

No. Q/PA.III/578/5/2018
Ministry of External Affairs
(Administration Division)

New Delhi, ¹⁶24 October, 2018

VACANCY CIRCULAR

Subject: Filling up of post of Under Secretary/Deputy Secretary on deputation basis in Ministry of External Affairs.


Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filing up of the post of Under Secretary/Deputy Secretary on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Level	:	Under Secretary (Level 11)/ Deputy Secretary (Level 12) of the Pay Matrix
2.	Period of Deputation	:	Initially for three years ; could be extended as per extant rules prescribed by DoPT on the subject.
3.	Job Description	:	a) To work in specialized Division at the MEA Headquarters, New Delhi. b) Framing of 'scope of work' for hiring of consultants by Missions/Posts abroad pertaining to procurement and installation of technology solutions as mentioned in Column 5 below. c) vetting of security clauses in a variety of service agreements. d) Testing technology solutions during and after procurement by crosschecking it against technical specifications and BOQ decided in the tender/competitive bidding documents.
4.	Eligibility/Essential Criteria	:	Officers holding analogous posts in Central Government Ministries/Central Armed Police Forces having knowledge and experience in latest security technology.
5.	Desirable Criteria	:	a) Demonstrable knowledge and experience of latest security technology such as in the areas of CCTV, anti-intrusion electronic surveillance cum alarm systems, access control related RFID technology, sensor based access control measures, technology to check and scan bags and vehicles without opening it, perimeter security related hardware, AI and its usage for perimeter security and access control and ballistics and blast proof security material including BR/BP vehicles.
6.	How to apply	:	Completed application should be sent through proper channel in the prescribed pro-forma to Joint Secretary (Administration), Ministry of External Affairs, Room No.149C, South Block, New Delhi . The duly completed application should be sent along with: 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 for the last 10 years, if any. e) Statement of Bio-data in the prescribed pro-forma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel.
7.	Pay & Allowances	Admissible as per guidelines of Department of Personnel and 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.

Note: It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.

2. Applications of interested and eligible officers may be forwarded to the undersigned latest by **December 20, 2018**. 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 **Ms. Manusmriti, Under Secretary (PA-III)** at uscadre@mea.gov.in.


 (Kartik Pande)
 Director (ADP)
 Ministry of External Affairs
 Room No. 4095, B Wing,
 Jawaharlal Nehru Bhawan,
 Janpath, New Delhi.
 Tel: 49015363

Enclosure: Pro-forma

To:

1. All Ministries/Central Armed Police Forces – with a request to circulate the vacancy to their entire field sources including attached/subordinate offices.
2. All Notice Boards in the Ministry of External Affairs.
3. XP Division (for uploading the circular on MEA website).

Annexure

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

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail 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/ Organization	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current employment;
10. Basic Pay, Pay Scale & Grade Pay:
11. Details of courses/training programmes attended, if any:
12. Details of publication, if any:
13. Language 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)