

Government of India
Ministry of External Affairs
Administration Division

Ministry of External Affairs, New Delhi

April 13, 2015

Vacancy Circular

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

1.	Name of the Post	:	Deputy Secretary in Ministry of External Affairs Headquarters, New Delhi
2.	No. of Posts	:	Upto 6(in total)
3.	Pay Band and Grade Pay	:	Deputy Secretary : Pay Band 3 [15,600-39,100] plus Grade Pay: Rs 7600
4.	Period of Deputation	:	Initially for 3 years; could be extended as per Department of Personnel & Training norms, based on functional requirements.
5.	Job Description	:	To work in a certain specialised Divisions at MEA Headquarters, New Delhi. This will include temporary deputation on foreign tours as part of the ongoing duties at New Delhi
6.	Job Location	:	Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan/ Patiala House) New Delhi
7.	Eligibility/ Essential Criteria	:	a). Group A officers in GoI b). Officers should have good managerial and interpersonal skills c). Officers should be able to liaise effectively with other organisations/ Department/ Ministries/ Think tanks d). Officers should have good noting and drafting skills and communicational ability e). Officers should have atleast 4 years of experience in taxation matters/customs issues/ matters relating to economic and monetary policy
8.	Desirable Criteria	:	a). Previous experience of handling issues relating to International Cooperation/ Foreign Trade in GoI b). Knowledge of Foreign Languages, if any

			c). Degree in International Relations or in any other subject which may have a direct bearing on foreign policy
9.	How to apply	:	Completed application should be sent 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 officer b). Cadre clearance c). Vigilance clearance d). Details of minor/ major penalty imposed on the officer by the Competent Authority, if any
10.	Pay & Allowances	:	Deputation Allowance would be admissible as per Rules
11.	Foreign Travel	:	The selected officer may be required to travel in India and abroad
12.	Accommodation	:	Residences will be allotted strictly according to availability/ vacancy in accordance with extant Rules/ Guidelines in the Ministry

The last date for receiving applications is May 1, 2015. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Cadre Controlling Authorities may ensure 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 B. Vanlalvawna, Director (ADP) at diradp@mea.gov.in.

Sd/-

(Sibi George)

Joint Secretary (Administration)

Ph: 23014114

To:

1. All Ministries/Departments of Government of India;
2. XP Division (for uploading the circular on MEA website);

Annexure

**APPLICATION PROFORMA FOR THE POST OF
DEPUTY SECRETARY 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/ Organisation	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, it 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)