

No. 115/1/2025-NMEDT /468
Government of India
Ministry of Mines
National Mineral Exploration & Development Trust

Room No 326, F wing,
Udyog Bhawan
New Delhi - 110011
Dated the 27th Oct., 2025.

CIRCULAR

Subject: Invitation of applications for appointment as Young Professional in National Mineral Exploration & Development Trust (NMEDT).

The National Mineral Exploration & Development Trust, a non-profit autonomous body under Ministry of Mines, GoI propose to engage Young Professionals for attending to specific and time bound jobs. Only persons with requisite qualifications and experience as prescribed in Annexure-I (ToR) would be hired as Young Professionals.

2. Applications from eligible candidates are invited in the enclosed pro-forma (Annexure-II) along with the copies of certificates of Qualification and Experience.
3. Incomplete applications or those received after the due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
4. The National Mineral Exploration & Development Trust reserves the right to reject any application without assigning any reason.
5. The duly filled application form along with relevant documents is to be submitted, in the prescribed format as per Annexure-II, via email (nmet-mines@gov.in) or submission of hard copies by post addressed to Director (Projects), National Mineral Exploration & Development Trust, Room no. 326, F Wing, Udyog Bhawan, New Delhi-110011 **on or before 08th December, 2025 by 05:30 PM.**


(Geetika Sharma)
Director (Projects), NMEDT

To,

1. Uploading on websites of DoPT (for information of all Ministries/Departments of Government of India), Ministry of Mines, NMEDT, GSI etc.

Copy for information to:

1. DG, NMEDT.

Terms of Reference

1.	Name of Post	Young Professional
2.	Number of Positions	05
3.	Age Limit	35 years
4.	Qualifications	Essential Qualifications: Master's degree in Geological Science or Geology or Applied Geology or Geo- Exploration or Mineral Exploration or Engineering Geology or Marine Geology or Earth Science and Resource Management or Oceanography and Coastal Areas Studies or Petroleum Geosciences or Geochemistry or Physics or Applied Physics or M.Sc. (Geophysics) or Integrated M.Sc. (Exploration Geophysics) or M.Sc (Applied Geophysics) or M.Sc. (Marine Geophysics) or M.Sc. (Tech.) (Applied Geophysics) or Mechanical Engineering or Mining Engineering from a recognized University. Desirable Qualifications: Knowledge in Artificial Intelligence/ Machine Learning in relevant areas is desirable.
5.	Experience:	Experience- 2-3 years post qualification in the field of Exploration activities / Critical Minerals / Mineral Processing. Management / Data Analysis in Mining / Geology / Geophysics / Engineering / Project Management or any other relevant field.
6.	Job Description:	Young professionals are required to provide assistance in all technical work related to NMET which include: ▪ Report cataloguing ▪ Agenda drafting for GB, EC and TCC meetings ▪ Assisting officers in preparation of minutes, monitoring of project data, preparation of Annual Reports, GIS related work and exploration project validation using NGDR portal ▪ Follow up with the Central agencies and State agencies to collect comments on the project proposals and other work related to NMEDT-sanctioned projects ▪ Preparation of excel charts and data sheets Updation of data on NMET website ▪ Other miscellaneous work
7.	Method of Engagement	Short-term on contract basis.
8.	Period of Contract	The tenure of Young Professionals would initially be one year, which would be extendable up to 5 years on yearly basis, subject to satisfactory performance. The decision of NMEDT shall be final in this regard. No right will accrue in favour of the Young Professional regarding renewal of contract, absorption in service, etc.
9.	Remuneration	Consolidated remuneration of Rs. 70,000/- (Rupees Seventy thousand only) per month.
10.	Other Terms of Engagement	(i) The Young Professionals will not be entitled for any separate monthly allowances including but not limited to conveyance allowance, House Rent Allowance etc. However, in case he/she is required to travel outside Delhi (NCR) in the context of the work/assignment, the NMEDT shall reimburse the

	actual cost of travel and daily allowance as per the Rules/regulation of the Central Government applicable to Group 'B' Non-Gazetted Officer. (ii) The Young Professionals will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc. (iii) The Young Professionals shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, the Young Professional shall not draw any remuneration in case of absence beyond 08 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year. (iv) The Young Professional will be required to discharge the duties as assigned to him/her by the NMEDT. (v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which the NMEDT will issue TDS Certificate (s). (vi) In no case, the Young Professionals shall act, or conduct anything with regard to any person or render any advice to NMEDT which is adverse to the interest of the NMEDT. (vii) The contract of Young Professionals may be terminated, after giving one-month notice, in following situations: If the Young Professional is unable to do the assigned work. Quality of the assigned work is not to the satisfaction of the NMEDT. If the Young Professional is absent from duty without due authorization. If the NMEDT elects not to renew the contract of the Young Professional at the end of period. (viii) Termination shall be effected by written notice of 30 days served to the Young Professional. The termination will be without prejudice to either party's rights accrued before termination. ix) NMEDT reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconduct. (x) The Young Professional is required to give 30 days' notice to the NMEDT in case he/she opts to quit the assignment. (xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only. (xii) The person who has worked as Young Professional shall not disclose the information received by him/ her during the period of such engagement to any person other than NMEDT at any time whether during continuance of such engagement or after its severance. Further, the Young Professionals shall not represent, advise or work for any person for 02 years from the date of termination which may be detrimental to the NMEDT.
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11.	Selection process	Selection of the Young Professionals will be done on the basis of personal interview by a Selection Committee. Only the short-listed candidates shall be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their Certificates, in original for verification.
12.	Attendance and working days	(a) The working hours of the young professionals shall be same as regular Government employees working in NMEDT. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/ Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the competent authority. (b) The attendance shall be marked in the Bio-metric system.
13.	Confidentiality and Secrecy	During the period of assignment with NMET, the Young Professionals would be subject to the provisions of India Official Secrets Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorised to know the same. * Selected candidates shall provide integrity certificates from 2 references known to them. * A self-undertaking shall be provided by the candidate to the effect that no criminal record or criminal case in any court is pending against him/her, besides the routine character and antecedent verification.

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APPLICATION PROFORMA FOR YOUNG PROFESSIONAL**(LAST DATE : 8th December, 2025 by 05:30 PM)**

- I. Name:
- II. Date of Birth:
- III. Address for correspondence:
- IV. Contact Details-

Photograph
(self-attested)

Landline No. _____

Contact No. _____ Alternative No. _____

Email Id. _____ Alternative Email Id. _____

- V. Academic Qualification (in reverse order, starting from the latest):

S. No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

(Attach a separate sheet if required)

- VI. Professional Qualification (in reverse order, starting from the latest):

S.No.	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

(Attach a separate sheet if required)

- VII. List of relevant technical and academic publications (if any)

- VIII. Relevant experience (attach a separate sheet if required):

- Total years of experience and names of organizations.
- Year-wise tasks of similar nature carried out during last three years.
- Works of similar nature in hand and the expected date of completion.

- IX. A short note on your suitability for the post may kindly attached.

Date:

Signature

Place:

Name of applicant