capacity in the parent organization
	<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under column 9 (c) and (d) above must be given in all cases where a person holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.</p>		
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 employer against relevant column)			
<ul style="list-style-type: none"> <li>Central Government</li> <li>State Government</li> <li>UT Administration</li> <li>Autonomous Organization</li> <li>Government Undertaking</li> <li>Universities</li> <li>Others</li> </ul>			
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 pre-revised scale			
14. Total emoluments per month now drawn		<i>Latest Pay Slip enclosed)</i>	
Basic pay in the pay band	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed.			
Basic Pay with scale of Pay and rate of increment	Dearness Pay / Interim relief / other Allowances etc. (with break up details)	Total Emoluments	

<p>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: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16. B: Achievements</b>          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 under own name or achieved for the organization          (v) Any research / innovative measure involving official recognition          (vi) Any other information  <b>(Note: Enclose a separate sheet, if space is insufficient)</b></p>	
<p>17. Whether belongs to SC/ST</p>	

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 ACR 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)

2/11/25  
@ 11.30am

**The form of certificate to be produced by Candidates for claiming experience  
(to be issued by the parent organization)**

**Experience Certificate**

Letter Head of the Institution/ Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri.....was/is an employee of this Organization/ Department/ Ministry since .....(date) and the duties performed by him/her are as under :-

Name of Post held	From dd/mm/yy	To dd/mm/yy	Total Period dd/mm/yy	Nature of appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.
(1)	(2)	(3)	(4)	(5)
Pay scale and last salary drawn	Duties Performed/experience gained in brief in each post (please give details. If need be, in attached sheet)		Place of Posting	
(6)	(7)		(8)	

2. It is certified that above facts and figures are true and based on service records available in our organization/ Department/ Ministry.

Signature

Name of Competent authority

Stamp of Competent authority