

Q/PA.III/575/30/2016
Ministry of External Affairs
[Administration Division]

New Delhi
October 13 , 2016

VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the posts of Deputy Secretary and Under Secretary on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Band and Grade Pay	:	Deputy Secretary: Level 12 of the Pay Matrix {Pre-revised Pay Band 3 [15,600-39,100] plus Grade Pay: Rs 7600/- } and Under Secretary: Level 11 of the Pay Matrix {Pre-revised Pay Band 3 [15,600-39,100] plus Grade Pay: Rs 6600/- }
2.	No. of Posts	:	10 (in total)
3.	Period of Deputation	:	Initially for 3 years; could be extended as per extant rules prescribed by DoPT on the subject.
4.	Job Description	:	To work in certain specialized Divisions at MEA Headquarters, New Delhi. This will include temporary deputation on foreign tours as part of the ongoing duties at New Delhi.
5.	Eligibility/Essential Criteria	:	<ul style="list-style-type: none">• Group A officers in GoI;• Officers should have good managerial and interpersonal skills;• Officers should be able to liaise effectively with other organisations;• Officers should have good noting and drafting skills, and communicational ability;
6.	Desirable Criteria	:	<ul style="list-style-type: none">• Previous experience of handling issues relating to International Cooperation/Foreign trade in Govt. of India;• Knowledge of Foreign Languages, if any;• Degree in International Relations or in any other subject which may have a direct bearing on foreign policy;• Experience in taxation matters/customs issues/matters relating to economic and monetary policy;

7.	How to apply	:	Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi. The duly completed application should be sent alongwith: 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, if any
8.	Pay & Allowances	:	Deputation Allowance would be admissible as per rules.
9.	Foreign Travel	:	The selected officer may be required to travel in India and abroad.
10.	Accommodation	:	Residences will be allotted strictly according to availability/vacancy in accordance with extant rules/guidelines in the Ministry.

2. The last date for receiving applications is November 11, 2016. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Cadre Controlling Authorities may ensure that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to Shri Shambhu Hakki, Under Secretary(PA-III) at usga@mea.gov.in .


(Sibi George)
Joint Secretary(Admn.)
Ph: 23014114

To:

1. All Ministries/Departments of Government of India;
2. XP Division (for uploading the circular on MEA website);

Annexure

**APPLICATION PROFORMA FOR THE POST OF
DEPUTY SECRETARY/UNDER SECRETARY
IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

Paste your
passport size
photo here

1. Name & Designation:
2. Date of Birth:
3. Gender
4. Educational Qualifications:
5. Mobile No.:
6. Email 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/ Organisatio n	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current deployment:
10. Basic Pay, Pay Scale & Grade Pay:
11. Details of courses/ training programmes attended, if any:
12. Details of publication, if any:
13. Languages 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)