

C I R C U L A R

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. 9300-34800/- 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 extended only for the post(s) for which that grade pay of pay scale is the normal replacement grade without any upgradation.

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

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

06. Application containing the **bio-data (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 - 440 001** in the **enclosed bio-data proforma (Annexure - I)** within **60 days** from the date of publication of this Circular 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.

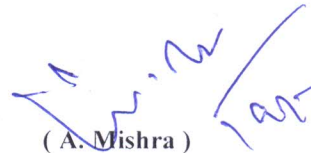
06. Applications which are not routed through the proper channel or received direct from the candidates or are incomplete shall not be accepted.

07. This vacancy circular and Bio-data/curriculum vitae proforma may also be down loaded from the website of Indian Bureau of Mines www.ibm.gov.in from the 'Recruitment in IBM' Section.


(Harkesh Meena)
Regional Controller of Mines &
Head of Office

Copy to :

1. All Ministries/Departments of Central Government with the request that they may circulate the vacancy amongst the eligible officers under their control and forward to this office the applications of suitable officers with relevant particulars by the closing date as indicated above.
2. The Editor, Employment News, Ministry of Information and Broadcasting, VII Floor, Soochana Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003 with the request that the aforesaid vacancy may kindly be published in the " Employment News" in pursuance of Department of Personnel and Training OM No. 14017/17/83- Estt(RR) dated the 17th July 1985.
3. Shri P. Nagarajan, Administrative Officer, IBM, Camp Office, Ministry of Mines, Shastri Bhavan, New Delhi for information and necessary action. He is requested to obtain immediately requisite estimate from the Employment News and forward the same to the Head Quarters, Nagpur for further necessary action.
4. OIC, TMIS, IBM, Nagpur with the request to upload this circular in the IBM website under the Section 'Recruitment in IBM'.


(A. Mishra)
Administrative Officer