

No. Q/PF/586/2/2017  
Government of India  
Ministry of External Affairs  
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 31<sup>st</sup> August, 2017

**Office Memorandum**

**Subject: Filling up of post of Section Officer (SO) and Assistant Section Officer (ASO) in the Ministry of External Affairs on deputation – reg.**

The Ministry of External Affairs requires the services of qualified Sr. AOs/AOs/AOs and Sr. Accountants/Sr. Auditors, who have experience in finance, budget, project management and monitoring of Government projects, at Section Officer and Assistant Section Officer levels respectively.

2. In order to fill these posts, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officers of Sr. AO/AO/AO level for the post of Section Officer (in the Level-10 of Pay Matrix) and from the officials of Sr. Accountant/Sr. Auditor level for the post of Assistant Section Officer (in the Level-7 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 relating to the assignment is enclosed.

3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officers may be instructed to apply by **6<sup>th</sup> October, 2017** as per the pro-forma enclosed with the QRs.



(S. D. Moorthy)  
Deputy Secretary (PF & PG)  
Tel: 49015360

Copy to:

- 1) Office of C&AG, New Delhi.
- 2) Office of CGA, New Delhi.
- 3) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 4) All Notice Boards in the Ministry of External Affairs.
- 5) US(XP), MEA – with the request to upload the circular on Ministry's website.

