

No. Q/PF/575/39/2023  
Government of India  
Ministry of External Affairs  
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 11<sup>th</sup> September, 2023

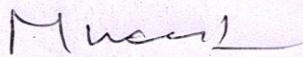
**OFFICE MEMORANDUM**

**Subject: Filling up posts of Section Officers in Branch Secretariats of the Ministry of External Affairs on deputation basis – reg.**

The Ministry of External Affairs requires services of qualified officers for filling up 01 (one) post of **Section Officer** in **Branch Secretariat, Hyderabad**, 01 (one) in **Branch Secretariat, Guwahati** and 01 (one) in **Branch Secretariat, Mumbai** on deputation basis. The officers would be initially appointed for a period of **two years**, as per standard guidelines issued by the Department of Personnel and Training. Detailed QR related to the assignment is enclosed.

2. It is requested that wide publicity may be given to the vacancies among eligible officials in your Ministry/Department. Please also circulate it among Subordinate/Attached offices.

3. Interested officials may be instructed to apply by **30<sup>th</sup> October, 2023** as per the pro-forma enclosed with the QR. **Applicants may submit an advance copy of their application to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their respective cadre controlling authorities.**

  
(Mukesh Kumar Ambasta)  
Under Secretary (PF & PG)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110 011  
Tel: 23085367

Copy to:

- 1) All Ministries/Departments of the Central Government.
- 2) All Notice Boards in the Ministry of External Affairs.
- 3) US (XP), MEA – with a request to upload the O.M. on Ministry's website.
- 4) Dir (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with a request to upload this O.M. on DoPT's website for wider circulation.**

No. Q/PF/575/39/2023  
Ministry of External affairs  
(PF Section)

Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011

Applications in the prescribed proforma (as per Annexure-A) are invited from eligible candidates for filling up 01 post of **Section Officer** on deputation basis in the **Branch Secretariat of MEA located at Hyderabad, Guwahati and Mumbai** as per details given below:

1.	Name of Post	:	<b>Section Officer</b>
2.	No. of Posts	:	<b>01 (one) for each Branch Secretariat of Hyderabad, Guwahati and Mumbai</b>
3.	Qualification	:	Graduation from any recognized University/Institution
4.	Level in the Pay Matrix	:	Level-10 of Pay Matrix
5.	Period of Deputation	:	The period of deputation is initially for <b>two</b> years. However, the period may be extended in accordance with relevant DoP&T guidelines.
6.	Eligibility/Qualification criteria	:	<b>Essential:</b> a) Officials from the <b>Central Government</b> holding analogous posts on regular basis in the parent cadre/department; <b>Or</b> b) With <b>two years</b> of regular service in the <b>Pay Level 9</b> ; <b>Or</b> c) With <b>three years</b> of regular service in <b>Pay Level 8</b> . d) Candidate should be below 56 years of age as on the closing date of application. <b>Desirable:</b> a) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting/ Procurement/ Planning and Policy/ Project Implementation and Monitoring/ E- Governance etc. b) Good knowledge of computer operations, particularly MS Excel, MS Word, e-Office etc.
7.	Nature of duties	:	Section Officer in Branch Secretariat has to manage all office aspects including both Admin and Accounts/Finance. He/She should also have good inter-personal/language skills with the ability to liaison with State Government officials/Foreign Embassies/Consulate.
8.	How to apply	:	Completed application should be sent to <b><u>Under Secretary (PF &amp; PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, Phone No. 011-23085367</u></b> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last <b>three</b> years, Cadre Clearance, Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last <b>10 years (or as the case may be)</b> of the officials from the present employer. Last date of the receipt of applications is <b>30<sup>th</sup> October, 2023</b> .

**Annexure A**

**APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER  
IN THE BRANCH SECRETARIAT, HYDERABAD OF THE MINISTRY  
OF EXTERNAL AFFAIRS ON DEPUTATION BASIS**

1. Name & Designation :  
2. Date of Birth :  
3. Gender :  
4. Date of Retirement :  
5. Educational Qualifications :  
6. Mobile No. & E-mail ID :

Paste your passport  
size photo here

7. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Office/Institution/ Organization	Post held	From	To	Scale of Pay and Basic Pay therein	Nature of duties performed

8. Preference for Branch Secretariat with reason if any:

--	--	--

9. Nature of present employment : Temporary / Permanent

10. Current Basic pay, Level of Pay Matrix :

11. Additional information, if any, which the candidate would like to mention in support of her/his suitability for the post. Enclose a separate sheet, if the space is insufficient.

12. Whether belongs to SC/ST/OBC/Physically handicapped :

13. Remarks :

(Signature of the candidate)  
Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the official and no penalty, major or minor, was imposed on the official during the last 10 years and his/her integrity is beyond doubt.

Signature of the Head of Department  
(With Stamp)