

No. Q/PF/575/16/2013  
Government of India  
Ministry of External Affairs  
(Administration Division)

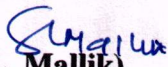
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 22<sup>nd</sup> January, 2021

**OFFICE MEMORANDUM**

**Subject: Filling up one post of Section Officer in the Ministry of External Affairs on deputation – reg.**

The undersigned is directed to refer to this Ministry's O.M. of even no. dated 11.12.2020 (copy enclosed) on the subject cited above and to say that the last date of submission of applications for one post of Section Officer in this Ministry on deputation basis **has been extended upto 29.01.2021.**

2. This issues with the approval of competent authority in the Ministry.

  
(S.L. Mallik)  
Under Secretary (PF/PG)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110 001  
Tel: 49015367

Encl: As above

Copy to:

- 1) Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124
- 2) Office of the Director General of Audit (Central Expenditure), DGACR Building, I.P. Estate, New Delhi-110002
- 3) Office of the Controller General of Accounts, Ministry of Finance, Mahalekha Nyantrak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi-110023
- 4) All Ministries/Departments of Central Government.
- 5) All Notice Boards in the Ministry of External Affairs.
- 6) US (XP), MEA – with a request to upload the circular on Ministry's website.
- 7) Dir (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with a request to upload this circular on DoPT's website for wider circulation.**



No. Q/PF/575/16/2013  
Government of India  
Ministry of External Affairs  
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 11<sup>th</sup> December, 2020


**OFFICE MEMORANDUM**

**Subject: Filling up one post of Section Officer in the Ministry of External Affairs on deputation – reg.**

The Ministry of External Affairs requires the services of a qualified Sr. AO/AO/AAO who has experience in finance, budget, project management and monitoring of Government projects, at Section Officer level.

2. In order to fill this post, it is proposed to engage suitably qualified officer on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officers of Sr. AO/AO/AAO level for the post of Section Officer (in the Level 10 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve examination and processing of financial proposals, monitoring financial evaluation and accounting of Government of India projects, consultancy agreements and procurements training courses etc. Detailed QRs related to the assignment is enclosed.

3. It is requested that this circular may be given wide publicity among officers and may also be circulated among Subordinate/Attached offices. Interested officers may be instructed to apply by 22<sup>nd</sup> January, 2021 as per the pro-forma enclosed with the QRs. Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.

  
(S.L. Mallik)  
Under Secretary (PF/PG)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110 001  
Tel: 49015367

Copy to:

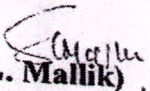
- 1) Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124
- 2) Office of the Director General of Audit (Central Expenditure), DGACR Building, I.P. Estate, New Delhi-110002
- 3) Office of the Controller General of Accounts, Ministry of Finance, Mahalekha Niyantarak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi-110023
- 4) All Ministries/Departments of Central Government.
- 5) All Notice Boards in the Ministry of External Affairs.
- 6) US (XP), MEA – with a request to upload the circular on Ministry's website.
- 7) Dir (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with a request to upload this circular on DoPT's website for wider circulation.



**Government of India**  
**Ministry of External Affairs**  
**Vacancy Circular**

Applications are invited from Sr. AOs/AOs/AAOs in GOI for filling up of one post of Section Officer (in the Level 10 of the Pay Matrix) on deputation basis in the Ministry of External Affairs. Details are available on MEA website.

Complete application in the prescribed proforma along with relevant documents, should be sent through proper channel to the Under Secretary (PF), Room No. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before 22<sup>nd</sup> January, 2021. Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of the se officials will be subject to the cadre clearance by their cadre controlling authorities.

  
(S. L. Mallik) 11/1  
Under Secretary (PF/PG)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi-110001  
Phone: 49015367



**Ministry of External Affairs,  
Jawaharlal Lal Nehru Bhawan, Janpath, New Delhi**  
QRs/Specifications related to the post of Section Officer on deputation

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up of one post of **Section Officer** on deputation basis in the Ministry of External Affairs as per details given below:

1.	Name of Post	:	<b>Section Officer</b>
2.	No. of Posts	:	<b>01</b>
3.	Qualification	:	Graduation from recognised University/ Institution.
4.	Level in the Pay Matrix	:	Level-10 of the Pay Matrix as per the 7 <sup>th</sup> CPC
5.	Period of Deputation	:	The period of deputation is initially for <b>three</b> years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
6.	Eligibility/Essential Requirements	:	<p>a) Officials holding posts of Sr. AO/AO/AAO or analogous post for a least three years;</p> <p style="text-align: center;"><b>OR</b></p> <p>Officials holding posts of Sr. Auditors/Sr. Accountant or analogous post for at least five years</p> <p>b) Officers should be conversant with Government of India's Financial Rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Government Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc. till final booking thereof, and related instructions issued by Ministry of Finance from time to time;</p> <p>c) Officers should have proficiency in computer operations, particularly MS Excel and MS Word.</p>
7.	Work Description (at least <b>three</b> years in any or all the areas is desirable)	:	<ul style="list-style-type: none"> <li>• Formulation of Budget of Ministries/Departments</li> <li>• Financial Evaluation and Accounting of Government of India Projects, Consultancy Agreements, procurements training courses etc.</li> <li>• Settlement of Running Account bills and other claims of project implementing agencies from time to time</li> <li>• Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies</li> <li>• Evaluation of Financial/Service Regulations of Institutions/Agencies</li> <li>• Audit of Ministries/Departments</li> <li>• Handling Parliamentary Matters especially those with financial implications.</li> </ul>
8.	Place of Work	:	Ministry of External Affairs, New Delhi
9.	How to apply	:	Completed application should be sent to <b>Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, Phone No. 011-49015367</b> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last <b>three</b> years and Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last 10 years (or as the case may be) of the officials from the present employer.



**APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER ON  
DEPUTATION BASIS IN MINISTRY OF EXTERNAL AFFAIRS**

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Date of Superannuation :
5. Educational Qualifications :
6. Mobile No. :
7. E-mail ID :

Paste your passport  
size photo here

8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

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

9. Details of courses/ training programmes attended, if any:
10. Languages known :
11. 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.
12. Remarks

(Signature of the 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 (or as the case may be) and his integrity is beyond doubt.

Signature of the Head of Department