

# Indian Bureau of Mines

Nagpur

No.A-12015/26/7/82-Eng/343

**Subject: Filling up of 09 posts of Stenographer Grade-I, General Central Service, Group 'B' (Non-Gazetted) Ministerial in the PB-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- on Deputation/Absorption basis in Indian Bureau of Mines under Ministry of Mines, Govt. of India.**

09 (Nine) posts of **Stenographer Grade-I**, General Central Service, Group 'B' (Non-Gazetted) Ministerial in the PB-2 of Rs. 9300-34300/- with Grade Pay of Rs. 4200/- are to be filled up on Deputation/Absorption basis in Indian Bureau of Mines under Ministry of Mines, Govt. of India. Indian Bureau of Mines is a Sub-ordinate office under Ministry of Mines, Government of India.

02. Duties in brief of **Stenographer Grade-I** in Indian Bureau of Mines are as under:  
To take dictation and transcription of the scripts, to attend the other important work assigned by the officer from time to time.

03. As per the Recruitment Rules for the post of **Stenographer Grade-I**, the following Officers holding the post of Stenographer under the Central Government are eligible for appointment on Deputation/Absorption :-

- (i) Holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with ten years regular service in the Pay Band 1 with Grade Pay of Rs.2400 or equivalent

**Note 1:** The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including the 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 ordinarily not exceed three years.

The maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the closing date of receipt of applications.

**Note 3:** For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an official prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into the grade with a common grade pay or pay scale and where this benefit will be extended only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

4. The pay of the selected official will be regulated under the provision contained in the DOPT O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

5. The officials who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Application containing the bio-data in (in triplicate) of the willing Officer who fulfills the above requirements as on the closing date may be sent through proper channel addressed to the **Head of Office (Hqrs.), Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur-440001 in the given bio-data proforma (Annexure - I) within 60 days** from the date of publication of this advt. in the Employment News. The Integrity Certificate, Vigilance Clearance Certificate, No penalty certificate for the preceding 10 years and attested photocopies of up-to-date Confidential Reports/APAR Dossiers of the Officer concerned for the preceding 5 years attested on each page by an officer not below the rank of an Under Secretary to the Government of India should also be sent alongwith the application. Applications received after the closing date will not be entertained.

7. Applications which are not routed through the proper channel or received direct from the candidates or are incomplete shall not be accepted.

8. This advt. and Bio-data/curriculum vitae proforma may also be downloaded from the website of Indian Bureau of Mines [www.ibm.gov.in](http://www.ibm.gov.in) from the 'Recruitment in IBM' section.

**(Harkesh Meena)**  
**Regional Controller of Mines & Head of Office Annexure-I**

**BIO DATA/ CURRICULUM VITAE PROFORMA**

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. 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)	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ Experience possessed by the Officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 **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.

5.2 In the 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 Qualification/ 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 the 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

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 the present employment is held on deputation/ contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent officer/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 <b>Note:</b> In case of Officer already on deputation, the applications of such officer should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 <b>Note:</b> 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/ organization but still maintaining a lien in his parent cadre/organization.			
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 the relevant column) a) Central Government b) State Government c) Autonomous Organization 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 the 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			
Basic Pay in the PB	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 breakup details)		Total Emoluments
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') <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>			
16.B. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and report 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 <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>			
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 of Non-Government Organizations are eligible only for Short-Term Contract)			
#(The option of "STC"/Absorption/Re-employment are available only if the advt. 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.			
(Signature of Candidate)			Address: _____
Date: _____			
<b>Certification by the Employer/ Cadre Controlling Authority</b>			
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 advt, 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)			
<b>Countersigned</b>			
(Employer/ Cadre Controlling Authority with Seal)			
19/29/Central Government/Recruitment/Other/Other/Deputation/Other than Delhi			