

No. Q/PA-II/576/01/2016
Ministry of External Affairs
(Administration Division)

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May 19, 2016
South Block, New Delhi

To

**1. The Secretaries of the Cadre Controlling Ministries/
Departments of Group 'A' Central Services and All India Services
of the Govt. of India**

2. All Heads of Divisions in MEA

Subject: Filling up Nine (9) Posts of First Secretary/ Second Secretary (Development Cooperation) in our Missions in Accra, Abuja, Addis Ababa, Colombo, Dakar, Dar-es-Salam, ASEAN Mission in Jakarta, Maputo and Windhoek

It is proposed to fill up nine (9) posts of First Secretary/ Second Secretary (Development Cooperation) in our Missions in Accra, Abuja, Addis Ababa, Colombo, Dakar, Dar-es-Salam, ASEAN Mission in Jakarta, Maputo and Windhoek for a period of three years with Deputy Secretary / Under Secretary level officers from All India Services and Group A Central Services.

2. The essential and desirable qualifications for the posts are as under: -

Essential Qualifications

- (i) Holding a regular post of JAG or equivalent or holding a senior scale post for not less than 5 years in an All India Service or in a Group A Central Service.
- (ii) Minimum two years of experience in working at MEA Headquarters.
- (iii) The officer should be clear from vigilance angle.
- (iv) The officer should not have been debarred from foreign deputation.
- (v) The officer should not be over 45 years of age.

Desirable Qualifications

- (i) Excellent verbal and written communication skills.
- (ii) Post Graduate/ Graduate in engineering, science or related discipline or in economics / finance/ management.
- (iii) Preference will be given to officers who have 'Outstanding' service record.

Emoluments

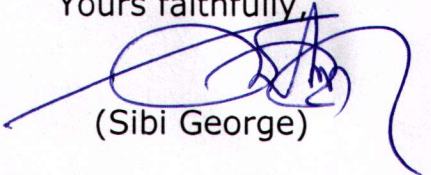
3. Officers will draw Basic Pay and Foreign Allowance as admissible to a First Secretary/ Second Secretary in their respective Missions abroad. Other allowances and entitlements of the officers during their deputation abroad will be as admissible to the officers of similar rank in their respective Missions.

4. These posts may be circulated on priority basis amongst officers who are eligible to be appointed as Deputy Secretary / Under Secretary at the Centre. Names of willing and eligible officers who can be spared by the Ministries/Departments may be forwarded to this Ministry along with cadre clearance, vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR copies for the last five years.

5. Officers who are currently on Deputation to MEA are eligible to apply for these posts with cadre clearance from their parent cadre that, if selected, they will be available for foreign deputation for next three years.

6. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Ministry by June 6, 2016.

Yours faithfully,



(Sibi George)

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