

Q/PA.III/575/36/2017
Ministry of External Affairs
[Administration Division]

New Delhi, the 30 January 2018

OFFICE MEMORANDUM

Subject: Filling up of two posts of Deputy Secretary in Ministry of External Affairs on deputation basis – Clarification – reg

Reference Ministry's Vacancy Circular of even number dated 03.01.2018 seeking applications for filling up of two posts of Deputy Secretary in Ministry of External Affairs on deputation basis.

2. Several references are being received in the Ministry seeking clarification regarding the Eligibility/Essential Criteria and the admissible Pay & Allowances for deputation in MEA.

3. The references have been examined in the Ministry and it is hereby clarified as follows:

a) Eligibility/Essential Criteria:

- i. Officers appointed to the grade of Deputy Secretary or equivalent in the posts under Govt. of India are eligible to apply.
- ii. Officers belonging to organised Group 'A' services of Govt. of India, appointed to the grade of Under Secretary or equivalent, in Level 11 of the Pay Matrix, **and** who have completed minimum qualifying service in their respective cadres for promotion to the rank of Deputy Secretary may also apply.

b) Pay & Allowances:

- i. The Pay & Allowances of the officers on deputation will be regulated as per the 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.
- ii. To elaborate, as per para 4.1 of the said O.M., an officer appointed on deputation may elect to draw either the pay in the scale of pay of deputation post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any.

4. 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 this O.M. to their entire field sources including attached/subordinate offices.

2. XP Division - for uploading the O.M. on MEA website.