No.113/1/2025-NMET
Government of India
Ministry of Mines
National Mineral Exploration & Development Trust
*****

9th Floor, Jeevan Prakash Building,
25 Kasturba Gandhi Marg, New Delhi-110001.
Dated: 28.10.2026.

CIRCULAR

Subject: Engagement of Retired Government Servant as Consultant (Accountant) on contract basis in National Mineral Exploration & Development Trust (NMEDT)-reg.

The National Mineral Exploration & Development Trust, a non-profit autonomous body, under Ministry of Mines, Government of India, invites applications from willing and eligible **retired Government servants** for engagement as **Consultant (Accountant)** on contractual basis in NMEDT. The number of vacancies for engagement as Consultant (Accountant) is **one (01).**

2. The engagement shall be initially for a period of one (01) year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant. The term of appointment shall not be extended beyond 5 years after superannuation. The place of posting shall be NMEDT office at New Delhi.

3. The terms and conditions for engagement of Consultant including remuneration, eligibility, leave and working hours shall be regulated by Department of Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 as amended from time to time. The detailed Terms and Conditions of the engagement are mentioned in Annexure-I.

4. The NMEDT reserves the right to accept or reject in part or in full any or all the responses without assigning any reason whatsoever.

5. The retired Government servant engaged as Consultant (Accountant) shall continue to draw pension and Dearness Relief on pension during the period of his/her engagement as Consultant. The engagement as Consultant shall not be considered as a case of re-employment.

6. The interested persons must submit their application in the prescribed format (Annexure-II) along with Non-disclosure Undertaking (Annexure-III), as enclosed herewith, addressed to:-

The Joint Director (Admn. & Legal),
NMEDT, 9th Floor, Jeevan Prakash Building, 25 Kasturba Gandhi Marg, New Delhi-110001.
Tele: 011-24046003

7. The last date for receipt of applications, in the prescribed format is 25.11.2026 up to 05.00 PM. Applications received after due date/time and without supporting documents will not be considered.

Director (Projects) & HoD

To,

1. Director, NIC for uploading the circular on website of Ministry of Mines.
2. Officer i/c website of DoPT, GSI & NMEDT (with request to upload the circular on their websites).

Copy for information to:

1. PS to DG, NMEDT.

ANNEXURE-I

Terms and Conditions

1. **Eligibility:**

1.1 The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

1.2 The applicant should have fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

1.3 **The applicant should have retired from the post of SO/ASO** from a Central Government Ministry/Department and must possess minimum 5 years' working experience in the area of Government Accounts. The applicant should have good knowledge of GFR, DFPR, PFMS etc. and well conversant with MS Word, MS Excel, noting/drafting and expertise in office procedure etc.

2. **Engagement & Scope of Duties:**

2.1 The engagement of Consultant (Accountant) will be purely on contract basis and will not confer any right for regular appointment in NMEDT.

2.2 During the period of engagement, the Consultant (Accountant) would be required to perform the duties of a dealing hand and if required, supervisory functions. Further, Consultant (Accountant) will be responsible to process claims of the employees posted in NMEDT, initiate proposals in E-Office relating to claims, process bills in PFMS. He/ She is also required to maintain Bill Register, Expenditure Register, Grant in Aid Register, Advance Register etc. He / She will have to report to the officers of the Finance & Accounts Division of NMEDT and perform the duties/tasks assigned by them.

3. **Working Hours and Leave:**

3.1 The Consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies or work.

3.2 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

4. **Remuneration & Tax Deduction at Source:**

4.1 The Consultant shall be paid a fixed monthly amount calculated as under:

Last Pay Drawn (Basic Pay) - Basic Pension + Transport Allowance (applicable at the time of retirement)

The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to production/ submission of satisfactory performance certificate from the concerned controlling officer.

4.2 The Income Tax or any other tax will be deducted at source as per Government instructions.

5. **Confidentiality of Data and Documents:**

5.1 The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the NMEDT/organization shall remain with the NMEDT.

5.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the NMEDT without the express written consent of the NMEDT.

5.3 The Consultant would be required to sign a non- disclosure undertaking as per Annexure-III.

5.4 The Accountant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment released by the office.

6. **Conflict of Interest:**

6.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the NMEDT/Organization nor will he indulge in any activity outside the terms of the contractual assignment.

7. **Termination of Agreement:**

The NMEDT may terminate the contract to which these terms apply if: -

i. The Consultant is unable to address the assigned work.
ii. Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the NMEDT.
iii. The Consultant is found lacking in honesty and integrity.
iv. The Competent Authority in the NMEDT may terminate the contract at any time without giving any notice and also without assigning any reason.

8. **Resignation :**

The Consultant may resign from the engagement by giving 15 (fifteen) days' prior notice in writing to NMEDT. During the notice period, the Consultant shall continue to discharge assigned duties and shall hand over all files, records, documents, data, assets and any other official material in his/her possession to the officer designated by NMEDT. The Consultant shall not be relieved from the engagement until satisfactory handing over of charge and records, as determined by NMEDT. However, the Competent Authority may, at its discretion and for reasons to be recorded, waive or shorten the notice period.

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ANNEXURE-II

Application for engagement as Consultant (Accountant) on contract basis in NMEDT w.r.t. the **Circular dated 28.10.2026**

APPLICATION FORM

Name of Applicant		Paste Passport Size Photograph Here
Mother's/Father's/Husband's Name		
Date of Birth		
Address for Correspondence		
Permanent Address		
Contact No./Mobile No.		
Email ID		
Educational/Technical Qualification(s)		
Details of Experience (Attach in proforma appended as "APPENDIX")		
Post held on retirement		
Date of retirement and name of the office where the officer was last working. **Enclose copy of PPO.**		
Special Achievement (if any) along with supporting documents.		
Any other relevant information (use separate sheet if necessary)		

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure - I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date

Signature of the Applicant

Name:

ANNEXURE-III

NON-DISCLOSURE UNDERTAKING

To,

The Director General,
National Mineral Exploration and Development Trust (NMEDT),
9th Floor, Jeevan Prakash Building, 25 Kasturba Gandhi Marg,
New Delhi-110001

Sir,

I hereby undertake

a. to treat all the information that come to my knowledge as part of my duties in NMEDT as confidential information and keep it strictly confidential.
b. not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
c. to hold such confidential information in trust and confidence both during and after the terms of my engagement.
d. not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with National Mineral Exploration and Development Trust which would otherwise conflict with my obligations towards National Mineral Exploration and Development Trust.
e. to abide by data security policy and related guidelines issued by National Mineral Exploration and Development Trust
f. not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
g. to maintain highest standards of ethics & integrity during the period of engagement as consultant.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and hand over entire set of records/ material of the assignment, equipment, documents or data to NMEDT.

3. I shall keep NMEDT informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature
Name:
Address & No
Date

APPENDIX

Detail of Experience

Period	Name of Office/Organization	Post held and Remuneration (Pay Band with Grade Pay/Level of pay in pay Matrix, if applicable)	Description of duties performed

Name /Signature