

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
BOREHOLE GEOPHYSICS RESEARCH LABORATORY
KARAD 415 105, MAHARASHTRA**

VACANCY CIRCULAR
(No. MoES-BGRL/Rectt./2025-26/01B)

(For wide circulation to MoES/Autonomous Institutions, Subordinate and Attached offices of MoES)

Subject: Engagement of Consultants in Ministry of Earth Sciences - Borehole Geophysics Research Laboratory (BGRL) Karad, Maharashtra - regarding

Borehole Geophysics Research Laboratory (BGRL), Karad, Maharashtra, has been established by the Ministry of Earth Sciences (MoES), Government of India, to address the genesis of earthquake occurrence in Koyna region by a multidisciplinary approach, including geological, geophysical, and seismological observations, numerical modelling and deep Drilling in the near-source region. To strengthen its activities, BGRL is inviting applications from retired Govt. employees for the following Consultant positions on a contract basis during 2025-2026 under the project "Scientific Deep Drilling in the Koyna Intraplate Seismic Zone, Maharashtra" at Borehole Geophysics Research Laboratory (BGRL), Karad. The engagement is purely temporary and on a contractual basis. Selected candidates would be engaged initially for a period of six months, extendable up to the approved duration of the program subject to requirements of the institute. The details of the posts, pay, academic qualifications, nature of duties etc., are given below.

<i>Sl No.</i>	<i>Name of the Posts</i>	<i>No. of Positions to be filled</i>
<i>1</i>	<i>Consultant (Admin/Finance)</i>	<i>1</i>
<i>2</i>	<i>Consultant (Drilling/Geology)</i>	<i>1</i>
	<i>Total Manpower</i>	<i>2</i>

1. PARTICULARS OF THE POST OF CONSULTANT (ADMIN / FINANCE) (POST CODE: BGRL-C01)

No. of the Vacancies:	01
Emoluments:	As per DoPT/MoES Guidelines issued from time to time
Age Limit:	< 63 years
EDUCATION AND OTHER QUALIFICATIONS	
Essential:	(i) Bachelor's degree in Commerce or equivalent from a recognised University/ institution (ii) At least 20 years of experience in a Govt./Autonomous Institution / organization.

	(iii) Should have retired from pay level 7 and above.
Desirable:	<p>(i) MBA (Finance) or equivalent (ii) Experience in day- to-day finance/accounts- related office work in a Central Govt./ Autonomous bodies Department including PFMS, preparation of finance statements, budget estimates, Audit etc. (iii) Working knowledge of computer operations</p> <p>Or</p> <p>Diploma in Business Administration or relevant areas, (ii) Experience in day- to-day administration- related office work in a central Govt/ Autonomous. Department Bodies including preparation of salary, keeping records, Audit etc. (iii) Working knowledge of computer operation.</p>
Job Responsibilities:	Day-to-day Admin/finance/accounts-related functions of the research laboratory, including liaison with the MoES for proper flow of funds and other financial matters, Taxation matters, Purchase and Stores, Audit, Budget estimates preparation of salaries, maintaining records, Audit etc. He/She will be required to advise the Head BGRL on Admin/Finance/ Accounts-related matters.

2. PARTICULARS OF THE POST OF CONSULTANT (GEOLOGY / DRILLING) (POST CODE: BGRL-C02)

No. of the Vacancies:	01
Emoluments:	As per DoPT/MoES Guidelines issued from time to time
Age Limit:	< 63 years
EDUCATION AND OTHER QUALIFICATIONS	
Essential:	<p>(i) Ph.D. in Geology/Geophysics or equivalent from a recognized university,</p> <p>(ii) At least 20 years of experience in geology, field mapping, petrography and geochemistry/ borehole geophysics / Drilling and operation related work, etc. in a Govt. University / Institution / Organization</p> <p>Or</p> <p>(i) B.E./B.Tech.in Drilling/Mechanical/Petroleum engineering or in other relevant fields.</p> <p>(ii) The candidate should have 15 years of experience (with a Ph.D. degree in the relevant subject) otherwise 20 years of experience in E&P Industry; On-shore drilling managing</p>

	multi rig and different modes of drilling operations; Conversant with the well engineering.
Desirable:	<p>(i) Expertise in the field geological studies / petrology / structural geology / geochemistry.</p> <p>(ii) Candidates having experience of working at a senior level in a Govt. Institutes / agency/ reputed Organization/institutions will be preferred.</p> <p>(iii) At least Pay level 13 or equivalent retired Govt. employee</p> <p style="text-align: center;">Or</p> <p>2. Expertise in directional drilling and coring operations in deep (>2 km) wells in the E&P industry, preferably in hard rock formations, preparation of drilling contracts, etc.</p> <p>3. Candidates having understanding of government department functioning and experience of working in the relevant Government Department/PSU would be preferred</p>
Job Responsibilities:	<p>Plan and assist in carrying out geological studies of core samples and cuttings with different aspects and earthquake-related signatures, plan on-site geological logging of samples, sampling and other laboratory studies. Plan for geophysical/drilling related surveys. Serve as a mentor for early-career scientific and technical staff</p> <p style="text-align: center;">Or</p> <p>Planning of proposed 6km deep borehole, document preparation, detailed instrumentation, planning downhole measurements, drilling plan at different Interplate and Intraplate settings etc.</p>

GENERAL CONDITIONS

1. The applicant is required to have relevant work experience as mentioned above as per the applied Job profile in pay levels equivalent or above to the afore-mentioned posts.
2. The details, including brief job description, eligibility criteria, terms of reference, form of application etc. for engagement of above-mentioned consultants are available on MoES's website (www.moes.gov.in) and DoPT's website (www.dopt.gov.in). MoES-BGRL reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
3. If the number of applications received is large, it will not be convenient or possible for the

Recruitment Board to interview all those candidates. So, the Ministry may restrict the number of candidates to be interviewed to a reasonable limit on the basis of qualifications and /or experience prescribed in the advertisement as per the specific requirement of the Project.

4. The term of appointment shall not be extended beyond 5 years after superannuation, subject to applicable government guidelines from time to time. The job location shall be at **Borehole Geophysics Research Laboratory, Karad-Vita Road, Hajarmachi, Karad, Maharashtra.**
5. The terms & conditions for engagement of such Consultant viz. remuneration, Eligibility, Leave, working hours 'etc. shall be regulated by the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020. The detailed Terms and Conditions of the engagement are mentioned in Annexure I.
6. The Head, MoES-BGRL, reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
7. The retired government servant engaged as a Consultant / Visiting Fellow shall continue to draw pension and Dearness Relief on pension during the period of his engagement as a Consultant / Visiting Fellow. The engagement as a Consultant / Visiting Fellow shall not be considered as a case of re-employment.
8. Intending retired officers, having good health and willing to work as consultants / visiting fellow at MoES-BGRL, Karad may apply for the post, along with copies of PPO, LPC and APARS for the last three years.
9. Candidates have to produce all original documents in proof of details furnished with the application at the time of interview for verification, and the same will be returned after verification, failing which their candidature can not be considered for the interview.

Terms and Conditions

Eligibility:

1. The applicant should not have attained the age of 63 years on the date of the Interview and should be in good health for discharging his/her official duties effectively.
2. The applicant should have a fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
3. The applicant should have good communication and interpersonal skills and should be well-versed in noting/drafting.
4. The applicant should have expertise in-office procedures, etc.
5. No disciplinary proceedings should be pending against the applicant.

Engagement:

1. The engagement of the Consultant will be purely on a contract basis initially for a period

of one year and will not confer any right for regular appointment in the MoES-BGRL.

2. Extension of tenure will be considered based up to the duration of the project, and will be based on performance review. No extension will be granted beyond the age of 65 years or as per the applicable government guidelines issued from time to time.

Working Hours and Leave:

1. The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of emergency or work.
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 may not be allowed.

Remuneration & Tax Deduction at Source:

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)

2. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Release of monthly remuneration is subject to production / submission of satisfactory performance certificate from the concerned controlling officer.
3. The Income Tax or any other tax will be deducted at source as per Government instructions.

Confidentiality of data and documents:

1. The Intellectual Property Right (IPR) of the data collected, as well as deliverables produced for the Ministry/organization shall remain with the Ministry.
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 Ministry without the express written consent of the Ministry.
3. The Consultant would be required to sign a non-disclosure undertaking as per Annexure-1.

Conflict of Interest:

1. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry nor will he indulge in any activity outside the terms of the contractual assignment.

Termination of Agreement:

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

1. The Consultant is unable to address the assigned work.

2. Quality of the assigned work not to the satisfaction of the Controlling Officer/ Competent Authority in the Ministry.
3. The Consultant is found lacking in honesty and integrity.
4. The Competent Authority in the Ministry may also terminate the contract at any time without giving any notice and also without assigning any reason.

Annexure-1

NON-DISCLOSURE UNDERTAKING

To,
The Joint Secretary (Admn.)
Ministry of Earth Sciences
Prithvi Bhawan,
Lodhi Road New Delhi -10003

Date:

Sir,
I hereby undertake

- to treat all the information that come to my knowledge as part of my duties in this Ministry as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with the Ministry of Earth Sciences which would otherwise conflict with my obligations towards the Ministry of Earth Sciences.
 - to abide by data security policy and related guidelines issued by the Ministry of Earth Sciences.
 - not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
 - to maintain highest standards of ethics & integrity during the period of engagement as a consultant.
1. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender 'and deliver to the MoES-BGRL any records/ material, equipment, documents or data which is of confidential nature
 2. I shall keep MoES-BGRL informed of any change in my address or contact details during the period of my engagement:
 3. 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.
 4. 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.

Procedure to apply:

- Retired Government employees who wish to apply for this advertisement are requested to complete the application form provided in Annexure-2. Please affix your photograph and signature on the completed form, then scan the form and email scanned copy to bgrl.recct2025@gmail.com by 18th June 2025.
- Depending upon the number of applications, screening of candidates will be announced on the MoES website subsequently.
- On the day of the interview, the original documents in support of the claim for experience, essential qualification, age, etc., will be verified prior to the interview.
- In case of any dispute, the decision of the verifying officer will be final.

General Conditions:

1. The prescribed essential qualifications are minimal, and mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to the Advertisement is large, it will not be convenient or possible for the Recruitment Board to interview all those candidates. So, the Ministry may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualifications and /or experience prescribed in the Advertisement as per the specific requirement of the Project. No correspondence will be entertained with candidates who are not called for interview.
2. The number of vacancies advertised is tentative, and Head BGRL reserves the right to increase/decrease the positions depending on the need.
3. The selection of the candidates shall be on the basis of the performance of the candidates in the interview only, and the decision of the selection committee is final.
4. BGRL will neither pay TA/DA for attending the interview nor make any arrangements for accommodation.
5. Head, BGRL has the right to cancel the recruitment process either fully or partially at any stage, without assigning any reason thereof or varying the number of posts to be filled under each category.
6. Head, BGRL reserves the right to keep the vacancy unfilled if suitable candidates are not found.
7. All future updates/amendments related to this recruitment shall be made available only on the MoES website (www.moes.gov.in); all candidates are advised to visit the official MoES website regularly.
8. Any genuine queries or concerns related to the Advertisement may be sent to bgrl.recct2025@gmail.com with the subject line "Queries related to the post of -- (BGRL postcode)". The last date of application will not be modified under any circumstances. MoES-BGRL will not entertain any other mode of correspondence

in this regard.

9. The place of posting is at Borehole Geophysics Research Laboratory (BGRL), Karad-Vita Road, Hajarmachi, Karad, Maharashtra.
10. The list of selected candidates against the above-said post will be published on the MoES website (www.moes.gov.in).

For Head,
MoES-BGRL

Annexure-2

**Government of India, Ministry of Earth Sciences
Borehole Geophysics Research Laboratory
Karad-Vita Road, Hajarmachi, Karad
Maharashtra-415105**

Application No. (To be filled by BGRL):

Advt. No.:

1	POST APPLIED FOR							Affix recent passport-size self-attested photograph			
2	NAME (IN CAPITAL)										
3	FATHER'S / HUSBAND'S NAME										
4	GENDER (Put a tick mark)	M	F	MARITAL STATUS	Married	Unmarried					
5	DATE OF BIRTH			D	D	M	M	Y	Y	Y	Y
6	AGE (As on walk-in- interview date)			Years		Months					
7	CATEGORY (Put a tick mark)			GEN	SC	ST	OBC (NCL)				
8	PHYSICALLY CHALLENGED			YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH.....) (Attach documentary evidence)					
9	ADDRESS (Please give full postal address with Postal Pin No.)										
MAILING				PERMANENT				FULL ADDRESS, CONTACT NO.. & E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED			
MOBILE NO. OF CANDIDATE				RESIDENTIAL TELEPHONE NO. OF CANDIDATE (IF ANY)				E-MAIL OF CANDIDATE			

10	ACADEMIC AND PROFESSIONAL QUALIFICATIONS							
Sr. No.	Examination on passed	Board/ University	Year of Pass		Subject		Class / Division CGPA/ OGPA/ Percentage of marks	
I	SSC							
II	Intermediate							
III	B.Sc.							
IV	M.Sc							
V	PhD							
<i>(Please attach copies of certificates / mark sheets)</i>								
11	POST HELD ON RETIREMENT:							
12	Date of retirement and name of the office where the officer was last working. (Enclose the copy of PPO).							
13	DETAILS OF EXPERIENCE (in chronological order) :							
S.No.	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total Years	Months		
<i>(Please attach copies of experience certificates along with proof of last salary drawn)</i>								
14	Any other relevant information/achievement: (use a separate sheet, if necessary)							

15	<p>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.</p> <p>Place: Date:</p> <p style="text-align: right;">Signature of the candidate</p>
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