



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1913

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

सं.E16/73/2022-प्रशासन/E.Office.143839

दिनांक:23/10/2025

सेवा में,

निदेशक/प्रभारी निदेशक

परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

क्र. सं.	संदर्भ संख्या एवं दिनांक	मंत्रालय का नाम	विषय
1.	सं. 2-3/2025-INM/SLUSI [FTS No.166540 दिनांक:30.09.2025	कृषि एवं किसान कल्याण मंत्रालय, कृषि एवं किसान कल्याण विभाग, कृषि भवन, नई दिल्ली	भारतीय मृदा एवं भूमि उपयोग सर्वेक्षण (एसएलयूएसआई), मुख्यालय में समग्र विधि के माध्यम से मुख्य मृदा सर्वेक्षण अधिकारी (सीएसएसओ), ग्रुप-ए राजपत्रित, वेतन मैट्रिक्स के स्तर-13 के पद को भरने के संबंध में।
2.	सं. S-14016/1/2024-BLA दिनांक:03.10.2025	इस्पात मंत्रालय, बोर्ड स्तरीय नियुक्ति प्रकोष्ठ, उद्योग भवन, नई दिल्ली	भारतीय इस्पात प्राधिकरण लिमिटेड (SAIL) में निदेशक (वाणिज्य) के पद पर खोज-सह-चयन समिति (Search-cum-Selection Committee - SCSC) विधि के माध्यम से चयन - संबंधी।
3.	सं. A-32012/4/2025-ISH-II दिनांक:09.10.2025	श्रम एवं रोजगार मंत्रालय, श्रम शक्ति भवन, रफी मार्ग, नई दिल्ली	श्रम एवं रोजगार मंत्रालय के अधीन खान सुरक्षा महानिदेशालय (DGMS) में सहायक निदेशक (राजभाषा) के पद को पदोन्नति या प्रतिनियुक्ति तथा समायोजन के माध्यम से भरने के संबंध में।

भवदीय,

Digitally signed by

Jaibir Singh

Date: 24-10-2025

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहा. महानिदेशक(वित्त)
4. डॉ. मनजीत सिंह चाल्गा, वैज्ञानिक-डी. को आईसीएमआर वेबसाइट पर अपलोड करने के अनुरोध के लिए

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
V. Ramalingaswami Bhawan, P.O. Box No. 4911,
Ansari Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794
+91-11-26589336 / 26588707
Fax: +91-11-26588662 | icmr.nic.in

**Sopa9m: Vacancy circular for the post of Chief Soil Survey Officer (CSSO), Group-A
Gazetted, Level- 13 of the Pay Matrix in Soil and Land Use Survey of India (SLUSI), HQ,
through Composite Method - reg**

< section588@gmail.com >

Thu, 09 Oct 2025 1:14:26 PM +0530

DG. ICMR OFFICE
Diary No. 1149130
Date 11/10/2025

JS (RK) /
S.D.S. (R)

R.B.

To "secydivest"<secydivest@nic.in>,"defsecy"<defsecy@nic.in>,"secy-dea"<secy-dea@nic.in>,"rsecy"<rsecy@nic.in>,"secyexp"<secyexp@nic.in>,"secyer"<secyer@mea.gov.in>,"secy.mofpi"<secy.mofpi@nic.in>,"secyhfw"<secyhfw@nic.in>,"secy-dg"<secy-dg@icmr.gov.in>,"hshso"<hshso@nic.in>,"shioff"<shioff@nic.in>,"secy.dhe"<secy.dhe@nic.in>,"secy.inb"<secy.inb@nic.in>,"secy-labour"<secy-labour@nic.in>,"secylaw-dla"<secylaw-dla@nic.in>,"secy-mnre"<secy-mnre@nic.in>,"secympa"<secympa@nic.in>,"sec.png"<sec.png@nic.in>,"secy-arpg"<secy-arpg@nic.in>,"dstsec"<dstsec@nic.in>,"secy"<secy@dbt.nic.in>,"secywel"<secywel@nic.in>,"secy-steel"<secy-steel@nic.in>,"secy-textiles"<secy-textiles@nic.in>,"secretary"<secretary@mospi.gov.in>,"secy-tribal"<secy-tribal@nic.in>,"secyurban"<secyurban@nic.in>,"secy-sports"<secy-sports@nic.in>,"fertsec"<fertsec@nic.in>,"secy.moca"<secy.moca@nic.in>,"secy.moc"<secy.moc@nic.in>,"secy-mines"<secy-mines@nic.in>,"secy-ipp"<secy-ipp@nic.in>,"csoffice"<csoffice@nic.in>,"secyahd"<secyahd@nic.in>,"chairman"<chairman@dae.gov.in>,"sec.cpc"<sec.cpc@nic.in>,"secretaryposts"<secretaryposts@indiaapost.gov.in>,"Bavani Anantha"<bavani.anantha@nic.in>,"CHANDRA SHEKHAR PRASAD"<chandra.sp@nic.in>,"raghv.singh"<raghv.singh@gov.in>,"csso-slusi"<csso-slusi@nic.in>

Tags ☐ Not in Contacts

Sh. M.S. Rawat AD, Admin.

Sir/Madam,

Please find attached herewith a vacancy circular as mentioned in the above subject and request your organization to circulate it vide in your organisation/ subordinate offices.

Regards

SO(INM)

1 Attachment(s)

Vacancy Circular-CSSO, 2025....

2.9 MB

फाईल संख्या/No. 2-3/2025-INM/SLUSI [FTS No. 166540]

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

कृषि भवन, नई दिल्ली

दिनांक: 30th September, 2025

VACANCY CIRCULAR

Subject: Filling up of anticipated vacancy of Chief Soil Survey Officer (CSSO), Group-A Gazetted, Level-13 of the Pay Matrix (Pre-revised: ₹37,400-67,000 + Grade Pay ₹8700/- in PB-4) in Soil and Land Use Survey of India (SLUSI), HQ, through Composite Method (Deputation including Short-Term Contract plus Promotion) – reg.

The Soil and Land Use Survey of India (SLUSI), a subordinate office under the INM Division, Department of Agriculture and Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India, is a premier institution in the field of soil survey and land resource mapping. With its nationwide reach, the organization occupied a prime position in the domain of Soil Survey and Digital Watershed Database. SLUSI operates from its headquarters in New Delhi, through seven regional centres located at Ahmedabad, Bengaluru, Hyderabad, Kolkata, Noida, Nagpur, and Ranchi.

2. The Department is looking for an experienced and dynamic officer to head SLUSI as the **Chief Soil Survey Officer (CSSO)**, Group-A Gazetted, Level-13 of the Pay Matrix (pre-revised ₹37,400-67,000 + Grade Pay ₹8700/- in PB-4), to be filled through the **Composite Method** (Deputation including Short-Term Contract plus Promotion). The details of the post and eligibility criteria are provided in **Annexure-I**. The period of deputation will be for five (05) years, which may be extended as per the prevailing rules. The pay of the officer selected on deputation will be regulated as per Department of Personnel & Training (DoPT) guidelines, as amended from time to time.

3. Applications of only those officers/candidates routed through proper channel will be considered. The application should be accompanied by:

- I. Bio-data in duplicate as per the prescribed proforma (**Annexure-II**),
- II. Photocopies of ACRs/APARs for the last five years, each page duly attested by an officer not below the rank of Under Secretary,
- III. Vigilance Clearance Certificate,
- IV. Integrity Certificate certified by an officer of the rank of Under Secretary or equivalent,

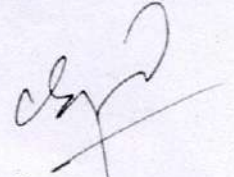
- V. No Penalty Certificate or a statement indicating details of major/minor penalties imposed in the last 10 years,
- VI. Certificate from the employer confirming that the particulars furnished by the officer are correct and that he/she possesses the required qualifications and experience in the Vacancy Circular/ Advertisement, at the end of the bio-data.

4. Applications in the prescribed format from willing and eligible officers, who can be relieved immediately in the prescribed format (Annexure-II), may be sent through proper channel to: **The Under Secretary, INM Division,** Department of Agriculture and Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Room No. 573-A, Krishi Bhawan, New Delhi - 110001, **within 60 days** from the date of publication of this advertisement in the Employment News.

5. Application which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

6. Once selected, the candidate will not be allowed to withdraw their name at a later stage. This circular is also available at:

<https://agriwelfare.gov.in/en/recruitmentDetail> and
<https://slusi.da.gov.in/vacancy/vacancies.html>



(चन्द्र शेखर प्रसाद)

अवर सचिव, भारत सरकार

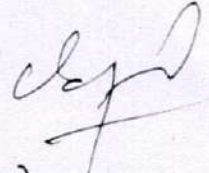
Tel. No. 011-23381191;

Email: chandra.sp@nic.in

Distribution: -

1. All Ministries/Departments of the Government of India - with a request to widely circulate the vacancy in their attached/subordinate offices, PSUs, autonomous/statutory bodies.
2. Chief Secretaries / Administrators of all States and Union Territories.
3. Secretary DoP&T- with the request to get the vacancy circular uploaded on the website of DoP&T
4. All attached and subordinate offices, autonomous bodies, and PSUs under DA&FW.
5. All Agricultural Universities, recognized research institutes, and soil-related councils.
6. JS (INM)/JS (Admn.)/Director (Personnel), DA&FW.
7. INM Division / Facilitation Centre, DA&FW.
8. Section Officer (IT) - for uploading on DAC&FW website.

9. The CSSO, SLUSI HQ – for uploading on SLUSI website.
10. Guard file / Spare copies / Notice Board.



(चन्द्र शेखर प्रसाद)

अवर सचिव, भारत सरकार

Tel. No. 011-23381191;

Email: chandra.sp@nic.in

Annexure-I**Details and Eligibility conditions etc. for the post of Chief Soil Survey Officer (CSSO),
in Soil and Land Use Survey of India (SLUSI)**

Sl. No.	Particulars	Detail
1	Name of the Organization	Soil and Land Use Survey of India (SLUSI), a subordinate office under Department of Agriculture and Farmers Welfare
2	Name of the Post	Chief Soil Survey Officer (CSSO)
3	Number of Posts	1 (one)
4	Classification of Post	General Central Service, Group-A, Gazetted, Non-Ministerial
5	Pay Scale	Level-13 of Pay Matrix [Pre-revised scale Rs. 37400-67000 plus Grade Pay 8700/- in Pay Band-4]
6	Method of recruitment	By Composite method [deputation including short-term contract plus promotion] basis
7	Age limit	The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six (56) years as on the closing date of receipt of applications.
8	Eligibility Conditions	Officers under the Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous Organizations or Indian Council of Agriculture Research, possessing the following service, educational qualification and experience: A. (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in grade rendered after appointment thereto on a regular basis in the scale of pay PB-3: Rs. 15600-39100 Grade Pay: GP 7600 for officers from Central Government or in similar or analogous scale or grade for others in the parent cadre or department; and (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay PB-3: Rs. 15600-39100 Grade Pay: GP 6600 for officers from Central Government or in similar or analogous scale or grade for others in the parent cadre or department; and B. possessing the following educational qualifications and experience:
9.	Essential:	(i) M.Sc. in Soil Science or M.Sc. in Agricultural Chemistry with specialisation in Soil Science from a recognised University.

		(ii) Twelve years' experience in Soil Survey.
10.	Desirable:	Minimum one-year experience in aerial photo-interpretation or any other branch of Soil Conservation including survey planning and monitoring and generation of digital spatial data using Remote Sensing and Geographical Information System. The Departmental Senior Soil Survey Officer (PB-3: Rs. 15600-39100 Grade Pay: GP 7600) with five years' regular service in the post or Soil Survey Officer (PB-3: Rs. 15600-39100 Grade Pay:GP 6600) with ten years' regular service in the post shall also be considered along with outsiders. In case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion. 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. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.
	Note 1:	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 the Central Government shall ordinarily not to exceed 5 (five) years. The maximum age limit for appointment by deputation (including short-term contract) shall not exceed 56 years as on the closing date of receipt of applications.
	Note 2:	For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.1.2006 (the date from which the revised pay structure based on the 6 th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on there commendations of the Pay Commission except where there has been merger 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(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.
11.	Place of posting	SLUSI (HQ), New Delhi

ANNEXURE -II

Proforma for application for the post of anticipated vacancy of Chief Soil Survey Officer (CSSO), Group-A Gazetted, Level-13, in Soil and Land Use Survey of India (SLUSI), under Department of Agriculture and Farmers Welfare by Composite Method (Deputation including Short-Term Contract plus Promotion)

BIO DATA/CURRICULUM VITAE

1.	Name and address (in BLOCK LETTERS) and contact number			
2.	Date of birth (in Christian era)			
3.	Age as on closing date of receipt of application			
4.	i) Date of entry in the service			
	ii) Date of retirement under Central/State Government Rules			
5.	Educational qualification			
6.	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 per Annexure-I	Qualifications / Experience possessed by the applicant
		Essential		
		Desirable		
7.	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.			

8. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space 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

9.	Nature of present employment, i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent	
10.	In case the present employment is held on deputation or 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 organization	
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) 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 (with break-up) <table border="1" style="width:100%"> <tr> <td>Level in the Pay Matrix and Basic Pay</td> <td>Total emoluments</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>			Level in the Pay Matrix and Basic Pay	Total emoluments				
Level in the Pay Matrix and Basic 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 <table border="1" style="width:100%"> <tr> <td>Basic Pay with scale of pay and rate of increment</td> <td>Dearness Pay/Interim relief/other allowances etc. (with break-up details)</td> <td>Total emoluments</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Basic Pay with scale of pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break-up details)	Total emoluments			
Basic Pay with scale of pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break-up details)	Total emoluments							
16.	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).								
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).								
18.	Whether belong to SC/ST/OBC, please mention								
19.	Remarks, if any								

I have carefully gone through the vacancy circular/advertisement and I am wellaware that the information furnished in the Curriculum Vitae duly supported by the documents submitted by me will also assessed by the Selection Committee at the time of selection for the post.

(Signature of the applicant)

Address: _____

Date: _____

ANNEXURE -II

Proforma for application for the post of anticipated vacancy of Chief Soil Survey Officer (CSSO), Group-A Gazetted, Level-13, in Soil and Land Use Survey of India (SLUSI), under Department of Agriculture and Farmers Welfare by Composite Method (Deputation including Short-Term Contract plus Promotion)

BIO DATA/CURRICULUM VITAE

1.	Name and address (in BLOCK LETTERS) and contact number			
2.	Date of birth (in Christian era)			
3.	Age as on closing date of receipt of application			
4.	i) Date of entry in the service			
	ii) Date of retirement under Central/State Government Rules			
5.	Educational qualification			
6.	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 per Annexure-I	Qualifications Experience possessed by the applicant
		Essential		
		Desirable		
7.	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.			

8.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space 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
9.	Nature of present employment, i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent				
10.	In case the present employment is held on deputation or 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 organization		
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) 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 (with break-up)		
	Level in the Pay Matrix and Basic 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
16.	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).		
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).		
18.	Whether belong to SC/ST/OBC, please mention		
19.	Remarks, if any		

I have carefully gone through the vacancy circular/advertisement and I am wellaware that the information furnished in the Curriculum Vitae duly supported by the documents submitted by me will also assessed by the Selection Committee at the time of selection for the post.

(Signature of the applicant)

Address: _____

Date: -----

Certification by the Employer / Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per facts available on records. **He possesses educational qualifications and experience mentioned in the vacancy circular.** If selected, he will be relived 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 five years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him during the last 10 years or a list of major / minor penalties imposed on him during the last 10 years is enclosed. (as the case may be)

Place:

Dated:

Countersigned

(Employer/Cadre Controlling Authority with official seal)

[Secy-goi] Selection for the post of Director (Commercial), SAIL through Search Cum Selection Committee (SCSC) Method -reg.

DG ICMR OFFICE

Diary No. 1145865

Date 07/10/2025

JB (AK) / JS (AK)
2003 A

Board Level Appointment Cell < bla-steel@nic.in >

Fri, 03 Oct 2025 3:07:02 PM +0530

To "secy-goi"<secy-goi@ismgr.nic.in>,"ESTABLISHMENT OFFICER ACC"<eo@nic.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"cs-goat"<cs-goat@nic.in>,"csguj"<csguj@gujarat.gov.in>,"cs-haryana"<cs-haryana@nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"Cso-meg"<Cso-meg@nic.in>,"Cs-mizoram"<Cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Cs-skm"<Cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"Cs"<Cs@telangana.gov.in>,"Cs-tripura"<Cs-tripura@nic.in>,"csup"<csup@nic.in>,"Cs-uttaranchal"<Cs-uttaranchal@nic.in>,"Westbengal"<Westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"admn-chandigarh"<admn-chandigarh@nic.in>,"advisor-dnh-dd"<advisor-dnh-dd@daman.nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-advisor"<lk-advisor@gov.in>,"pondicherry"<pondicherry@nic.in>,"Cs-jandk"<Cs-jandk@nic.in>,"ladakh"<ladakh@gov.in>,"DEFENCE SECRETARY"<defsecy@nic.in>

Cc "Daya Nidhan Pandey Joint Secretary"<dn.pandey74@ias.nic.in>,"SUBHENDU HOTA"<subhendu.hota@nic.in>

Sh. M.S. Rawat, AO - Admn.

Sir/Madam,

Please find attached this Ministry's Letter No. S-14016/1/2024-BLA dated 03.10.2025 along-with its enclosures on the subject mentioned above.

--

सादर /With Regards,

बोर्ड स्तरीय नियुक्ति प्रकोष्ठ/Board Level Appointment Cell,
इस्पात मंत्रालय/Ministry of Steel
उद्योग भवन, नई दिल्ली/Udyog Bhawan, New Delhi
दूरभाष/Tel: 011-23062601

सं/No. S-14016/1/2024-BLA
भारत सरकार/Government of India
इस्पात मंत्रालय/Ministry of Steel
(बोर्ड स्तरीय नियुक्ति प्रकोष्ठ/Board Level Appointment Cell)

उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
दिनांक/Date: 03.10.2025

To

CMD/MD of CPSEs under the administrative control of Ministry of Steel

Subject: Selection for the post of Director (Commercial), SAIL through Search Cum Selection Committee (SCSC) Method -reg.

Madam/Sir,

Ministry of Steel is seeking qualified candidates for the post of Director (Commercial), SAIL Limited, a schedule 'A' CPSE, the scale of pay of the post being Rs. 1,80,000-3,40,000/- through Search Cum Selection Committee (SCSC) Method. A copy of the job advertisement alongwith application form for the post is **enclosed**. It is requested that the vacancy for the post may be uploaded on the website of the CPSE immediately, without fail for wider publicity and a confirmation to this effect may be communicated to the Ministry, within a period of 3 days.

2. It is further requested that names of all candidates for the said post along with their applications, in the prescribed format, duly verified may kindly be forwarded so as to reach the Ministry of Steel is by **17:00 hours on 12.11.2025**. The applications of all candidates are to be addressed to Shri Daya Nidhan Pandey, Joint Secretary to the Govt. of India, Room No. 289, Ministry of Steel, Udyog Bhawan, New Delhi.

3. It may also be brought to the notice of all concerned that applications for the post are submitted sufficiently in advance of the prescribed last date so that the duly verified applications are submitted to Ministry of Steel within the stipulated time & date. It may be noted that no application after the due date will be accepted by the Ministry.

Encl.- as above

Yours sincerely,

(शुभेन्दु होता/Subhendu Hota)

अवर सचिव, भारत सरकार
Under Secretary to the Govt. of India
दूरभाष/Tel: 2306 2299

Copy for similar action to:

1. Secretaries of all the Ministries/Departments of GoI through secy-goi@lsmgr.nic.in - with a request to circulate the vacancy among organizations / CPSEs under its administrative control.
2. Establishment Officer, Department of Personnel & Trg. Ministry of Personnel, PG & Pensions – with a request to circulate the vacancy among Government Officers
3. All Chief Secretaries of State Governments & UTs
4. (I) Defence Secretary, South Block, New Delhi
(II) Military Secretary MS(X), South Block, New Delhi-110011
(III) AOP, Air HQrs., Vayu Bhavan New Delhi
(IV) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi



(शुभेन्दु होता/Subhendu Hota)

अवर सचिव, भारत सरकार

Under Secretary to the Govt. of India

दूरभाष/Tel: 2306 2299

Advt. No. – 03/2025

सं/ No. S-14016/1/2024-BLA
भारत सरकार
Government of India
इस्पात मंत्रालय
Ministry of Steel
(बोर्ड स्तरीय नियुक्ति प्रकोष्ठ
Board Level Appointment Cell)

उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
दिनांक/Date: 03.10.2025

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Steel Authority of India Limited (SAIL)
पद का नाम NAME OF THE POST	Director (Commercial)
रिक्ति की तारीख DATE OF VACANCY	01.07.2025
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A
पद का वेतनमान SCALE OF THE POST	Rs. 180000 – 340000 (IDA)

I. COMPANY PROFILE:

Steel Authority of India Limited (SAIL) was incorporated on 24th January, 1973 under the Indian Companies Act, 1956 with the objective to plan, promote and organize an integrated and efficient development of iron and steel and associated input industries.

“The Public Sector Iron and Steel Companies (Restructuring and Miscellaneous Provisions) Act, 1978” was enacted with the aim to bring all the public sector integrated plants under the overall control of an integrated company i.e. SAIL. SAIL is a Schedule ‘A’ / Maharatna Public Sector Enterprise in Steel Sector with the administrative jurisdiction of Ministry of Steel.

The Authorized and Paid up Capital of the Company is Rs.5,000 crore and Rs.4130.53 crore respectively as on 31st March, 2025.

The Shareholding of the Government of India in the Company is 65% as on 31st March, 2025. SAIL has more than 20 lakh Shareholders.

In the Financial Year 2024-25, SAIL has achieved the Turnover of more than Rs. 1 lakh crore.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Commercial) is a member of the Board of Directors and reports to the CMD. He/She is in-charge of marketing strategies including product-mix, sales/product promotion, distribution network, logistics, warehousing, pricing, sales, after sales service, key customer relationship etc. for meeting the competitive goals and financial results of the company. He/She is also responsible for implementation of the decisions of the Board relating to above-mentioned areas of work.

III. ELIGIBILITY:

1. AGE :On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity and not in a contractual/ad-hoc capacity in one of the following: -

(a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

(b) Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is *Rs.10,000 crore or more;

(d) Private Sector in company where the annual turnover is "Rs.10,000 crore or more. Preference would be given to candidates from listed Companies.

(*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits.)

3. QUALIFICATION:

The applicant should be an Engineering Graduate with good academic record from recognized University / Institution.

Applicants holding MBA / PGDM in the marketing discipline will be given preference.

4. EXPERIENCE:

The applicant should possess cumulative experience / exposure of at least 5 years during the last 10 years in Sales Forecasting & Planning / Sales and Marketing / Business Development in a large organization of repute.

Experience in Steel Sector would be an added advantage.

5. PAYSCALE:

(a) Central Public Sector Enterprises-

Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20,500-26,500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised Post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01/01/2006
- (viii) Rs. 144200-218200 (Level 14) (CDA) Post 01/01/2016

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

(i) Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies etc. should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

(ii) Applicants from Public Sector Bank/ Financial Institutions should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

(iii) Applicants from the Armed forces of the Union should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force on the date of application.

(c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT:

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS:

Applicants should submit their applications through proper channel as per the format.

1. The applicants should submit their applications through proper channel as follows:
 - (a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.
 - (b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.
 - (c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
 - (d) Below Board level in CPSE: through the concerned CPSE;
 - (e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
 - (f) Below Board level in SPSE: through the concerned SPSE.
 - (g) Private Sector: directly to the Ministry of Steel.
2. Applicants from Private Sector must submit the following documents along with the application form:
 - (a) Annual Reports of the Company in which currently working for the 3 financial

years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);

(b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);

(c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

(d) Self-attested copies of documents in support of age and qualifications.

(e) Relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT:

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/Autonomous Bodies etc:

(a) The appointment is on immediate absorption basis.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE:

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector-

a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. THE APPLICANTS CAN-

Fill up the application form enclosed against this Job Description which may be downloaded from the website of Ministry of Steel -<https://steel.gov.in/>. The application, complete in all respect, should be forwarded by the applicant's cadre controlling authority/Administrative Ministry/CPSEs as mentioned in Para V (1) along with the following documents:

- a) Bio-data of the candidate in the prescribed proforma (as per Annexure I)
- b) Softcopies of up-to-date CR dossiers of the officer for the last ten years, duly authenticated along with statement of its gradings.
- c) Cadre Clearance, if applicable
- d) Vigilance Profile duly signed by the CVO
- e) integrity certificate, if applicable, and
- f) Statement giving details of major or minor penalties, if any imposed on the officer in the last ten years.

Selection shall be through a Search Cum Selection Committee (SCSC).

Last date and time of receipt of complete application duly forwarded to Ministry of Steel is by **17:00 hours on 12.11.2025**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED.

The SCSC reserves the right to shortlist applicants for interview keeping in view the extant guidelines issued from time to time.

Application to be addressed to

Shri Daya Nidhan Pandey
Joint Secretary to the Govt. of India
Room No. 289
Ministry of Steel
Udyog Bhawan
New Delhi-110011
Email id: -dn.pandey74@ias.nic.in

ALL CORRESPONDENCE WITH THE MINISTRY OF STEEL SHOULD BE ADDRESSED TO JOINT SECRETARY, MINISTRY OF STEEL ONLY. FURTHERMORE, IT IS TO BE NOTED THAT THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE CLEARLY SUPERSCRIBED IN CAPITAL LETTERS AS 'APPLICATION FOR THE POST OF DIRECTOR (COMMERCIAL), SAIL'.

ANNEXURE-I

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR
(Through Proper Channel, except candidates from the Private Sector)

1. Name of the post applied for: **Director (Commercial), SAIL**

(Photo)

2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.):

(b) Designation of the Applicant (in full):

(c) Name of the company:

(d) Category as per Employment Status: Officer of a CPSE/Central Government./Armed
(Please mention as applicable) Forces of the Union/All India Services/SPSE/Private

(e) Office Address:

(f) Address for communication:

3. Telephone No: Office _____ Residence _____ Mobile No _____
E-Mail ID _____ Alternate Mobile No. & Email ID _____

4. Date of Birth (DD/MM/YY): _____ Age as on Date of Vacancy: _____

5. (i) Educational/Professional Qualification:

Sl. No.	Qualification*	Name of Institution	Period of Study	Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement		
1	2	3	4	5			6			7		
		From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

*Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years from the date of advertisement

Sl. No.	Complete Designation & Place of Posting*	Name of the organization	Pay Scale**	Period		Reporting to (Designation)	Self Declaration Whether meets the eligibility qualification requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

** Private Sector-CTC/remuneration/emoluments drawn

NB : The positions should be indicated in order of the most recent assignments.

6. (a) Do you hold a lien in any organization other than where you are currently working:

If yes:

Name of the organization in which the lien is held:

Date from which the lien is held:

(b) Are you on deputation:

If yes:

Name of parent organization:

Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years:

If yes, the details thereof:

- (i) Civil/Criminal
(ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes.

If yes, the details thereof:

- (iii) Civil/Criminal
(iv) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised.

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees)

- (i) Please provide the URL of the company website & CIN (Corporate Identity Number) of the company:

(a) URL (Company Website Address):

(b) CIN (Corporate Identity Number):

- (ii) I certify that I am

(a) Working at Board level position

If yes, Please provide your DIN (Director Identification Number): _____

(b) Holding a post at the level immediately below the Board.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised.

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees)*

*if Annual Turnover (ATC) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide the URL of the company website & CIN (Corporate Identity Number) of the company:

(c) URL (Company Website Address):

(d) CIN (Corporate Identity Number):

(ii) I certify that I am

(c) Working at Board level position

If yes, Please provide your DIN (Director Identification Number): _____

(d) Holding a post at the level immediately below the Board.

(iii) Whether the Company in which working is listed on the stock exchange.

Stock Exchange _____

Proof of listing may be accessed over _____ (please provide URL)

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.....Son/Daughter.....of.....hereby certify that I have not been disqualified to Act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)**For candidates from Central Government/Armed Forces of the Union/**

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from All India Services/ Central Service and CSS Officers

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE .

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from SPSE/ Private Sector

I hereby undertake to join the post, if selected. I understand that:

(a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE,

(b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the Competent Authority
with Telephone No. & e-mail address

Write-Up

Part-A

A: Achievements during the carrer so far (2000 characters):

Part-B

B: Vision for the post applied for (2000 characters):

Fwd: Vacancy circular-Filling up of the post of Assistant Director (Official Language), in the Directorate General of Mines Safety (DGMS) in the Ministry of Labour & Employment, by Promotion or Deputation and Absorption.

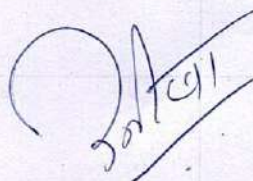
DG. ICMR OFFICE

Diary No. 1149/134
Date 11/10/2025

Office of Secretary DHR <secy-dhr@gov.in>

Thu, 09 Oct 2025 4:07:16 PM +0530

To "DG ICMR"<dg@icmr.org.in>



Sr. 104(A)

RB

Sh. M. S. Rawat, AO

===== Forwarded message =====

From: ISH-II Section <ish2secn-labour@nic.in>

To: "secy-agrired"<secy-agrired@nic.in>, "secy-agricoop"<secy-agricoop@nic.in>, "RAJESH KOTTECHA"<secy-ayush@nic.in>, "secy-chem"<secy-chem@nic.in>, "secy-fert"<secy-fert@nic.in>, "secy-pharma"<secy-pharma@nic.in>, "Pradeep Kharola"<secy.moca@nic.in>, "secy-coal"<secy-coal@nic.in>, "secy-commerce"<secy-commerce@nic.in>, "secy-ipp"<secy-ipp@nic.in>, "secy-posts"<secy-posts@nic.in>, "Anshu Prakash"<secy-dot@nic.in>, "secyca"<secyca@fca.delhi.nic.in>, "Mr Pandey"<secy-food@nic.in>, "secy-ca"<secy-ca@nic.in>, "secy-culture"<secy-culture@nic.in>, "DEFENCE SECRETARY"<defsecy@nic.in>, "sdpns"<sdpns@nic.in>, "Shri RaviKant"<secyesw@nic.in>, "cdssect"<cds.sectt@gov.in>, "secydoner"<secydoner@nic.in>, "Secretary MoES"<secretary@moes.gov.in>, "secydhe"<secy.dhe@nic.in>, "Anita Karwal"<secy.sel@nic.in>, "secretary"<secretary@meity.gov.in>, "secy-moef"<secy-moef@nic.in>, "psfs"<psfs@mea.gov.in>, "secysouth"<secysouth@mea.gov.in>, "secycpv"<secycpv@mea.nic.in>, "secyeast"<secyeast@mea.gov.in>, "secyer"<secyer@mea.gov.in>, "secywest"<secywest@mea.gov.in>, "Mr Bajaj"<secy-dea@nic.in>, "T.V. Somanathan"<secyexp@nic.in>, "Shri Sailesh"<secy-dpe@nic.in>, "Ajay Pandey"<rsecy@nic.in>, "secydivest"<secydivest@nic.in>, "Shri FS"<secy-fs@nic.in>, "secy-fisheries"<secy-fisheries@nic.in>, "Mr Chaturvedi"<secyahd@nic.in>, "secymofpi"<secy.mofpi@nic.in>, "Preeti Sudan"<secyhfw@nic.in>, "secy-dhr"<secy-dhr@gov.in>, "shioff"<shioff@nic.in>, "hshso"<hshso@nic.in>, "secy-ol"<secy-ol@nic.in>, "secybm"<secybm@nic.in>, "secyurban"<secyurban@nic.in>, "Amit Khare"<secy.inb@nic.in>, "secy-mowr"<secy-mowr@nic.in>, "secydws"<secydws@nic.in>, "Shri Menditratta"<secylaw-dla@nic.in>, "secyoffice-ld"<secyoffice-ld@gov.in>, "secy-jus"<secy-jus@gov.in>, "secretary-msme"<secretary-msme@nic.in>, "secy-mines"<secy-mines@nic.in>, "secy-mma"<secy-mma@nic.in>, "secy-mnre"<secy-mnre@nic.in>, "Mr Kumar"<secy-mopr@nic.in>, "secympa"<secympa@nic.in>, "secy_mop"<secy_mop@nic.in>, "secy-arpg"<secy-arpg@nic.in>, "secpng"<sec.png@nic.in>

Cc: "Ravi Nirala"<ravis.nirala@nic.in>

Date: Thu, 09 Oct 2025 15:59:20 +0530

Subject: Vacancy circular-Filling up of the post of Assistant Director (Official Language), in the Directorate General of Mines Safety (DGMS) in the Ministry of Labour & Employment, by Promotion or Deputation and Absorption.

===== Forwarded message =====

Madam/Sir,
Please find attached.

सादर/Regards

अनुभाग अधिकारी/Section Officer,
आई.एस.एच.-II अनुभाग/ISH-II Section,
कमरा संख्या 311A/Room No. 311A
श्रम एवं रोजगार मंत्रालय/Ministry of Labour & Employment
श्रम शक्ति भवन/ Shram Shakti Bhawan
नई दिल्ली/New Delhi-110001

1 Attachment(s)

Vacancy circular-AD (Official L...
142.6 KB

A-32012/4/2025-ISH-II
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 09th October, 2025.

Circular

Subject: Filling up of the post of Assistant Director (Official Language), in the Directorate General of Mines Safety (DGMS) in the Ministry of Labour & Employment, by Promotion or Deputation and Absorption - regarding.

The undersigned is directed to state that the Ministry of Labour & Employment proposes to fill up one post of Assistant Director (Official Language), in Directorate General of Mines Safety (DGMS), a subordinate office under the Ministry of Labour and Employment, by the method of Promotion or Deputation and Absorption (Composite method of recruitment) from amongst the officers of the Central Government. The vacancy will arise on 01.01.2026.

2. The eligibility conditions, qualifications and experience(s) required and other details related to the post are given in **Annexure - I**. The duties and responsibilities attached to the post are given in **Annexure -II**.

3. The terms and conditions and Pay and Allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

4.1 The applications of suitable and eligible officers, who could be immediately relieved in the event of selection, may be sent to Shri Ravi Shankar Nirala, Under Secretary, Industrial Safety and Health Division (ISH Division), Ministry of Labour & Employment, Room No. 17, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001, Tele: 011-23766937.

4.2 Applications of the eligible candidates may be forwarded by their respective organizations, in the prescribed proforma (**Annexure - III**), to the Ministry of Labour and Employment, within 60 days from the date of publishing of the advertisement in the Employment News/ Rozgar Samachar.

5.1 Nominations of only such officers/ candidates whose applications are routed through proper channel by the concerned Ministries/ Departments/ Organizations of the Central Government and are accompanied by the following documents, would be considered:

- a. Bio-data as per the proforma given in Annexure-III.
- b. Vigilance Clearance Certificate as per Annexure-IV.
- c. Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years Annexure-V.
- d. Integrity Certificate as per Annexure-VI.
- e. Attested photocopies of ACRs/ APARs for the last five years, from 2019-

20 to 2023-24 (duly attested by a Group A officer) and

5.2 No advance copies would be entertained.

6. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected, without any notice to the candidate. Officers who apply for the post would not be allowed to withdraw their candidature, subsequently.

7. While forwarding the applications, it should be verified and certified by the respective Ministry/ Department/ Organization that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties immediately.

8. The crucial date of determining eligibility of the candidates is 01.01.2026.

9. It is requested that this may be given wider circulation in offices of your Ministry / Department/ Organization.

Digitally signed by
RAVI SHANKAR NIRALA
Date: 09-10-2025
10:17:05

(Ravi Shankar Nirala)
Under Secretary to the Govt. of India
Tele: 011-23766937
(ravis.nirala@nic.in)

To,

1. The Secretaries of all the Ministries/ Departments of Government of India.
2. Administrators of all Union Territories of India.

Copy to:

1. All attached and subordinate Offices under the Ministry of Labour and Employment.
2. All Sections in the Ministry of Labour and Employment.
3. The Director General of Mines Safety, DGMS, Dhanbad.
4. The Chairman, Union Public Service Commission.

Annexure-I

1. Name of the Post: Assistant Director (Official Language), Directorate General of Mines Safety(DGMS), Ministry of Labour and Employment.

2. Place of posting: DGMS Headquarter, Dhanbad.

3. Number of Post: 01 (One).

4. Classification: General Central Service, Group-'A', Gazetted, Non-Ministerial.

5. Pay Scale: Level - 10 (Rs.56100-177500) in the Pay Matrix.

6. Pay & Allowances: Pay & allowances of the Officer selected for appointment on deputation basis would be governed as per the provisions contained in DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

7. Qualifications, Experience and Eligibility required for the post:

Promotion or Deputation and Absorption:

I. Officers of the Central Government:

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years service in the grade rendered after appointment thereto on regular basis in posts in Level 8 (Rs.47600-151100) in the pay matrix or equivalent in the parent cadre/ department; or

(iii) with three years service in the grade rendered after appointment thereto on regular basis in the posts in Level 7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre/department; and

(b) possessing the following educational qualifications and experience:

Essential:

(i) Master's Degree of a recognised University or equivalent in Hindi with English as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in English with Hindi as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at the Degree level; or

Master's Degree of a recognised University or equivalent in any subject with English Medium and Hindi as a subject at the Degree level; and

(ii) Five years experience of terminology work in Hindi and translation work from English to Hindi or vice-versa. Preferably of technical and scientific literature, or five years' experience of teaching, research, writing or journalism in Hindi.

Desirable:

(i) Administration experience.

(ii) Experience of organising Hindi classes or workshop for noting and drafting.

II : The Departmental Senior Hindi Translator with three years' regular service in the grade will also be considered alongwith outsiders in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

Annexure-II

Duties and responsibilities of Assistant Director (Official Language).

1. To supervise the translation work of Hindi translation.
2. To undertake translation work of more complicated and important works himself/ herself.
3. To look after all other incidental work and programmes for implementation of the Official Language Act and rules and regulations framed thereunder.

Annexure-III

Paste self-attested passport size photograph

Bio-Data/ Curriculum Vitae Proforma



Note 1: The application along-with the documents mentioned in the vacancy circular should be forwarded through proper channel/ the concerned department

Note 2: Incomplete, unsigned and the applications not received in the prescribed proforma or after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

1. Name (in Block Letters)	
2. Postal Address (For future correspondences)	
3. Telephone No. & Email ID	(O) (M) (Email)
4. Date of Birth (in Christian era)	
5. Date of entry into service	
6. Date of retirement under Central/ State Government Rules	
7. Educational Qualifications	
8. 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)	
9. Qualification/ Experience required as mentioned in the advertisement/ vacancy circular.	Qualification / experience possessed by the officer.
Essential	
A) Qualification	

B) Experience						
Desirable						
A) Qualification						
B) Experience						
10. 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.		Yes/ No (Tick as appropriate)				
11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
Office/ Institution/ Organization	Post held on regular basis	From	To	Pay Level in the pay matrix as per 7th CPC or Pay band and Grade Pay/Pay Scale of the post held	Whether held on regular/ ad-hoc basis	Nature of Duties (in detail) highlighting experience required for the post applied for
Pay level granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only the pay level of the post held on regular basis to be mentioned. Details of ACP/ MACP with present pay level where such benefits have been drawn by the candidate, may be indicated as below;						
Office/ Institution	Pay, Pay level drawn under ACP/ MACP scheme			From	To	

12. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
13. 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 the substantive capacity in the parent organization.
13.1 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.			
13.2 Note: Information under column 13(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ Organization but still maintain a lien in his parent cadre/ organisation			
14. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
15. Additional details about present employment:			
Please state whether working under (indicate the name of your employer against the relevant column)			
Central Government State Government Government of Union Territories Autonomous Organization Government Undertaking Statutory Bodies Universities Other			

16. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
17. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
18. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay/Level in the Pay Matrix	Total Emoluments with break-up of allowances.
19. 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 with break up of allowances.
20.A Additional Information, if any relevant to the post of Assistant Director (Official Language) 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)		
20.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)	
21. Whether belongs to SC/ST/OBC/UR	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished by me in the above proforma, duly supported by the documents in respect of Essential Qualification/ Work Experience, will 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 the desired educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

(Authorised Signatory) Name & Office Seal:
Date:

Annexure-IV

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings are either pending or contemplated against Shri/ Smt. /Ms....., who has applied for the post of Assistant Director (Official Language) on deputation basis in the Directorate General of Mines Safety, Ministry of Labour & Employment.

(Authorised Signatory) Name & Office Seal:
Date:

Annexure-V

NO PENALTY CERTIFICATE

Certified that no major/ minor penalty has been imposed during the
last 10 years on Shri/ Smt./
Ms....., who has
applied for the post of Assistant Director (Official Language) on deputation
basis in the Directorate General of Mines Safety, Ministry of Labour &
Employment.

(Authorised Signatory) Name & Office Seal:
Date:

(Otherwise, please furnish the details thereof)

Annexure-VI

INTEGRITY CERTIFICATE

After scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri/Smt./Ms....., who has applied for the post of Assistant Director (Official Language) on deputation basis in the Directorate General of Mines Safety, Ministry of Labour & Employment, is beyond doubt.

(Authorised Signatory) Name & Office Seal:
Date: