**F.No.59/3/2021-NMET**
**Government of India**
**Ministry of Mines**
**National Mineral Exploration and Development Trust**
***

9th Floor, Jeevan Prakash Building,
25, K.G. Marg, New Delhi.
Date:04.11.2026.

**Vacancy Circular / Advertisement**

The following vacant posts in National Mineral Exploration & Development Trust (NMEDT), an autonomous body under Ministry of Mines, Government of India, are to be filled up by deputation including short term contract (ISTC):

| Sl. No. | Designation | Level of Pay | No. of Posts | Period of Deputation (ISTC) |
|---|---|---|---|---|
| | **Project Division** | | | |
| 1. | Director (Projects) | L-13 | 01 | 05 Years |
| | **Monitoring & Coordination Division** | | | |
| 2. | Joint Director (Monitoring & Coordination) | L-12 | 01 | 04 Years |
| 3. | Sr. Geologist / Sr. Geophysicist | L-11 | 01 | 04 Years |
| | **Finance And Accounts Division** | | | |
| 4. | Director (Finance and Accounts) | L-13 | 01 | 05 Years |
| 5. | Assistant Director (Finance and Accounts) | L-10 | 01 | 03 Years |
| 6. | Accountant | L-6 | 01 | 03 Years |
| | **Administration and Legal Division** | | | |
| 7. | Assistant | L-6 | 01 | 03 Years |
| | | **Total** | **07** | - |

2. The detailed eligibility criteria for the posts are given as under:

| Sl no. | Name of post | No. of vacancies | Level in the pay matrix | Eligibility criteria |
|---|---|---|---|---|
| *1* | *2* | *3* | *4* | *5* |
| 01 | Director (Projects) | 01 (One) | Level-13 (₹ 123100 - 215900) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; or<br>(ii) with five (05) years' service in the grade rendered after appointment thereto on a regular basis in post in Level-12 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) possessing bachelor's degree from a recognised University or Institute.<br><br>Preference will be given to officers having direct experience of working in Ministry / Department of Mines / Minerals / Geology.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately |

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| | | | | preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post. |
| 02 | Joint Director (Monitoring & Coordination) | 01 (One) | Level-12 (₹ 78800 - 209200) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; or<br>(ii) with five (5) years' service in the grade rendered after appointment thereto on a regular basis in post in Level-11 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) Possessing the following educational qualifications, namely:<br>(i) Bachelor's degree in Geosciences or Earth Sciences or Geophysics from a recognized University or Institute.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post.<br><br>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |
| 03 | Senior Geologist / Senior Geophysicist | 01 (One) | Level-11 (₹67700 - 208700) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular |

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| | | | | basis in the parent cadre or department or organisation; or<br>(ii) with five (5) years' service in the grade rendered after appointment thereto on a regular basis in post in Level-10 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) Possessing the following educational qualifications and experience, namely:<br><br>(i) Master's degree in Geosciences or Earth Sciences or Geophysics from a recognized University or Institute.<br><br>Desirable: Minimum three (03) years working experience in mineral exploration activities in Level-10 or equivalent post.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post. |
| 04 | Director (Finance and Accounts) | 01 (One) | Level-13 (₹ 123100 - 215900) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; or<br>(ii) with five (05) years' service in the grade rendered after appointment thereto on a regular basis in post in Level-12 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) (i) Possessing bachelor's degree from a recognised University or Institute; and<br><br>(ii) Minimum five (05) years' working experience in finance, accounts and budgeting.<br><br>Desirable: Master's degree in Commerce / Master of Business Administration (Finance) / Chartered Accountant /ICWA from a recognized University or Institute. |

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| | | | | Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post.<br><br>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |
| 05 | Assistant Director (Finance and Accounts) | 01 (One) | Level-10 (₹ 56100 - 177500) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; or<br>(ii) with two (02) years' service in the grade rendered after appointment thereto on a regular basis in post Level-9 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) Possessing the following educational qualifications and experience, namely:<br><br>(i) Master of Business Administration (Finance) / Bachelor's degree in Commerce from a recognised University or Institute; and<br><br>(ii) Minimum two years' working experience in Finance and Accounts.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate |

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| | | | | absorption is not required for this post.<br><br>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |
| 06 | Accountant | 01 (One) | Level-06 (₹ 35400 - 112400) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; or<br>(ii) with six (06) years' service in the grade rendered after appointment thereto on a regular basis in post Level-5 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) Possessing the following educational qualifications and experience, namely:<br><br>(i) Degree from a recognized university in Commerce / Bachelor of Business Administration (Finance).<br><br>(ii) minimum two (02) years' experience in accounts handling.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post.<br><br>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |
| 07 | Assistant | 01 (One) | Level-06 (₹ 35400 - 112400) in the pay matrix | **Deputation:**<br>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:<br><br>(a) (i) holding analogous / equivalent post on a regular basis in the parent cadre or department or organisation; |

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| | | | | or<br>(ii) with six (06) years' service in the grade rendered after appointment thereto on a regular basis in post Level-5 in the pay matrix in the parent cadre or department or equivalent grade in the parent organization; and<br><br>(b) Possessing the following educational qualification and experience, namely:<br><br>(i) Degree from a recognized university.<br>(ii) Minimum 02 Years' experience in Establishment / Administration work.<br><br>Note 1: The period of deputation including short term contract in another Ex-cadre post held immediately preceding this appointment in the same or some other cadre, organization or department of Central Government shall ordinarily not exceed seven years.<br><br>Note 2: The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty six (56) years as on the closing date of receipt of application.<br><br>Note 3: The exemption from rule of immediate absorption is not required for this post.<br><br>Note 4: Qualifications are relaxable at the discretion of the Search cum Selection Committee, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |

3. The pay, Deputation (Duty) Allowance, tenure of deputation and all other terms and conditions of appointment of the selected officer(s) on deputation, including short-term contract, shall be regulated in accordance with the Department of Personnel & Training (DoPT) O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time, and other orders/instructions issued by the Government of India in this regard. The period of deputation for the respective posts shall be as indicated in the table above and any extension, premature reversion or other matter relating to deputation shall be governed by the aforesaid DoPT instructions and amendments issued thereunder from time to time.

4. The application of an eligible officer, in the prescribed bio-data proforma (Annexure-I) and submitted in triplicate, may be forwarded through the proper channel and addressed to the Director & HoD, National Mineral Exploration and Development Trust (NMEDT), either through Speed Post or by e-mail at the following address:

**Director & HoD**
National Mineral Exploration and Development Trust (NMEDT)
9th Floor, Jeevan Prakash Building, 25, K.G. Marg, New Delhi - 110001
E-mail: admin-nmedt@gov.in
Tel.: 011-24046017

5. The application should reach NMEDT within thirty (30) days from the date of publication of this Circular, along with the following documents:

(i) APARs/Confidential Reports dossiers for the preceding five (05) years;

(ii) Integrity Certificate;

(iii) Vigilance Clearance Certificate;

(iv) Certificate indicating that no major/minor penalty has been imposed on the officer during the preceding ten (10) years;

(v) Certificates in support of educational qualifications and experience issued by the parent organisation; and

(vi) No Objection Certificate (NOC) from the Cadre Controlling Authority/Parent Organisation.

6. Advance copies of applications from eligible and willing officers may be submitted directly to NMEDT within twenty (20) days from the date of publication of this Circular. However, such applications shall be considered only if the duly completed application, forwarded through the proper channel and accompanied by all requisite documents specified in paragraph 5 above, is received by NMEDT within thirty (30) days from the date of publication of this Circular.

7. Applications received after the prescribed closing date or those not accompanied by the requisite documents/certificates shall not be entertained and are liable to be rejected. NMEDT reserves the right to cancel the recruitment process, modify the number and/or category of vacancies, alter any provision of this Circular, extend the closing date for receipt of applications, or amend/withdraw this Circular at any stage without assigning any reason therefor.

Geetika Sharma

(Geetika Sharma)
Director & HoD, NMEDT

To,

1. All Secretaries to the Government of India, Ministries/Departments, including NITI Aayog and the Chief Secretaries of all State Governments and Administrators/Chief Secretaries of Union Territory Administrations, with the request to give wide publicity to the vacancy circular among Attached Offices, Subordinate Offices, Autonomous Bodies, Statutory Bodies, Public Sector Undertakings, Research Institutions and other organizations under their administrative control and to forward applications of eligible officers, complete in all respects.
2. The Under Secretary, Department of Personnel & Training (DoPT), North Block, New Delhi, with the request to upload the vacancy circular on the DoPT website.
3. The Director, NIC, Ministry of Mines, with the request to upload the vacancy circular on the Ministry's website.
4. The Director General, Geological Survey of India (GSI), Kolkata, with the request to upload the vacancy circular on the GSI website and circulate the same among its field formations.
5. The Website Administrator, NMEDT, with the request to upload the vacancy circular on the NMEDT website.

Copy for Information:

1. PSO to Secretary, Ministry of Mines.
2. PPS to Additional Secretary, Ministry of Mines.
3. PPS to Joint Secretary, Ministry of Mines.
4. Consultant (PS) to DG, NMEDT.
5. Guard File.

## BIO-DATA / CURRICULUM VITAE PROFORMA

| | | | | |
|---|---|---|---|---|
| 1 | | Name and Address (in Block Letters): | | Passport size photo |
| 2 | | Date of Birth (in Christian era): | | |
| 3 | (i)<br>(ii) | Date of entry into service:<br>Date of retirement under Central/State Government Rules: | | |
| 4 | | Educational Qualifications: | | |
| 5 | (i) | 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). | | |
| | (ii) | Qualifications / Experience required as mentioned in the advertisement / vacancy circular | (Qualification / experience possessed by the officer) | |
| | Essential: | | | |
| | (a) | Qualification: | | |
| | (b) | Experience: | | |
| | ***The certificates in support of the educational qualifications and experience are also required to be attached.*** | | | |
| | Desirable | | | |
| | (a) | Qualification: | | |
| | (b) | Experience | | |
| | *Note1: 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 /Advertisement in the Employment News.*<br>*Note 2: In 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 | | | |
| | *Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications / 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 space below is insufficient. | | | |

| Office / Institution | Post held on Regular basis | From | To | *Pay band and Grade Pay/Pay Scale/Pay Level of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|---|---|---|---|---|---|
| | | | | | |

** The Pay Band and Grade Pay/Pay Level granted under ACP/MACP/NFU are personal to the officer and, therefore, should not be mentioned. Only the Pay Band and Grade Pay/Pay Scale/Pay Level of the post held on a regular basis should be mentioned. Details of ACP/MACP/NFU, along with the present Pay Band and Grade Pay/Pay Level where such benefits have been granted to the candidate, may be indicated as below:*

| | | | | |
|---|---|---|---|---|
| | Office / Institution | Pay, Pay Band and Grade Pay drawn under ACP/MACP/NFU scheme | From | To |
| | | | | |
| 8. | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. | | | |
| 9. | In case 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 / organization to which the applicant belongs | (d) Name of the post and pay of the post held in substantive capacity in the parent |
| | | | | |
| | *Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.*<br>*Note: Information under column 9 (c) and (d) above must be given in all cases where a person holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.* | | | |
| 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:<br>Please state whether working under (indicate the name of your employer against relevant column)<br>(a) Central Government<br>(b) State Government<br>(c) Autonomous Organization<br>(d) Government Undertaking<br>(e) Universities<br>(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 pre-revised scale. | | | |
| 14 | Total emoluments per month now drawn | | | *Latest Pay Slip enclosed* |
| | Basic pay in the pay band /Pay Level in Pay matrix | Grade Pay / Pay Level Cell | Total Emoluments | |
| | | | | |
| 15 | In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slips issued by the organization showing 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 | Total Emoluments | |
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| 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 / | |
| | **B: Achievements**<br>The candidates are requested to indicate information with regard to:<br>(i) Research Publications and reports and special projects<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies / institutions / societies and;<br>(iv) Patents registered under own name or achieved for the organization<br>(v) Any research / innovative measure involving official recognition<br>(vi) Any other information<br>(Note: Enclose a separate sheet, if space is insufficient) | |
| 17 | Please state whether you are applying for deputation / Short Term Contract.<br>(Candidates of Non-Government Organizations are eligible only for Short Term Contract) | |
| 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.....

Mobile 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 ACR 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).

Signatures
Employer / Cadre Controlling Authority with seal)

**The form of certificate to be produced by Candidates for claiming experience (to be issued by the parent organization)**

**Experience Certificate**

Letter Head of the institution / Issuing Authority

Name of Organization
Address of the Organization
Telephone no. .....
Fax no. .....

Dated.....

This is to certify that Shri/Ms..... S/o, D/o, W/o Shri..... was/is an employee of this Organization/Department/Ministry since..... (date) and the duties performed by him/her are as under:-

| Name of Post held | From dd/mm/yy | To dd/mm/yy | Total period dd/mm/yy | Nature of appointment Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc. |
|---|---|---|---|---|
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* |
| | | | | |
| Pay scale and last salary drawn | Duties Performed / experience gained in brief in each post (please give details. If need be, in attached sheet) | | | Place of Posting |
| *(6)* | *(7)* | | | *(8)* |
| | | | | |

2. It is certified that above facts and figures are true and based on service records available in our organization / Department / Ministry.

Signature
Name of Competent Authority
Stamp of Competent Authority
Email:
Phone no: