

No. Q/PA.III/575/2/2017
Ministry of External Affairs
[Administration Division]

New Delhi
March 31, 2017


VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post of Director/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	:	Director – Level 13 of the Pay Matrix (or) Deputy Secretary – Level 12 of the Pay Matrix
2.	Period of Deputation	:	Initially for 3 years; could be extended as per extant rules prescribed by DoPT on the subject.
3.	Job Description	:	To work in a certain specialized Division at MEA Headquarters, New Delhi. The officer would be required to work on export control/strategic trade management and non-proliferation matters and represent India in related domestic and multilateral engagements.
4.	Eligibility/Essential Criteria	:	At least nine years of regular service in any Central Group-A Service or in any All India Service.
5.	Desirable Criteria	:	a) Prior experience/exposure in the field of non-proliferation and export control (policy, legislation, licensing or enforcement). b) Post-Graduate in international relations, political science, international trade, economics, international law or related disciplines. Candidates possessing relevant technical/science background may also apply.
6.	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 along with: a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officers. b) Cadre Clearance

			c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer by the Competent Authority, if any
7.	Pay & Allowances	:	Admissible as per guidelines of Department of Personnel & Training's O.M No: 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
8.	Accommodation	:	Residences will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.

2. Applications of the willing and eligible officers may be forwarded to the undersigned latest by May 01, 2017. Cadre Controlling Authorities are requested 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 Vasudev Ravi, Under Secretary (PA-III) at uspa3@mea.gov.in.


 (Sibi George)
 Joint Secretary(Admn) .

To:

1. All Cadre Controlling Ministries/Departments of Gp. A services of Govt. of India.
2. XP Division (for uploading the circular on MEA website).

Annexure

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

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.

Paste your
passport size
photo here

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)