

**No. 16/2/2019-M.II**  
**Government of India**  
**Ministry of Mines**

Filling up the post of Additional Director General (Finance) and Deputy Director General (Personnel & Administration) in Central Headquarters, Geological Survey of India, (GSI), Kolkata on deputation basis.

The Ministry of Mines requires the services of suitable officers on deputation basis who are full filling the following eligibility criteria mentioned in column No. 5 for filling up the posts of Additional Director General (Finance) and Deputy Director General (Personnel & Administration) in Central Headquarters, Geological Survey of India, (GSI), Kolkata which is an attached office under this Ministry:

Sl. No.	Name & Classification of Post	No. of Vacancy	Pay Band and grade pay or Pay Scale	Eligibility
1.	2.	3.	4.	5.
1.	Additional Director General (Finance) General Central Service Group 'A' Gazetted, Ministerial	01 (one)	Higher Administrative Grade (HAG) Rs. 67000-79000, 3% annual increment	<p>Officer under the Central Government or State Government or Union Territories:</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre/department/organization; or (ii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band-4, Rs. 37400-67000 plus grade pay of Rs. 10000 or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience:</p> <p>(i) Post Graduate degree from a recognized University; and</p> <p>(ii) fifteen years' experience in the field of Finance, Budget, Accounts and Audit in the parent department.</p> <p><b>Desirable:</b> Post Graduate degree with financial management as a subject.</p> <p><b>Note 1:</b> Period of deputation including 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 not exceed initially for five years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall be not exceeding fifty-six years, as on the closing date of the receipt of application.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 the date from which the revised pay structure based on the 6<sup>th</sup> Pay Commission recommendations 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 merge of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>

2.	Deputy Director General (Personnel & Administration)  General Central Service, Group 'A' Gazetted, Ministerial	01 (one)	Pay band-4, Rs.37400-67000 (grade pay Rs. 10000)	<p>Officer under the Central Government or State Government or Union Territories :</p> <p>(A) (i) holding analogous post on regular basis in the parent cadre/Department or Organisation; or (ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band-4, Rs. 37400-67000 plus grade pay Rs. 8900 or equivalent in the parent cadre/department ; or (iii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in the pay band-4, Rs. 37400-67000 plus grade pay of Rs. 8700 or equivalent in the parent cadre/department/organisation ; and</p> <p>(B) possessing the following educational qualification and experience:</p> <p>(i) Bachelor's degree from a recognized University; and</p> <p>(ii) Fifteen years' experience in administration, account, establishment, legal and vigilance matters put together in Group 'A' post. The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including 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 not exceed initially for five years or as per Government of India norms. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years, as on the closing date of the receipt of applications).</p> <p><b>Note :</b> For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale 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 merge of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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2. The pay and allowances of the selected officers will be regulated by Govt. of India rules as amended from time to time.

3. Application through proper channel alongwith vigilance clearance, No Penalty certificate, Integrity Certificate, Cadre Clearance, upto date confidential reports and service particular in the prescribed proforma should reach at the following address within 60 days from the date of publication of the advertisement in the Employment news.

**SMT. FARIDA M. NAIK,  
DIRECTOR, ROOM NO. 312D  
MINISTRY OF MINES, SHASTRI BHAWAN,  
NEW DELHI -110001  
EMAIL ID: - [fm.naik@nic.in](mailto:fm.naik@nic.in)  
TELE FAX: - 223384395**

4. No action will be taken on advance copy.
5. The candidates who apply for the post will not be allowed to withdraw their candidates subsequently.

**(Farida M Naik)  
Director**

## FORMAT OF APPLICATION

Recent passport  
size Photograph  
of Candidate  
self attested

1. Name of the post:
2. Name of Candidate:
3. Name of Father:
4. Date of Birth (In Christian Era):
5. Address for correspondence:
6. Educational Qualification:
7. Date of Retirement Under Central Govt./State Govt. rules
8. Educational Qualification possess by the applicant:
9. Experience possess by the applicant with details of Posts, periods, nature of duty, Pay Scale, regular/adhoc/deputation i.e. separately etc.
10. Please state clearly whether in the light of entries made by above, you meet the requirements of the post:
11. Additional information if any, which you would like to mention in support of your Suitability for the post. Enclosed a separate sheet, if the space is insufficient:
12. Whether belongs to SC/ST/OBC
13. Remarks

I have carefully gone through the vacancy circulated/advertisement and certify that I have not concealed or misrepresented any information and I am well aware that the Bio-data supported by documents and submitted by me will be assessed by the selection committee at the time of selection to the post.

Signature of the candidate  
Address & Telephone No.

Date:  
Place:

### **CERTIFICATE**

(To be filled in by authority forwarding the application)

1. Certified that the particulars furnished by the candidate have been checked from the available records and found to be correct
2. Certified that there is no vigilance/disciplinary case is pending/contemplated against him/her and has not been awarded any major/minor penalty during the last 10 years.
3. His/her ACRs/APARs dossier for last five years duly attested on each page by an officer to the rank of Under Secretary or equivalent are enclosed
4. His/her integrity is beyond doubt.
5. The candidate is well experience in handling vigilance / legal matters  
(Strike out which is not applicable)

Date

Signature (with Seal)  
Name & Designation  
Officer Address  
Telephone No.