



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

75
आज़ादी का
अमृत महोत्सव

File No. A-12031/1/2022-Rectt

Nagpur, dated 10.01.2023

C I R C U L A R

Subject: - Engagement of System Analyst (IT) in Indian Bureau of Mines - regarding

Indian Bureau of Mines, a Subordinate Office of Ministry of Mines requires the services of 01 System Analyst (IT) initially for a period of one year. The terms of reference and details of remuneration is enclosed in the Annexure-I.

- 1) 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 'D', 2nd Floor, Indira Bhawan, Civil Lines, Nagpur-440001.
- 2) Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
- 3) The Bureau reserves the right to reject any application without assigning any reason or cancellation of selection process.
- 4) Duly filled in application forms along with relevant supporting documents should reach this office on or before 10.03.2023. 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.

प.म. ताडलिंबेकर

10.01.2023

(पराग म. ताडलिंबेकर)

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

दिनेश कुमार
10.1.2023

(दिनेश कुमार)

वरिष्ठ प्रशासनिक अधिकारी

Annexure-I**TERMS OF REFERENCE**

1.	Name of Post	System Analyst (IT)
2.	Number of Post	01
3.	Eligible Criteria	<p>Educational Qualifications:- Master's Degree in Computer Applications or M.Sc. (Computer Science/Information Technology from a recognised University/ Institute; or</p> <p>B.E./ B.Tech. (Computer Engineering/ Computer Science/ Computer Technology/Computer Science & Engineering/Information Technology) from a recognised University/ Institute.</p> <p>Experience:- Atleast 03 years of post qualification working experience in different frameworks, designing of computer applications system alongwith development and testing modules in a Govt. Departments/ PSUs/Autonomous body/Statutory body or in any recognised Institution.</p>
4.	Age Limit	Not more than 45 years
5.	Remuneration	A monthly consolidated remuneration of Rs. 50,000/- will be paid. Further, entitled to an annual increment of 10% in their remuneration, in case the tenure is extended subject to satisfactory performance.
6.	Engagement	<p>(i) 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> <p>(ii) In case a person leaves before completion of one year, he/she will not get any experience certificate.</p> <p>(iii) There shall be no change in the terms and conditions of the contract once it is finalized.</p> <p>(iv) The contract would be initially for a period of One year and may be further extended on year to year basis, subject to appraisal of the performance and on need basis.</p>
7.	Leave	<p>(i) 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>(ii) The un-availed leave in calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.</p>

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ज्योत्सव सनन युविकानी एवं कार्यक्षेत्र अध्यक्ष
क्षेत्रीय सनन द्युरे

8.	Confidentiality	<p>(i) 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>(ii) Should 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>(iii) Perform such other work, as may be entrusted from time to time by the Competent Authority.</p>
9.	Conflict of Interest	<p>(i) Shall be expected to follow the general rules and regulations laid down by the Government for the employees.</p> <p>(ii) Shall show utmost honesty, secrecy of office, punctuality and sincerity while discharging his/her duties.</p> <p>(iii) In case the services are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties is liable to be terminated/discontinued without assigning any reason whatsoever.</p>
10.	Working Hours	<p>(i) Shall endeavour 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>(ii) May be called on Saturday, Sunday and other gazetted holidays, if required. He/ She would, however, be eligible for compensatory leave.</p>
11.	Termination of Agreement	<p>The Bureau may terminate a contract to which these terms apply if:</p> <p>(i) Unable to address the assigned work.</p> <p>(ii) Quality of assigned work is not to the satisfaction of the Department.</p> <p>(iii) Found lacking in honesty or integrity or violates the confidentiality clause.</p> <p>(iv) Absent from duty without due authorization.</p> <p>(v) The Competent Authority decides not to renew the contract at the end of the initial contract period.</p> <p>(vi) Any other reason as may be required.</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>
12.	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>

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13.	Allowances	<p>(i) 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>(i) 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.</p> <p>(ii) (ii) 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.	Scope of Duties	<p>(a) Responsible for promotion, planning, designing, development and implementation of computer based information systems and decision support tools.</p> <p>(b) Specialize in analyzing, designing and implementing information systems.</p> <p>(c) Assess the suitability of information systems in terms of their intended outcomes and liaise with end users, software vendors and programmers in order to achieve these outcomes.</p> <p>(d) Familiar with a variety of programming languages, operating systems and computer hardware platforms.</p> <p>(e) Undertake field visits for research and technical study and evaluation for successful implementation of any project.</p> <p>(f) Responsible for the development, technical study and evaluation for successful implementation of any project.</p> <p>(g) Responsible for system analysis and software development, optimization and modelling, expert system development, managing information systems and training.</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 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 as per the format enclosed as Annexure-II</p>
16.	Place of Work	Indian Bureau of Mines Headquarters at Nagpur

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- [illegible]

5. Details of Other Qualifications, If any:-

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

6. Details Of Experiences:-

Sr. No.	Name of Organisation/ Dept.	Position held	Period of Service	
			From	To

(Please attach a copy of certificates self-attested)

7. 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 System Analyst (IT) in Indian Bureau of Mines

Place:

Date:

(Signature of Candidate)

Name of the Candidate: _____