



भारत सरकार/GOVERNMENT OF INDIA

खान मंत्रालय/MINISTRY OF MINES

भारतीय खान ब्यूरो/INDIAN BUREAU OF
MINES



सं: ए -12031/4/2022- भर्ती

इंदिरा भवन, सिविल लाईन्स,
नागपुर-440 001
दि: 15/04/2026

परिपत्रक/CIRCULAR

Subject: - Engagement of Law Officers on contract basis in Indian Bureau of Mines – regarding

Indian Bureau of Mines, a Subordinate Office of Ministry of Mines requires the services of 03 Law Officers initially for a period of three years on contract basis. The terms of reference and details of remuneration is enclosed in the **Annexure-I**.

Applications from eligible candidates for the aforesaid positions are invited in the enclosed proforma (Annexure-II) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to Controller of Mines (Planning and Coordination), Block 'A', 1st Floor, Indira Bhawan, Civil Lines, Nagpur-440001.

1. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
2. Indian Bureau of Mines reserves the right to reject any application without assigning any reason or cancellation of selection process.
3. Duly filled in application forms along with relevant supporting documents should reach this office **within 15 days** from the date of issue of this circular. The application must be sent via email (ho-office@ibm.gov.in) followed by hard copies by post in the above mentioned address. It may be noted that applications received by e-mail only shall not be considered if hard copies of the applications are not received on or before the last date prescribed for receipt of applications.

Digitally signed by
PRASHANT S HEGDE
Date: 15-04-2026

(प्रशांत एस. हेगडे) 15/04/2026

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

Digitally signed by
BOLISETTY SARAT
Date: 15-04-2026
11:44:06

(बी. सरत)
प्रशासनिक अधिकारी

TERMS OF REFERENCE

1.	Name of Post	Law Officers
2.	Number of Post	03
3.	Eligible Criteria	<p>(a) Applicant should have Full time three years bachelor's degree in law (LLB) OR 05 years integrated LLB degree with minimum 50% marks or equivalent CGPA course from Bar Council of India recognized Institute/College/University.</p> <p>(b) Applicant must have been registered as an Advocate with the Bar Council of India/ State Bar Council in terms of Advocate's Act, 1961.</p> <p>(c) Applicant should have been a practicing advocate with minimum 3 years' experience before any Court of Law in India and having working experience of minimum of 2 years as a legal professional with any PSU/Govt. department or with a large private organisation post minimum qualification of LLB.</p> <p>(d) Applicant should be fully conversant with practice and procedure in all Civil Matters before Courts including Arbitration, Labour Laws, Company Law and experience in drafting of Petitions, Applications, Affidavits, Memorandum of Appeal Contract/Services Agreement & other related matters etc.</p> <p>(e) Applicant must have excellent written and oral communication and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.</p> <p>(f) Preference should be given to the applicants who have experience as an advocate in the supreme court/high court in the matters related to Mines and Minerals industry or working with legal department of a mining PSU /Govt. dept/ Large Pvt Company.</p>
4.	Age Limit	Not more than 40 years
5.	Remuneration	Consolidated Remuneration inclusive of all per month (in Rupees) Rs. 70,000/- (Rupees Seventy Thousand only) , with mandatory deductions as per the Law. No allowances such as Dearness Allowance, Residential Telephone, House Rent Allowances, CGHS, Medical reimbursement etc. are admissible.
6.	Engagement	1. The engagement will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in Indian Bureau of Mines.

		<p>2. In case a person leaves before completion of six months, he/she will not get any experience certificate.</p> <p>3. There shall be no change in the terms and conditions of the contract once it is finalized. The contract would be initially for a period of Three years and may be further extended maximum for one more year, subject to appraisal of the performance and on need basis.</p>
7.	Leave	<p>a) He shall be entitled to avail 12 days of leave in a calendar year. The reimbursement will be on pro rata basis; therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 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>
8.	Confidentiality/Conflict of Interest	<p>a) During the period of engagement with Indian Bureau of Mines, he 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 Law Officers appointed by the Bureau 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 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 law officers shall be expected to follow the general rules and regulations laid down by the Government for the employees. The appointed law officer will show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties. In case the services of the law officer 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>

9	Working Hours	<p>1) The officer shall endeavor to observe 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>2) The officers may be called on Saturday, Sunday and other gazetted holidays, if required he shall be entitled for compensatory off in the same month.</p>
10.	Termination of Agreement	<p>The Bureau may terminate a contract to which these terms apply if:</p> <ul style="list-style-type: none">a) the law officer is unable to address the assigned work.b) quality of assigned work is not to the satisfaction of the Department.c) the law officer is found lacking in honesty or integrity or violates the confidentiality clause.d) the law officer is absent from duty without due authorization.e) the Competent Authority elects not to renew the contract of the law officer at the end of the initial contract period.f) Any other reason as may be required. <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>
11.	Requirement of Prior Notice	<p>The contract can be terminated by serving a notice period of 30 days or one month salary in lieu thereof.</p>
12.	Allowances	<ul style="list-style-type: none">a) The law officers 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.b) The law officers 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 & Abolition) Act, 1970.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).

13.	Scope of Duties	<p>Law Officers are expected to perform the following duties/functions:</p> <p>(a) Tender legal opinion on the issues coming before the department. Prepare parawise comments on all OAs, Writ Petitions, SLPs, PILs filed against the department and forward to the concerned Standing Counsel after approval of the Competent Authority for drafting counter affidavit.</p> <p>(b) Scrutinize the counter affidavit received from Counsel with reference to the parawise comments.</p> <p>(c) Perform such other work of legal nature, as may be trusted from time to time.</p> <p>(d) Maintain the list of pending court cases in the department.</p> <p>(e) Monitor the pending court cases.</p> <p>(f) To assist and be present in the court at the time of hearing.</p> <p>(g) Further, the law officers should be in sound health (Both physically and mentally), and should be of impeccable integrity.</p> <p>(h) The law officers shall also assist the department in any policy decision/matters as and when required by the department.</p> <p>(i) Shall deal with the Court matters including cases involving legal issues for examination and recommendation of appropriate action to be taken by the Competent Authority.</p>
14.	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 and qualifications as mentioned above. The Law officers 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 attending interview.</p> <p>The interested candidates may submit an application along with self attested copies in support of all educational qualification(s), experience certificates, copy of their Bar Council of India/ State Bar Council certificate of enrollment as an Advocate and copy of the All India Bar Examination (AIBE) pass certificate (if any) as per the format enclosed as Annexure-II</p>
15.	Place of Work	Indian Bureau of Mines Headquarters at Nagpur

**APPLICATION FORM FOR ENGAGEMENT TO THE POST OF
LAW OFFICER ON CONTRACT BASIS IN INDIAN BUREAU OF MINES**

Affix latest
passport size
photograph duly
pasted and self
attested

1. Name.....
- (a) Father’s Name
- (b) Husband’s Name
(Wherever applicable)
2. Address: a) Correspondence.....
.....
.....
- b) Permanent
-
- c) E-mail ID.....
- d) Contact nos.....
(Mob).....
3. Date of Birth (in Christian era): DD/MM/YY
- Age on the closing date of advertisement:

4. Details of Educational & Professional Qualifications (Graduation onwards):-

Examination Passed	University/ Institution	Subject/ Discipline	Year Of Passing	Percentage Of Marks
(1)	(2)	(3)	(4)	(5)

5. Whether passed in All India Bar Examination (AIBE). If yes, details may be provided alongwith copy of the AIBE pass Certificate:

6. Details Of Experience as an Advocate:-

Sr. No.	Name of the Court	Place	Period		Nature of Cases Handled
			From	To	

7. Details Of Service Experience:-

Sl. No.	Name of Organization/Dept.	Position held	Period of Service		Nature of Cases Handled
			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 Law Officer in Indian Bureau of Mines.

Place:

Date:

(Signature of Candidate)

Name of the Candidate: _____