



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



No. A-32013/3/2022-Rectt.

Nagpur, dt. 08.07.2026

CIRCULAR

One post of Principal Private Secretary in the Level – 10(Rs.56100-177500) is vacant in Indian Bureau of Mines under the Ministry of Mines, which has to be filled up by Deputation basis.

2. The Principal Private Secretary is responsible to take dictation and transcription of Central Government and IBM scripts. Handling confidential matters/complaints, etc. Organizing conferences/delegations and meetings. Maintaining contact with the Ministry, Heads of Divisions/Areas/Regions/Sections, etc., and various outside organizations. Handling telephone calls, receiving visitors, arranging tour/travel itineraries, maintaining necessary documents to be maintained by the officer and maintaining an agenda diary, etc. Handling confidential and secret letters/mail/files, handling parliamentary business, and safeguarding information. Opening files, maintaining current files, sending regular reminders and acknowledgments. Overseeing daily administration, procurement, etc., related to the needs of the Central Government and IBM office. Any other work assigned by a higher authority.

3. As per the Recruitment Rules for the post of Principal Private Secretary, the candidate to be considered for appointment by Deputation from the officers under the Central Government or State Government or Union Territory Administration. :-

- (a) (i) holding analogous post on a regular basis in the parent cadre or department; or
(ii) with four years regular service in the grade rendered after appointment thereto on regular basis in level 9 in the pay matrix (Rs.53100-167800) or equivalent; and
- (b) Possessing the following qualifications and experience:
(i) Bachelor degree from a recognized University or institute; and
(ii) three years experience in taking dictation and transcription, stenography, handling with confidential matters, complaints, etc., and maintenance of Confidential Report dossiers, arranging conferences, delegations, meetings, etc., and handling of day to day general administration works.

Note-1: The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the 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 last date of receipt of applications.

.2.

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 revision 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 Suptdg. Mining Geologist & Head of Office(HOO), 4th 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.

Bhagde 8/7/26
(Prashant S. Hegde)
Suptdg. Mining Geologist &
Head of Office
E-mail: ho-office@ibm.gov.in
Phone No. 0712-2565333

Copy to :

1. The Officers of the Central Government or State Government or Union territory Administration 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, M-III, Ministry of Mines, GPOA-3, Netaji Nagar, New Delhi.
3. The OIC, MTS Cell, IBM, Nagpur with the request to upload this circular in the IBM's website.

Sarat
(B. Sarat)
Senior Administrative Officer

BIO-DATA/CURRICULUMVITAE PROFORMA**POST APPLIED FOR :- PRINCIPAL PRIVATE SECRETARY**

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).					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular					Qualifications/experience possessed by the officer
Essential					Essential
A) Qualifications					A) Qualifications
B) Experience					B) Experience
Desirable					Desirable
A) Qualifications					A)Qualifications
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 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 in 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 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 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 office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: 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/organisation but still maintaining a Lien in his parent cadre/organisation.			
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 Organisation 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 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 Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation shown 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 Emolument

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: Enclosed a separate sheet, if the space is insufficient)	
16. (B) Achievements: 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 in own name or achieved for the organization v. Any research/innovative measure involving official recognition vi. Any other information. (Note: Enclose a separate sheet, if the space is insufficient)	
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 on non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular 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.

Date:

(Signature of the candidate)

Address:

E-Mail :

Mob. No. :

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 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).

Countersigned
(Employer/Cadre Controlling Authority with Seal)