

No. Q/PA.III/575/30/2025
Ministry of External Affairs
(Administration Division)


New Delhi, 30 April, 2026

VACANCY CIRCULAR

Subject: Filling up of 02 posts of Under Secretary on deputation basis in Ministry of External Affairs.

The undersigned is directed to refer to this Ministry's circular of even number dated 30 March 2026 on the aforementioned subject and has been directed to inform that the last date of submission of applications for two posts of Under Secretary in this Ministry on deputation basis **has been extended upto 21 May 2026.**

2. The details of the vacancy circular and updated desirability criteria is at **Annexure A.**


(Aditya Kumar Bhati)
Administrative Officer (PA-III) 30 April
Room No. 4093, Block-B 2026
Jawaharlal Nehru Bhawan
New Delhi-110001.
Telephone-23088369
Email: aopa3@mea.gov.in

Enclosure : Annexure A

To:

1. All Notice Boards in the Ministry of External Affairs.
2. XP Division (for uploading the circular on MEA website).
3. Department of Personnel & Training to circulate the vacancy circular.
4. All Ministries/Departments of the Central Government (through DoPT)

1.	Name of the post with Pay Level	:	Under Secretary – Level 11 of the Pay Matrix
2.	Period of Deputation	:	Initially for two years ; could be extended as per extant rules prescribed by DoP&T on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 50 years as on 01.03.2026.
4.	Job Description	:	To work in specialized Divisions of the Ministry of External Affairs at Headquarters. This may include temporary duties on foreign tours as part of ongoing duties at New Delhi.
5.	Eligibility/Essential Criteria	:	Officers working in Central Government Offices holding analogous posts in Level 11 of the Pay Matrix on regular basis will be considered eligible against corresponding post.
6.	Desirable Criteria	:	(I) Officers should have good managerial and interpersonal skills. (ii) Officers should be able to liaise effectively with other organizations/Ministries/departments/think tanks. (iii) Officers should have good noting and drafting skills and communication abilities. (iv) Officers should have served as Under Secretary or equivalent level in Ministries/departments/attached/subordinate offices in the Government of India. (v) Previous experience of handling issues relating to International Cooperation/Foreign Trade/International Multilateral Organizations in Government of India. (vi) R requisite experience in policy formulation/implementation. (vii) Officers may have experience in handling court cases (viii) Officers may have experience in drafting and filling Affidavits/ Counter Affidavits and Status Reports (ix) Officers may have experience of liaison with Govt. Panel Counsels.
7.	How to apply	:	Completed application should be sent through proper channel in the prescribed pro-forma to Administrative Officer(PA-III), Ministry of External Affairs, Room No. 4093, Jawahar Lal Nehru Bhawan, New Delhi . The duly completed application should be sent along with: a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer. b) Cadre clearance c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any. e) Statement of Bio-data in the prescribed pro-forma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel.

8.	Pay & Allowances	:	Admissible as per guidelines of Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
9.	Travel	:	The selected officer may be required to travel within India and abroad.

Note: *It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.*

Enclosures : *Prescribed Proforma*

APPLICATION PROFORMA FOR DEPUTATION IN THE MINISTRY OF EXTERNAL AFFAIRS

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail ID:
7. Service/Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

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

9. Details of current employment;
10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/training programmes attended, if any:

12. Details of publication, if any:

13. Language known:

14. Details of previous ex-cadre deputation, if any:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

16. Remarks:

(Signature of candidate)
Address:

Date:

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

Signature of the Head of Department
(with stamp)