

No. Q/PA.III/575/60/2016
Ministry of External Affairs
(Administration Division)

New Delhi
August 30 , 2016

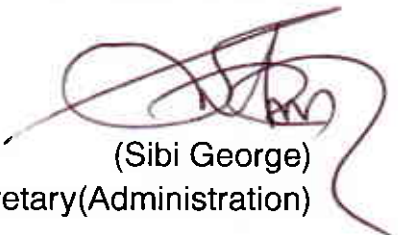
VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post Deputy Secretary (Legal)/Under Secretary (Legal) on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Band and Grade Pay		Deputy Secretary (Legal)/Under Secretary (Legal)- 05 posts Pay scale (Pre-revised): Rs.15,600-39,100/- with Grade Pay of Rs. 7,600/- or Rs. 6,600/- in PB-3
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.
4.	Eligibility/Essential Criteria	:	<ul style="list-style-type: none"> • Serving Government Officer holding analogous post either in a Ministry or subordinate/autonomous office of GoI; • Master's degree in Law (LLM) from a recognised University or equivalent with experience in legal affairs for 5 years. <p style="text-align: center;">(or)</p> <ul style="list-style-type: none"> • Bachelor's degree in Law (LLB) from a recognised University or equivalent with experience in legal affairs for 8 years. • Should have minimum 1 year left of active Government service
5.	Desirable Criteria	:	Experience of working in legal related offices/courts etc.
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 alongwith: 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 & Allowance	:	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. The last date of receiving applications is 15th September, 2016. 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 Shambhu Hakki, Under Secretary (GA) at usga@mea.gov.in .


 (Sibi George)
 Joint Secretary(Administration)

To:

1. All Ministries/Departments of Government of India.
2. Chief Secretaries of all State Governments
3. XP Division (for uploading the circular on MEA website).

Annexure

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

Paste your
passport size
photo here

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.

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)