

No. Q/PA.III/575/36/2017
Ministry of External Affairs
[Administration Division]

New Delhi
January 03, 2018


VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up to 02 posts of Deputy 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 Level	:	Deputy Secretary – Level 12 of the Pay Matrix {Pre-revised Pay Band 3 [15,600-39,100] plus Grade Pay Rs.7600/-}
2.	No. of Posts	:	Upto 02 posts
3.	Period of Deputation	:	Initially for 3 years; could be extended as per extant rules prescribed by DOPT on the subject.
4.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
5.	Job Description	:	To work in certain specialized Division at MEA Headquarters, New Delhi. This will include temporary deputation on foreign tours as part of the ongoing duties at New Delhi.
6.	Eligibility / Essential Criteria	:	<ul style="list-style-type: none">• Group 'A' officers in Government of India.• Officers should have good managerial and interpersonal skills.• Officers should be able to liaise effectively with other Organisations/Ministries/Departments/Think tanks.• Officers should have good noting and drafting skills and communication ability.• Officers should have served as Deputy Secretary or equivalent level in Ministries / Departments / Attached / Subordinate Offices in the Government of India.• Officers belonging to Organised Group 'A' Services of the Government of India of the rank of Under Secretary, who have completed Minimum Qualifying Service in their respective cadres for promotion to the rank of Deputy Secretary may also apply.

7.	Desirable Criteria	:	<ul style="list-style-type: none">• Previous experience of handling issues relating to International Cooperation / Foreign Trade / International Multilateral Organisations in Government 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.
8.	How to apply	:	Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, Ministry of External Affairs, South Block, 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
9.	Pay & Allowance	:	Admissible as per extant guidelines issued by DOPT vide O.M No: 6/8/2009-Estt. (Pay II) dated 17.06.2010 and as amended from time to time.
10	Foreign Travel	:	The selected officer may be required to travel within India and abroad.
11.	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 February 13, 2018. 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 Ms. Manusmriti, Under Secretary (PA-III) at uscadre@mea.gov.in.


(Kartik Pande)
Director (ADP)

To:

1. All Ministries/Departments of Central Government – *with a request to circulate the vacancy to their entire field sources including attached/subordinate offices.*
2. XP Division (for uploading the circular on MEA website).

Annexure

**APPLICATION PROFORMA FOR THE POST OF
DEPUTY SECRETARY IN
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/ Organisation	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, it 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)