

Q/CAD/798/01/2016
Government of India
Ministry of External Affairs
Cadre Cell

4th Floor, JN Bhavan,
Janpath, New Delhi
Dated 08th April 2016

Circular

Subject: Comments on the Draft Recruitment Rules

The Ministry of External Affairs proposes to frame following Recruitment Rules (RR) as per details given below. The Draft Recruitment Rules (RR) have accordingly been prepared and attached herewith.

- a) Recruitment Rules for post of Section Officers and Assistants on Deputation cum Absorption basis.
- b) Recruitment Rules for the post of Attache (Cyber Security) in the Ministry of External Affairs.
- c) Re-notification of Recruitment Rules for the post of Staff Car Drivers based on the Model RRs notified by DoPT

2. Accordingly, all stakeholders, viz. Ministries/Departments, Service Associations and individual officers may submit their comments on the RRs latest by 11th May, 2015. The comments may also be furnished via e-mail at uscadre@mea.gov.in

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Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Section Officer	13 (2% of Sanctioned Strength)	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Pay Band-2, Rs. 9300-34800 and grade pay Rs. 4800 or GP Rs.5400/-	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods
7	8	9	10
Not applicable	Not applicable	2 years (for officers re-employed before superannuation)	Deputation/Absorption

In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
11	12	13

<p><u>Deputation</u> Officers of the Central Government holding analogous posts on regular basis for a period of 5 years</p> <p><u>Absorption</u> Officers of the Central Government who have worked in the MEA on deputation for a period of 3 years in analogous post.</p> <p>For Armed Forces Personnel: Deputation/Re-employment The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.”</p>	<p>Not applicable</p>	<p>Consultation with the Union Public Service Commission necessary while making absorption and for re-employment of Armed Forces Personnel.</p>
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Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether Selection post or non-Selection post	Age limit for direct recruits
1	2	3	4	5	6
Assistant	14 (2% of Sanctioned Strength)	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Pay Band-2, Rs. 9300-34800 and grade pay Rs. 4600	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods
7	8	9	10
Not applicable	Not applicable	2 years (for officers re-employed before superannuation)	Deputation/Absorption

In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
11	12	13
<u>Deputation</u> Officers of the Central	Not applicable	Consultation with the Union Public

Government holding analogous posts on regular basis for a period of 5 years

Absorption

Officers of the Central Government who have worked in the MEA on deputation for a period of 3 years in analogous post.

For Armed Forces Personnel:

Deputation/Re-employment

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.”

Service Commission necessary while making absorption and for re-employment of Armed Forces Personnel.