

New Delhi, the 16th October, 2014

OFFICE MEMORANDUM

Subject: Deputation for the post of Assistants to the Ministry of External Affairs from Centre and State Government Department/Ministries-reg.

The Ministry of External Affairs requires the services of qualified Assistants, who have experience in General Administration, Establishment, Cash related work etc. The Ministry, accordingly, requires official at level of Assistant, with background and experience in the mentioned areas.

2. It is, therefore, 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 Assistants (Rs. 9300-34800+ Grade Pay of Rs. 4600/-) with specialisation in the above mentioned areas. Apart from the field mentioned above, the official may also be deputed to the Indian Missions abroad on special occasions for short duration. Detailed QRs relating to the assignment at Assistant level 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. The interested officials may be instructed to apply by **28th November, 2014** as per the proforma enclosed with the QRs.

s/d

(P.C. Thapliyal)

Under Secretary to the Government of India
Room no. 4071, Ministry of External Affairs,
Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011
Ph. 49015367(O), 49015414(Fax)

Copy to:

1. All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to the entire field/sources, including Attached/Subordinate Offices.
2. All Notice Boards in the Ministry of External Affairs
3. Directorate of Audio and Visual Publicity, PTI Building, Parliament Street, New Delhi

**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 **Assistants** on deputation basis in the Ministry of External Affairs , New Delhi as per details given below:-

1.	Name of the Post	:	Assistant
2.	No. of Posts	:	10
3.	Qualification	:	Graduation
4.	Pay Band and Grade Pay	:	`9300-34800+Grade pay of `4600/-
5.	Period of Deputation	:	The Period of deputation is initially for Three years. However, the period may be extended or curtailed on performance basis and functional requirements
6.	Eligibility/Essential/Experience Requirements	:	a) State or Centre Government Employee with experience of 5 years in the above mentioned Grade pay and Pay Band, which is equivalent to Assistant in Ministry of External Affairs as given in para 4 above. b) Officers should be conversant with Govt. of India rules c) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word. d) Experience in Administration, Establishment, Cash related work is desirable
7.	Place of duty	:	<ul style="list-style-type: none"> • Applicants will be deployed in one of the Divisions of this Ministry located in Delhi. • It may be noted that the official may be required to travel for short duration on official duty outside the country. Therefore only those officials who are open to travelling abroad occasionally need apply.
8.	How to apply	:	Completed application should be sent to <u>Shri P.C. Thapliyal, Under Secretary (PF), Ministry of External Affairs, Room NO. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110001</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.

Annexure A

APPLICATION PROFORMA FOR THE POST OF ASSISTANT (ON DEPUTATION)

1. Name & Designation :
2. Date of Birth :
3. Gender: Male/Female :
4. Date of Retirement :
5. Educational Qualifications:
6. Mobile No. & e-mail ID :

Paste your
passport size
photo here

7. 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

8. Nature of present employment : Temporary / Permanent
9. Basic pay, Pay scale & Grade Pay :
10. 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 in sufficient.
11. Whether belongs to SC/ST/OBC/Physically handicapped
12. 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)

Name of Post

Grade Pay

Place of Posting

Maximum age

The period of deputation, including the period of deputation in the ex-cadre post held immediately preceding this appointment in any organization/Department of the Central Government, Shall ordinarily not exceed three years.