



भारत सरकार /Government of India  
खान मंत्रालय/Ministry of Mines  
भारतीय खान ब्यूरो /Indian Bureau of  
Mines



File No. A-12013/1/2024-Rectt

Nagpur, dated 11.03.2024

## C I R C U L A R

**Subject: - Engagement of Young Professional in Indian Bureau of Mines - regarding**

Indian Bureau of Mines, a subordinate Office of Ministry of Mines proposes to engage Young Professionals for attending to specific and time-bound jobs. Only Persons with requisite qualifications as prescribed would be engaged as Young Professionals. The terms and details of remuneration is enclosed in the Annexure-I.

02. Applications from eligible candidates for the aforesaid position are invited in the enclosed proforma (Annexure-II) along with the copies of certificates of Essential Qualifications and Experience (if any). The applications may be addressed to the Superintending Mining Geologist & Head of Office, Block 'D', 4<sup>th</sup> Floor, Indira Bhavan, Civil Lines, Nagpur-440001.

03. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

04. The Indian Bureau of Mines reserves the right to reject any applications without assigning any reason or cancellation of selection process.

05. The duly filled application forms (Annexure-II) alongwith the relevant supporting documents should reach this office on or before 10.05.2024. The application must be sent by post only in the above mentioned address. Applications received through online mode will not be considered.

Signed by

Parag Madhukarrao Tadlimekar

Date: 11-03-2024 (192652)

अधीक्षण खनन भूविज्ञानी एवं कार्यालय अध्यक्ष

ई-मेल: ho-office@ibm.gov.in

दूरभाष: 0712 2565333

To,

1. All Ministries/Departments of Government of India.

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2. Incharge NIC, Ministry of Mines - with request to publish the aforesaid circular in Ministry's website.
3. Incharge TMIS, Indian Bureau of Mines, Nagpur - with request to publish the aforesaid circular in IBM's website.

Signed by

Dinesh Kumar

(Date: 13-03-2024 18:51:48)

वरिष्ठ प्रशासनिक अधिकारी

**Annexure-I****TERMS OF REFERENCE**

1.	Name of Post	Young Professional
2.	Number of Posts	02 (Two)
3.	Essential Qualification	B.E. /B. Tech. Degree in Metallurgical Engineering with minimum 50% marks or equivalent CGPA course from any recognized Institute/College/University.  Should have excellent written and oral communication and interpersonal skill.
4.	Desirable Qualification and experience	a) M.E./M.Tech. Degree in Metallurgical Engineering with minimum 50% of marks or equivalent CGPA course from any recognised Institute/College/University.  b) 02 years' after graduation experience in the field of Mining and Mineral Processing of Non Ferrous Minerals.
5.	Age Limit	Not exceeding 35 years
6.	Remuneration	Rs. 50,000/- per month (consolidated)
7.	Period of Contract	The contract would be initially for a period of one year and may be extended for another one year, subject to appraisal of the satisfactory performance and on need basis. The decision of IBM shall be final in this regard. No right will be accrued in favour of the Young Professional regarding renewal of contract, absorption in services etc.
8.	Method of Engagement	a) The engagement will be purely on Short-term contractual basis and will not confer any right/claim for regularization of his/her appointment in Indian Bureau of Mines.  b) There shall be no change in the terms and conditions of the contract once it is finalized.
9.	Leave	a) He shall be entitled to avail 08 days of leave in a calendar year and pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence

		<p>beyond 08 days in a year.</p> <p>b) The un-availed leave in calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.</p>
10.	Confidentiality/Conflict of Interest	<p>a) During the period of engagement with Indian Bureau of Mines, he/she would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/have the same.</p> <p>b) The Young Professionals appointed by the Indian Bureau of Mines shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Government/IBM.</p> <p>c) He/She will maintain absolute confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the engagement.</p> <p>d) The Young Professionals shall be expected to follow the general rules and regulations laid down by the Government for the employees. The appointed Young Professionals will show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties. In case the services of the Young Professional are not found satisfactory or found in conflict with the interest of the Government functioning, his/her service/ contract are liable to be terminated/discontinued without assigning any reason whatsoever.</p> <p>e) Selected candidates shall provide integrity certificates from 02 references known to them.</p> <p>f) A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/ her besides the routine character and antecedent verification.</p>
11.	Working Hours	<p>a) The officer shall endeavor to observe</p>

		<p>normal office timings and may also be called upon to attend the office on Saturday/Sunday or any other holiday in case of exigencies of work. In case of leave, short leave or any other work or exigency, the officer shall notify the department promptly.</p> <p>b) The officers may be called on Saturday, Sunday and other gazetted holidays. No extra remuneration shall be allowed for working beyond office hours or holidays if required he/she shall be entitled for compensatory off in the same month at the discretion of the competent authority.</p>
12.	Termination Agreement	<p>of The contract may be terminated after giving one month notice, in following situations:-</p> <p>a) The Young Professional is unable to address the assigned work.</p> <p>b) Quality of assigned work is not to the satisfaction of the Department.</p> <p>c) The Young Professional is found lacking in honesty or integrity or violates the confidentiality clause.</p> <p>d) The Young Professional is absent from duty without due authorization.</p> <p>e) The Competent Authority elects not to renew the contract of the Young Professional at the end of the initial contract period.</p> <p>f) Any other reason as may be required.</p> <p>g) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Nagpur Courts only.</p> <p>h) The young professional is required to give one month notice to the IBM in case he/she opts to quit the assignment.</p> <p>“Provided that the competent Authority reserves the right to terminate the contract without assigning any reason whatsoever with immediate effect without remuneration or notice period on the ground of proven misconduct”.</p>

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13.	Allowances	<p>a) The young professionals shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, Pension, gratuity etc.</p> <p>b) The Young Professionals shall not claim any benefit/compensation/absorption/regularization of service with this office under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation &amp; Abolition) Act, 1970.</p> <p>c) The income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Indian Bureau of Mines will issue TDS certificate(s).</p>
14.	Job Profile/ Scope of Work	<p>Young Professionals are expected to perform the following duties/functions:</p> <p>a) Study and Analysis of various beneficiation, extraction method of critical mineral and non ferrous minerals.</p> <p>b) Collection and study of use of non ferrous minerals in industries.</p> <p>c) Compilation of data on mines/mineral of critical mineral and non ferrous mineral and its uses.</p> <p>d) Assist Technical Consultancy Division in various studies to be undertaken with respect critical and non ferrous mineral.</p> <p>e) To discharge the duties as assigned to him/ her by the IBM.</p>
15.	Selection Procedure	<p>The engagement shall be purely on contractual basis. Applications in response to this advertisement shall be shortlisted on the basis of experience (if any) and qualifications as mentioned above. The Young Professional shall be selected from the short listed candidates by the competent Authority. The decision of the Competent Authority on the basis of personal interview by a selection committee shall be final and binding. No TA/DA will be paid for</p>

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		attending interview. At the time of interview, the shortlisted candidates shall have to produce their original certificates for verification.
16.	Place of Work	Indian Bureau of Mines (HQ), Nagpur





5. Details of Experience:-

Sr. No.	Name of Organization/Dept.	Place	Period		Nature of Experience
			From	To	

6. Details of Service Experiences:-

Sr. No.	Name of Organization/Dept.	Position held	Period of Service		Nature of Experience
			From	To	

(Please attach a copy of certificates self-attested)

8. Please state whether in light of details provided by you above, you meet the requirement of the post:

**DECLARATION**

I hereby undertake that the information given above is true and correct, I agree to the terms and conditions for engagement as Young Professional in Indian Bureau of Mines

Place:

Date:

(Signature of Candidate)

Name of the Candidate: \_\_\_\_\_