

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

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 31st March, 2017

OFFICE MEMORANDUM

Subject: Deputation of AAO/Sr. Accountant/Sr. Auditor to the Ministry of External Affairs-reg.

The Ministry of External Affairs requires the services of qualified AAO/Sr. Accountant/Sr. Auditors, who have experience in finance, budget, project management and monitoring of government projects. The Ministry, accordingly, requires officers at Section Officer and Assistant Section Officer levels, with background and experience in the mentioned areas.

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 officers at the level of Section Officers (in the pre-revised pay scale of Rs. 15600-39100 + Grade Pay of Rs. 5400/-) and at Assistant Section Officer level (in the pre-revised pay scale of Rs. 9300-34800/- + Grade Pay of Rs. 4600/-) with specialisation in the above-mentioned areas. The duties involve examination and procession of financial proposals, monitoring financial evaluation and accounting of Govt. 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 21st April, 2017 as per the proforma enclosed with the QRs.



(S. D. Moorthy)

Deputy Secretary to the Government of India
Ph. 49015367

Copy to:

1. Office of CAG, New Delhi.
2. Office of CGA, Department of Expenditure, New Delhi.
3. All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to the entire field/sources, including Attached/Subordinate Offices.
4. All Notice Boards in the Ministry of External Affairs.
5. US (XP), MEA, with the request to upload the circular on MEA's website.

**MINISTRY OF EXTERNAL AFFAIRS,
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110001**

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

1.	Name of the Post	: Assistant Section Officer
2.	No. of Posts	: 01 (One)
3.	Qualification	: Graduation
4.	Pay Band and Grade Pay	: Pre-revised pay scale of ₹9300-34800 + Grade pay of ₹ 4600/4200
5.	Period of Deputation	: The Period of deputation is initially of three years. However, the period may be extended or curtailed on performance basis and functional requirements
6.	Eligibility/Essential Requirements	: a) Officials holding posts of Sr. Auditor/Sr. Accountant or analogous post for at least two years. Or Successful completion of training in the Cash and Accounts Work in the Institute of Training and Management (ISTM) or equivalent and a minimum of five years experience in Cash, Accounts and Budget Work. b) Officers should be conversant with Govt. of India financial rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Govt. 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; c) Officer should be fully conversant with the TDS system of the IT Department as applicable to Government Departments. d) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.
7.	Work Description (at least three years in any or all the areas is desirable)	: Applicants would have the following broad responsibilities, among others <ul style="list-style-type: none"> • Examination and Processing of Financial Proposals. • Formulation of Budget. • Audit procedures and reports. • Financial evaluation and accounting of Govt. of India projects, consultancy agreements, procurements training courses etc. • Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies. • Evaluation of Financial/Service Regulations of Institutions/agencies. • Handling Parliamentary matters, especially those with financial implications. • General work of administrative/financial nature <p>It may be noted that the above duties may involve short travels outside of the country for short durations. Accordingly, only those officers who are open to travelling abroad occasionally need apply.</p>
8.	How to apply	: Completed application should be sent to <u>Shri S. D. Moorthy, Deputy Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110001 Phone No. 011-49015367</u> in the prescribed proforma (Annexure A) alongwith up-to-date attested copies of APARs for the last two years and vigilance clearance certificate, Integrity certificate, statement of major/minor penalty, if any, imposed on the officer during the last 10 years of the officials from the present employer.

**MINISTRY OF EXTERNAL AFFAIRS,
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110001**

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

1.	Name of the Post	: Section Officer
2.	No. of Posts	: 02 (Two)
3.	Qualification	: Graduation
4.	Pay Band and Grade Pay	: Pre-revised pay scale of ₹ 15600-34800 + Grade pay of ₹ 5400 in PB-3
5.	Period of Deputation	: The Period of deputation is initially of three years. However, the period may be extended or curtailed on performance basis and functional requirements
6.	Eligibility/Essential Requirements	: a) Officials holding posts of Assistant Audit Officer/Assistant Accounts Officer or analogous post for at least three years; Sr. Auditor/Sr. Accountant/or analogous post for at least five years. b) Officers should be conversant with Govt. of India financial rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Govt. 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; c) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.
7.	Experience (at least three years in any or all the areas is desirable)	: Financial evaluation and accounting of Govt. of India projects, consultancy agreements, procurements training courses etc. Settlement of Running Account bills and other claims of project implementing agencies from time to time. Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies. Evaluation of Financial/Service Regulations of Institutions/agencies. Formulation of budget of Ministries/Departments. Audit of Ministries/Departments Handling Parliamentary matters, especially those with financial implications.
8.	How to apply	: Completed application should be sent to <u>Shri S. D. Moorthy, Deputy Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110001 Phone No. 011-49015367</u> in the prescribed proforma (Annexure A) alongwith up-to-date attested copies of APARs for the last three years and vigilance clearance certificate, Integrity certificate, statement of major/minor penalty, if any, imposed on the officer during the last 10 years of the officials from the present employer.

APPLICATION PROFORMA FOR THE POST OF AAO/SR. ACCOUNTANT / SR. AUDITOR (ON DEPUTATION)

1. Name & Designation :
2. Post applied for :
3. Date of Birth :
4. Gender: Male/Female :
5. Date of Retirement :
6. Educational Qualifications:
7. Mobile No. & 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	Scale of Pay and basic pay therein	Nature of duties performed

9. Nature of present employment : Temporary / Permanent
10. Basic pay, Pay Scale & Grade Pay :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
12. Whether belongs to SC/ST/OBC/Physically handicapped
13. 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 5 years and his integrity is beyond doubt.

Signature of the Head of Department
(With Stamp)