

F.N. 22/5/2018-M.III
Government of India
Ministry of Mines

Dated, the 18th April, 2024
Shastri Bhawan, New Delhi

NOTIFICATION

This Ministry is examining a proposal for amendment of Recruitment Rules for the post of Assistant Administrative Officer of Administration Discipline in Indian Bureau of Mines, a Subordinate office under the Ministry of Mines. In this regard, draft Recruitment Rules have been prepared and **enclosed** herewith.

2. The comments, if any, are invited from all stakeholders on the draft RRs within a period of **thirty days** from the date of notification on the website of the Ministry of Mines and Indian Bureau of Mines. The objections/suggestions received from the stakeholders within the specified period shall only be considered by the Ministry as per rules/requirement.

3. The comments/suggestions may be sent by e-mail in MS-Office Word to the following ID: **k.thaneshwar@nic.in** as well as **ho-office@ibm.gov.in**.

4. Alternatively, comments/suggestions may also be sent by post to the following address: Thaneshwar Kumar, Under Secretary, Ministry of Mines, Room No 302, D-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001.

Encls: As above


18/4/2024
(Thaneshwar Kumar)

Under Secretary to the Government of India

Tel: 23383085

Email: k.thaneshwar@nic.in

Copy to:

1. Senior Technical Director, NIC, Ministry of Mines with request to upload this Notification in web-site of Ministry of Mines.

2. Shri Parag M. Tadlimbekar, Suptdg. Mining Geologist & HOO, IBM, Nagpur with request to upload the enclosed draft Notification on IBM's web-site and reconcile the comments of stakeholders for preparing a final draft RRs in this regard within a week after closing date for seeking comments of stakeholders.

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ANNEXURE - III

Form to be filled by the Ministry/Department while forwarding proposals to be Department of Personnel & Training and the Union Public Service Commission for amending approved Recruitment Rules.

1. (A) Name of the Post	Assistant Administrative Officer
(B) Name of the Ministry / Department	Ministry of Mines, Indian Bureau of Mines
2. Reference in which Commission's advice on Recruitment Rules was conveyed.	-
3. (A) Date of Notification of the Original rules & subsequent amendments.	GSR No. 688(E) dated 24.09.2019 published on 25.09.2019
(B) Present sanctioned posts	22

4.

Column Number	Provisions in the recruitment rules	Revised provisions proposed	Reasons for the revision proposed
1. Name of the post	Assistant Administrative Officer	Assistant Administrative Officer	No Change
2. Number of Post	22 (2019) *Subject to Variation dependent on work load	22 (2024) *Subject to Variation dependent on work load	Due to change in year of publication
3. Classification	General Central Service, Group, 'B', Ministerial Gazetted.	General Central Service, Group, 'B', Ministerial Gazetted.	No Change
4. Pay scale	Level-7 in the pay matrix (Rs.44900-142400)	Level-7 in the pay matrix (Rs.44900-142400)	No Change
5. Whether Selection post or non-selection post	Selection post	Selection post	No Change
6. Age limit for direct recruits	Not applicable	Not exceeding 30 years (Relaxable for Government servant up to five years in accordance with instructions or orders issued by the Central Government from time to time. Note : The crucial date for determining the age limit shall be as advertised by the UPSC.	Due to insertion of Direct recruitment clause under method of recruitment
7. Educational and other qualifications required for direct recruits	Not applicable	Essential : (i) Bachelor degree from a recognized University or institution; (ii) Two years' experience in Accounts, Administration, Establishment, Budget, disciplinary cases, purchase of stores in a	Due to insertion of Direct recruitment clause under method of recruitment

		Government office or public sector undertaking or autonomous body or statutory body. Note-1 : Qualifications are relaxable at the discretion of the Union Public Service Commission or competent authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note-2 : The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission or the competent authority for the reasons to be recorded in writing, the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection, the competent authority or UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable	Age – No Essential Qualifications - Yes	Due to insertion of Direct recruitment clause under method of recruitment
9. Period of probation, if any	Not applicable	Two years	Due to insertion of Direct recruitment clause under method of recruitment
10. Method of recruitment : Whether by direct recruitment or by promotion/ or by deputation/absorption and percentage of vacancies to be filled by	Promotion failing which deputation including short term contract.	(i) 80% by Promotion failing which by deputation including short term contract; and (ii) 20% by Direct Recruitment	DR is proposed as method of recruitment, so that the posts may be filled by the direct entrants who may continue in the department and

various methods.			may fill the higher post of hierarchy i.e. Director (Administration), otherwise the top most posts may be kept vacant in coming years.
11. In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	<p>Promotion : Assistant in level-6 in pay matrix (Rs. 35400-112400) with five years' service in the grade rendered after appointment thereto on regular basis and have successfully completed four weeks of in-service training in the field of administration or establishment or Budget or accounts conducted by Indian Bureau of Mines or any other recognised training institute.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territories or public sector undertakings or Universities recognised</p>	<p>Promotion : Assistant in level-6 in pay matrix (Rs. 35400-112400) with five years' service in the grade rendered after appointment thereto on regular basis and have successfully completed four weeks of in-service training in the field of administration or establishment or Budget or accounts conducted by Indian Bureau of Mines or any other recognised training institute.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short-term contract): Officers of the Central Government or State Governments or Union territories or public</p>	No Change

<p>or research institutes or autonomous bodies or statutory organisation:</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in pay level-6 in the pay matrix (Rs. 35400-112400) in pay matrix or equivalent; and</p> <p>(B) possessing the following qualifications and experience :</p> <p>(i) Bachelor degree from a recognised university or institutions;</p> <p>(ii) two years experience in accounts, administration, establishment work in a Government office or public sector undertakings or autonomous body or statutory body.</p> <p>Note1: The Departmental officers in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall</p>	<p>sector undertakings or Universities recognised or research institutes or autonomous bodies or statutory organisation:</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in pay level-6 in the pay matrix (Rs. 35400-112400) in pay matrix or equivalent; and</p> <p>(B) possessing the following qualifications and experience :</p> <p>(i) Bachelor degree from a recognised university or institutions;</p> <p>(ii) two years experience in accounts, administration, establishment work in a Government office or public sector undertakings or autonomous body or statutory body.</p> <p>Note1: The Departmental officers in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation or</p>
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	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 closing date of receipt of applications	Department of 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 closing date of receipt of applications	
12. If a Departmental Promotion Committee exists what is its composition	Group 'B' Departmental Promotion Committee: (for considering promotion) consisting of:- (1) Controller of Mines, Indian Bureau of Mines – Chairman; (2) Regional Mining Geologist, Indian Bureau of Mines – Member; (3) Senior Administrative Officer, Indian Bureau of Mines – Member.	Group 'B' Departmental Promotion Committee: (for considering promotion) consisting of:- (1) Controller of Mines, Indian Bureau of Mines – Chairman; (2) Regional Mining Geologist, Indian Bureau of Mines – Member; (3) Senior Administrative Officer, Indian Bureau of Mines – Member. Group 'B' Departmental Confirmation Committee: (for considering confirmation) consisting of:- (1) Regional Controller of Mines, Indian Bureau of Mines – Chairman; (2) Regional Mining Geologist, Indian Bureau of Mines – Member; (3) Senior Administrative Officer, Indian Bureau of Mines – Member.	Due to insertion of Direct recruitment clause under method of recruitment
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Consultation with Union Public Service Commission is not necessary.	Consultation with Union Public Service Commission is necessary in case of direct recruitment.	Due to insertion of Direct recruitment clause under method of recruitment