



भारत सरकार/ GOVERNMENT OF INDIA
खान मंत्रालय/ MINISTRY OF MINES
भारतीय खान ब्यूरो/INDIAN BUREAU OF MINES



No. A-32014/1/2023-Rectt.

Nagpur, dt. 22.04.2026

C I R C U L A R

01 post of Assistant Stores Officer in the Level – 7 (Rs.44900 - 142400) is vacant in Indian Bureau of Mines under the Ministry of Mines, which has to be filled by deputation including short term contract.

02. The Assistant Stores Officer is overall responsible for proper receipts, issue storage, maintenance and accounting of Stores. He will also be responsible for security of store. He will be responsible for provision to meet day-by-day requirement of all divisions by placing orders against GeM Contract or by local purchase etc with latest rules & procedures in vogue. He will arrange disposal of unserviceable stores after observing the procedural formalities, such as survey reports and write off sanction of the competent authority. He is responsible to carry out procurement through e-portals such as GeM, CPP etc. for smooth functioning of official works in IBM offices. He is responsible to prepare draft replies in respect of Ministry references /PQs/policy etc. related to procurement matters by assisting to Senior Officers. Any other duties which may be assigned by the Controller General, IBM or other senior officers.

03. As per the Recruitment Rules to the post of Assistant Stores Officer, the candidates to be considered for appointment by deputation (including short term contract) should be working in Central Government or State Government or Union territory Administration or public sector undertaking or statutory bodies or autonomous organisations or University or recognised research institution:-

(a) (i) holding analogous post on a regular basis in the parent cadre or department; or
(ii) with five years regular service in the grade rendered after appointment thereto on regular basis in level 6 in the pay matrix (Rs.35400-112400) or equivalent in the parent cadre or department;
and

(b) Possessing the following qualifications and experience:

(i) Masters Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from a recognised University or Institute;
(ii) one year experience of indenting, purchase of technical stores and stores account or in the field of material management in the Central Government or State Government or statutory or autonomous organisation or public sector undertaking or University or any recognised institution or Bank or in a private sector organisation listed on the Stock Exchange of India.

OR

(i) Bachelors Degree in Economics or Commerce or Statistics or Business Studies or Public Administration as a subject from a recognised University or Institute.
(ii) Diploma in Materials Management or Warehousing Management or Purchasing or Logistics or Public Procurement from a recognised University or institute;
(iii) two years experience of indenting, purchase of technical stores and stores account or in the field of material management in the Central Government or State Government or statutory or autonomous organisation or public sector undertaking or University or any recognised institution or Bank or in a private sector organisation listed on the Stock Exchange of India.

Note 1: The departmental officers in the feeder grade who are in 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 2: Period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation or 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 application.

04. The deputation period will be initially for 03 years and will be considered for further extension on the basis of requirement of this department and NOC from the parent department. However, the officer may also consider for pre-mature reversion to the parent cadre by serving 03 months advance notice to the parent department as well as to the officer in terms of provisions contained under DOPT OM No. 6/8/2009-Estt.(Pay II) dated 17-06-2010.

05. Application containing the bio-data (in triplicate) of the officer who fulfills the above as on the closing date may be sent through proper channel addressed to **the Suptdg. Mining Geologist & Head of Office (HOO), 4th Floor, Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur - 440 001** in the enclosed bio-data proforma (Annexure - I) within 60 days from the date of publication of advertisement in the Employment News alongwith the up-to-date Confidential Reports/Dossiers for the preceding 5 years, Integrity Certificate, Vigilance Clearance and No penalty certificate for preceding 10 years of the officer concerned. 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.

06. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encl. As above.

B. Hegde 22/4/20

(Prashant S. Hegde)

Suptdg. Mining Geologist &
Head of Office

E-mail: ho-office@ibm.gov.in

Phone No. 0712-2565333

Copy to :

1. The Officers of the Central Government or State Government or Union territory Administration or public sector undertaking or statutory bodies or autonomous organisations or University or recognised research institution with the 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. The Under Secretary to the Govt. of India, M-III, Ministry of Mines, GPOA-3, Netaji Nagar, New Delhi.
3. The OIC, TMIS, IBM, Nagpur with the request to upload this circular in the IBM website.

B. Sarat 22/04/20

(B. Sarat)

Administrative Officer

BIO-DATA/CURRICULUMVITAE PROFORMA

POST APPLIED FOR :- ASSISTANT STORES OFFICER

1. Name and Address (in Block Letters)						
2. Date of Birth (in Christian era)						
3. i) 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					Qualifications/experience possessed by the officer	
Essential					Essential	
A) Qualifications					A) Qualifications	
B) Experience					B) Experience	
Desirable					Desirable	
A) Qualifications					A)Qualifications	
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 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 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/organisation 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 alongwith 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/organisation 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 Organisation 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			
Basic 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 shown 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 Emolument

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: Enclosed 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 on non-Government Organisations 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.

Date:

(Signature of the candidate)

Address:

E-Mail :

Mob. 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 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)