

No. 16/1/2019-M.II
Government of India
Ministry of Mines

New Delhi, the 25th August, 2026

To

Secretaries of all Ministries/Departments of
the Central Government/Chief Secretaries of
all the State Government/UT Administrations
(as per list attached).

**Subject: - Filling up the post of 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 a suitable officer (on deputation basis) fulfilling the following eligibility criteria mentioned in column No. 5 for filling up the post of Deputy Director General (Personnel & Administration) in Central Headquarters, Geological Survey of India, (GSI), Kolkata, which is an attached office under Ministry of Mines:

Sl. No.	Name & Classification of Post	No. of Vacancy	Pay Band and grade pay or Pay Scale	Eligibility
1.	2.	3.	4.	5.
1.	Deputy Director General (Personnel & Administration) General Central Service, Group 'A' Gazetted, Ministerial	01 (one)	Level-14 (Rs.144200- 218200) in the pay matrix.	Officer under the Central Government or State Government or Union Territory Administration: (A) (i) holding analogous post on regular basis in the parent cadre/Department or Organisation; or (ii) with two years' service rendered after

appointment on regular basis in level-13 A (Rs. 131100-216600/-) in the pay matrix or equivalent in the parent cadre or department; or (iii) with three years' service rendered after appointment to the post on regular basis in level-

13 (Rs.123100-215900/-) in the pay matrix or equivalent in the parent cadre or department or organisation;

and

(B) possessing the following educational qualification

and experience namely:

(i) Bachelor's degree from a recognized University or Institute; and

(ii) Fifteen years' experience in Group 'A' post, out of which three years' experience should be in

Administration or Accounts or Establishment or Legal or Vigilance matters.

Note-I: 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, deputationists shall not be eligible for consideration for appointment by promotion. Note - II : Period of deputation including period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 03 years. Note-III : The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
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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 along with Vigilance clearance, No Penalty certificate, Integrity Certificate, Cadre

Clearance, up to date confidential reports of last 05 years and service particulars in the prescribed proforma should reach at the following address by **21.10.2026 i.e. within 60 days from the date of publication of the advertisement in the Employment News.**

**DIRECTOR,
MINISTRY OF MINES, ROOM NO. 4313,
ZONE-3, GPOA-3, MINISTRY OF MINES,
NEW DELHI -110023
EMAIL ID: k.thaneshwar@nic.in**

4. No action will be taken on advance copy.

Yours faithfully,

Digitally signed by
Geetika Sharma
Date: 25 08 2026 11:23:49

(Geetika Sharma)
Director

Copy for information: -

- i. Director General, GSI, 27 J L Nehru Road, Kolkata-700016.
- ii. The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		P110722
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	Qualifications/ experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
5.1 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. 5.2 In the 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 Qualification/ 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 the 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 the 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 organisation
9.1 Note: In case of Officers already on deputation, the applications 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) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

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 the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities 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 the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
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)	
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 in 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 the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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.

(Signature of the candidate)

Address _____

Date _____

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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 ACRs 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)