

Government of India
Ministry of Mines
National Mineral exploration Trust

File No:- 59/3/2021-NMET /671

Dated 02.01.2025

To,
As per List.

Subject:- Vacancy for the post of Director General, NMET (Ministry of Mines)-reg.

Respected Sir/Madam,

With reference to the above cited subject, it is stated that applications are invited for one (01) vacant post of Director General in National Mineral Exploration Trust (an autonomous body under Ministry of Mines), New Delhi. The advertisement has been published in national newspapers and uploaded on the website of NMET, Ministry of Mines & DoPT as well as on e-HRMS.

The vacancy circular is attached herewith with kind request to circulate the vacancy among the officers under your control and forward the applications of eligible officers to this office, with relevant documents by the closing date i.e. 30.01.2025.

Yours faithfully



Geetika Sharma,
Deputy Secretary,
National Mineral Exploration Trust
Room No 309, D wing, Shastri Bhawan, New Delhi

Enclosed:- As stated above.

To:

1. Secretary, D/o Agriculture & Farmers Welfare, M/o Agriculture & Farmers Welfare, Room No- 115, Krishi Bhawan, New Delhi – 110001.
2. Secretary, D/o Agricultural Research & Education, M/o Agriculture & Farmers Welfare, Room No -105, Krishi Bhawan, New Delhi – 110001.
3. Secretary, M/o AYUSH, AYUSH BHAWAN, B Block, GPO Complex, INA, New Delhi – 110023.
4. Secretary, D/o Chemicals & Petrochemicals, M/o Chemicals & Fertilizers, Room No. 501 A Wing Shastri Bhawan, New Delhi – 110001.
5. Secretary, D/o Fertilizers, M/o Chemicals & Fertilizers, Room No. 217 A Wing, Shastri Bhawan, New Delhi – 110001.
6. Secretary, D/o Pharmaceuticals, M/o Chemicals & Fertilizers, Room No. 218 A Wing, Shastri Bhawan, New Delhi – 110001.
7. Secretary, M/o Civil Aviation, 293-B, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110003.

8. Secretary, M/o Coal, 317-A Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001.
9. Secretary, D/o Commerce, M/o Commerce & Industry, Room No -143, Udyog Bhawan, New Delhi – 110011.
10. Secretary D/o Promotion of Industry & Internal Trade, M/o Commerce & Industry, Room No 157, Udyog Bhawan, New Delhi – 110011.
11. Secretary, D/o Posts, M/o Communications, Room No. 103, Dak Bhawan, Sansad Marg, New Delhi – 110001.
12. Secretary, D/o Telecommunications, M/o Communications, Room No. 210, Sanchar Bhawan, Rafi Marg, New Delhi – 110001.
13. Secretary, D/o Consumer Affairs, M/o Consumer Affairs, Food & Public Distribution, Room no-49, Krishi Bhawan, New Delhi - 110001
14. Secretary, D/o Food & Public Distribution, M/o Consumer Affairs, Food & Public Distribution, Room no- 170 , Krishi Bhawan, New Delhi - 110001
15. Secretary, M/o Cooperation, Room no- 153, Krishi Bhawan, New Delhi – 110001
16. Secretary, M/o Corporate Affairs, R.no- 519 A-wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi – 110001.
17. Secretary, M/o Culture , Room no- 502-C Shastri Bhawan, New Delhi – 110001.
18. Secretary, D/o Defence, M/o Defence, Room No- 101-A, South Block, New Delhi – 110011
19. Secretary, D/o Defence Production, M/o Defence, Room no- 136, South Block, New Delhi – 110011
20. Secretary, D/o Defence Research & Development, M/o Defence, Room no- DRDO Bhawan, Rajaji Marg, New Delhi-110011.
21. Secretary, D/o Ex-Servicemen Welfare, M/o Defence, Room no- 5-A, South Block, New Delhi
22. Secretary, M/o Development of North Eastern Region, Room No- 233, Vigyan Bhawan Annexe Maulana Azad Road, New Delhi-110011.
23. Secretary, M/o Earth Sciences, Room No- 108, Prithvi Bhawan, opposite India Habitat Centre Lodhi Road, New Delhi 110003.
24. Secretary, D/o Higher Education, M/o Education, Room No- 127-C, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi.
25. Secretary, D/o School Education & Literacy, M/o Education, Room No- 124-C, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi.
26. Secretary, M/o Electronics & Information Technology, Room No- 1001, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
27. Secretary, M/o Environment, Forest & Climate Change, Room No - Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003.
28. Secretary, Foreign Secretary, M/o External Affairs, South Block, New Delhi – 110011
29. Secretary (CPV & OIA), M/o External Affairs, South Block, New Delhi - 110011
30. Secretary (East), M/o External Affairs, South Block, New Delhi - 110011
31. Secretary (ER), M/o External Affairs, South Block, New Delhi - 110011
32. Secretary (WEST), M/o External Affairs, South Block, New Delhi - 110011
33. Secretary, D/o Economic Affairs, M/o Finance, North Block, New Delhi - 110011
34. Secretary, D/o Expenditure , M/o Finance, North Block, New Delhi - 110011
35. Secretary, D/o Public Enterprises, M/o Finance, Room No- 305, CGO Complex, New Delhi - 110003
36. Secretary, D/o Revenue, M/o Finance, Room No- 128-A, North Block, New Delhi - 110001
37. Secretary, D/o Investment & Public Asset Management, M/o Finance, R.No- Room No. 228, 2nd Floor Block No. 14 CGO Complex, Lodhi Road, New Delhi – 110003
38. Secretary, D/o Financial Services , M/o Finance, North Block, New Delhi – 110001
39. Secretary, D/o Animal Husbandry & Dairying, M/o Fisheries, Animal Husbandry & Dairying, Room No- 218, Krishi Bhawan, New Delhi – 110001

40. Secretary, D/o Fisheries, M/o Fisheries, Animal Husbandry & Dairying, Room No- 220, Krishi Bhawan, New Delhi - 110001
41. Secretary, M/o Food Processing Industries, Room No- 201, Panchsheel Bhawan, August Kranti Marg, New Delhi - 110049
42. Secretary, D/o Health & Family Welfare, M/o Health & Family Welfare, Room No- 156-A, Nirman Bhawan, C-Wing, New Delhi – 110001
43. Secretary, D/o Health Research, M/o Health & Family Welfare, Room No- 2nd Floor Red Cross Society Building, 1, Red Cross Road , New Delhi – 110001
44. Secretary, M/o Heavy Industries, Room No- 155, Udyog Bhawan, New Delhi – 110011
45. Secretary, D/o Home, M/o Home Affairs Room No- 113, North Block, Central Secretariat, New Delhi – 110001
46. Secretary, D/o Official Language, M/o Home Affairs, Lok Nayak Bhawan, C-Wing, Khan Market, New Delhi - 110003
47. Secretary, D/o Border Management, M/o Home Affairs, NDCC Building - II, New Delhi - 110001
48. Secretary, Inter State Council Secretariat, M/o Home Affairs, Vigyan Bhawan Annexe, New Delhi – 110011
49. Secretary, M/o Housing & Urban Affairs, Room No- 122, Nirman Bhawan, C - Wing, Dr. Maulana Azad Road, New Delhi - 110011
50. Secretary, M/o Information & Broadcasting, Room No 655, A Wing Shastri Bhawan, New Delhi – 110001
51. Secretary, D/o Drinking Water & Sanitation, M/o J al Shakti, R.No- 412, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
52. Secretary, D/o Water Resources, River Development & Ganga, M/o Jal Shakti, R.No- 401, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
53. Secretary, M/o Labour & Employment, Room No.- 104, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001
54. Secretary, D/o Justice, M/o Law & Justice, Room No- 26, Mansingh Road, Jaisalmer House, New Delhi.
55. Secretary, D/o Legal Affairs, M/o Law & Justice, Room No.207, A-Wing, Shastri Bhawan, , Dr Rajendra Prasad Road, New Delhi – 110001
56. Secretary, D/o Legislative Department, M/o Law & Justice, Room No.405, A-Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi – 110001.
57. Secretary, M/o Micro, Small & Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi – 110011
58. Secretary, M/o Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, New Delhi – 110003
59. Secretary, M/o New & Renewable Energy, Block No 14, CGO Complex, Lodhi Road, New Delhi – 110003
60. Secretary, M/o Panchayati Raj, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001
61. Secretary, M/o Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi – 110001
62. Secretary, D/o Personnel & Training, M/o Personnel, Public Grievances & Pensions, 113, North Block, New Delhi
63. Secretary, D/o Administrative Reforms & PG, M/o Personnel, Public Grievances & Pensions, 514, Sardar Patel Bhavan, Sansad Marg, New Delhi – 110001
64. Secretary, D/o Pension & Pensioners Welfare, M/o Personnel, Public Grievances & Pensions, 514, Sardar Patel Bhavan, Sansad Marg, New Delhi - 110001
65. Secretary, M/o Petroleum & Natural Gas, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001

66. Secretary, M/o Ports, Shipping & Waterways, Room no. 401, Transport Bhawan, Sansad Marg, New Delhi – 110001
67. Secretary, M/o Power, Shram Shakti Bhawan, New Delhi – 110001
68. Secretary, M/o Road Transport & Highways, Transport Bhawan, Sansad Marg, New Delhi – 110001
69. Secretary, D/o Land Resources, M/o Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001
70. Secretary, D/o Rural Development, M/o Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001
71. Secretary, D/o Bio-Technology, M/o Science & Technology, Room No- 7th Floor, Block-2, CGO Complex, Lodi Road, New Delhi – 110003
72. Secretary, D/o Science & Technology, M/o Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi - 110015
73. Secretary, D/o Scientific & Industrial Research, M/o Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi - 110015
74. Secretary, M/o Skill Development & Entrepreneurship, Room No. 524, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001.
75. Secretary, D/o Empowerment of Persons with Disabilities, M/o Social Justice & Empowerment, Room No- Shastri Bhawan, C-Wing, Dr. Rajendra Prasad Road, New Delhi – 110002.
76. Secretary, D/o Social Justice & Empowerment, M/o Social Justice & Empowerment, Shastri Bhawan, C-Wing, Dr. Rajendra Prasad Road, New Delhi - 110002
77. Secretary, M/o Statistics & Programme Implementation, Room No- 418, Sardar Patel Bhawan, Parliament street,, New Delhi – 110001.
78. Secretary, M/o Steel, Room No- Udyog Bhawan, Dr. Maulana Azad Road, New Delhi – 110011.
79. Secretary, M/o Textiles, Room No- Udyog Bhawan, Dr. Maulana Azad Road, New Delhi – 110011.
80. Secretary, M/o Tourism, Room No- Transport Bhawan, Sansad Marg, New Delhi – 110001.
81. Secretary, M/o Tribal Affairs, Room No- 738, Shastri Bhawan, A-Wing, New Delhi – 110001.
82. Secretary, M/o Women & Child Development, Shastri Bhawan, A - Wing, Dr. Rajendra Prasad Road, New Delhi – 110001.
83. Secretary, M/o Sports, M/o Youth Affairs & Sports, Room No 3, C-Wing, Shastri Bhawan, New Delhi – 110001.
84. Secretary, M/o Youth Affairs, M/o Youth Affairs & Sports, Room No 1, C-Wing, Shastri Bhawan, New Delhi – 110001.
85. Secretary, D/o Atomic Energy, Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg, Mumbai – 400001.
86. Secretary, D/o Space, Antariksh Bhavan, New BEL Road, Bangalore – 560231.
87. Director General, Geological Survey of India, 27, JLN Marg Kolkata-700016.

Copy for information to:-

1. PSO to Secretary, Ministry of Mines, Shastri Bhawan, New Delhi.
2. PPS to joint Secretary, Ministry of Mines, Shastri Bhawan, New Delhi.

भारत सरकार / Government of India
खान मंत्रालय / Ministry of Mines
राष्ट्रीय खनिज खोज न्यास / National Mineral Exploration Trust

No. 59/3/2021-NMET/610

New Delhi, Dt. 31.12.2024

CIRCULAR

01 post of Director General in pay Level – 14 in the pay matrix (₹ 1,44,200-2,18,200) is vacant in National Mineral Exploration Trust (NMET), an autonomous body under Ministry of Mines, Government of India, which is to be filled up by deputation.

2. Duties in brief of Director General in National Mineral Exploration Trust are as under:

Director General has to function as Head of the Organization. He/she shall be responsible for all administrative functions, e.g., General Administration, Finance, Personnel, Legal, Policy Support which includes Policy & Coordination, Planning & Monitoring, Geosciences partnerships etc. He/she would be responsible for the achievement of technical and financial targets set for NMET. DG, NMET would also be responsible for all statutory functions and duties mandated by the NMET Amendment Rules 2018, the decisions of the Governing Body and Executive Committee of NMET. He/she would interact with Ministry of Mines, Other Ministries of Govt. of India, Central and State Government Organizations etc. in order to meet the objectives of NMET.

3. The detailed eligibility criteria of the post are given as under:

Sl No.	Name of post	No of Vacancies	Pay Band and grade pay OR pay scale	Eligibility
1	2	3	4	5
01	Director General	01 (One)	Level-14 in pay matrix (₹ 144200-218200)	Deputation: Officers of the organized Group 'A' services/ All India Services with level 14 in the parent cadre or department in Ministries/ Departments of Central Government/State

				<p>Governments. Preference will be given to officers having direct experience of working in Ministry / Department of Mines / Minerals / Geology.</p> <p>Note 1: 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 seven years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall not exceed 58 years, as on the closing date of the receipt of applications.</p> <p>Note 3: The exemption from rule of immediate absorption is not required for this post.</p>
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4. The pay and allowances including pay protection clause of the selected officer will be regulated by the Rules/ OMs issued by the Government of India from time to time.

5. The deputation period will be initially for 05 years, and may be considered for further extension up to 2 years on the basis of requirement and NOC from the parent department. However, the officer may also be considered for premature reversion to the parent department by serving 03 months advance notice to the parent department as well as to the officer in terms of provisions contained in DOPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010.

6. The application containing the bio-data (in triplicate) of the officer who fulfills the above criteria as on the closing date may be sent through proper channel addressed to the Deputy Secretary & HoD, National Mineral Exploration Trust (either through speed post or through email on below mentioned address) in the enclosed bio-data proforma (Annexure-I) within 30th January, 2025 along with (i) up-to-date Confidential Reports/Dossiers for the preceding 5 years, (ii) Integrity Certificate, (iii) Vigilance Clearance, (iv) No Penalty Certificate for preceding 10 years of the officer concerned, (v) The certificates in support of the educational qualifications and experience issued by the parent organization in prescribed format.

Applications received after the closing date will not be entertained. Also, advance copies of application or not accompanied with all above certificates/enclosures are liable to be rejected.

**DEPUTY SECRETARY & HoD,
NATIONAL MINERAL EXPLORATION TRUST(NMET)
ROOM NO. 309D
MINISTRY OF MINES, SHASTRI BHAWAN,
NEW DELHI -110001
EMAIL ID: nmet-mines@gov.in
TELE: - 011-23381172**



**GEETIKA SHARMA
DEPUTY SECRETARY & HoD**

Copy to:

1. The Secretaries (All Ministries), Government of India and The Chief Secretaries of State Governments/UT Administrations with request to circulate the vacancy amongst the officers under their control and forward the applications of suitable officers to this office with relevant documents by the closing date / period indicated above.
2. PSO to Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
3. PPS to Joint Secretary, Ministry of Mines, Shastri Bhawan, New Delhi

BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. Date of entry into service ii) Date of retirement under Central / State Government Rules					
4. Educational Qualifications					
5. 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).					
Qualifications / Experience required as mentioned in the advertisement / vacancy circular					(Qualification experience possessed by the officer)
Essential					
Qualification:					
Experience:					
The certificates in support of the educational qualifications and experience are also required to be attached.					
Desirable					
A) Qualification:					
B) Experience					
Note: 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 and issue of Advertisement in the Employment News. 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					
6.1 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 of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned, details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP 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		
9(a).	The date of initial appointment	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 organization
9.1 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.			
9.2 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: Please state whether working under (indicate the name of your employer against relevant column) Central Government State Government UT Administration Autonomous Organization Government Undertaking Universities 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		<i>Latest Pay Slip enclosed)</i>	
Basic pay in the pay band	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip 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 up details)	Total Emoluments	

<p>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 / Advertisement) Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16. B: Achievements The candidates are requested to indicate information with regard to: (i) Research Publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered under own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet, if space is insufficient)</p>	
<p>17. Whether belongs to SC/ST</p>	

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.....

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)

Countersigned

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

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

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