

No. Q/PF/575/29/2018
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 28th January, 2019

Office Memorandum

Subject: Filling up of post of Assistant Section Officer (ASO) in the Ministry of External Affairs on deputation – reg.

The Ministry of External Affairs requires the services of qualified officials holding post of ASO or analogous post on regular basis in Central Government, who have experience in general administrative work, finance, budget, project management and monitoring of Government projects.

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 the officials of ASO or analogous post for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve general work of administrative nature, examination and processing of financial proposals, monitoring financial evaluation and accounting of Government 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 officials may be instructed to apply by 28th February, 2019 as per the pro-forma enclosed with the QRs. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**



(Prashant K Sona)

Under Secretary (PF)

Room No. 4071, 'B' Wing,

Jawaharlal Nehru Bhawan, Janpath,

New Delhi – 110 001

Tel: 49015367

Copy to:

- 1) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 2) All Notice Boards in the Ministry of External Affairs.
- 3) US(XP), MEA – with the request to upload the circular on Ministry's website.
- 4) Dir(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**

Government of India
Ministry of External Affairs
Vacancy Circular

Applications are invited from eligible Group B/Non-Gazetted officials in GOI for filling up of 40 posts of Assistant Section Officer (in the Level 7 of the Pay Matrix) on deputation basis in the Ministry of External Affairs, New Delhi. **Details are available on MEA website .**

Complete application in the prescribed proforma along with relevant documents, should be sent through proper channel to Under Secretary (PF), Room no. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before **28th Feb 2019**. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**

Sd/-

(Prashant K Sona)
Under Secretary (PF)
Room No. 4071, 'B' Wing,
Jawaharlal Nehru Bhawan, Janpath,
New Delhi- 110 001.
Phone: 49015367

**Ministry of External Affairs,
Jawaharlal Lal Nehru Bhawan, Janpath, New Delhi – 110 001**

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 Post	:	Assistant Section Officer (ASO)
2.	No. of Posts	:	upto 40 (Forty)
3.	Qualification	:	Graduation from recognised University/ Institution.
4.	Level in the Pay Matrix	:	Level-7 of Pay Matrix
5.	Period of Deputation	:	The period of deputation is initially for three years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
6.	Eligibility/Essential Requirements	:	<p>a) Officials holding post of ASO or analogous Post on regular basis under Central Government.</p> <p>b) Officers should be conversant with, among others, Government of India financial rules such as General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Rules (GAR), 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;</p> <p>c) Officer should be fully conversant with the TDS system of the IT Department as applicable to Government Departments.</p> <p>d) Officers should have proficiency in computer operations, particularly MS Excel and MS Word.</p>
7.	Work Description (at least two years in any or all the areas is desirable)	:	<p>Applicants would have the following broad responsibilities, among others</p> <ul style="list-style-type: none"> • General work of administrative / financial nature • Examination and Processing of Financial Proposals • Formulation of Budget • Audit procedures and reports • Financial evaluation and accounting of Government 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 <p>It may be noted that the above duties may involve short travels outside of the country for brief 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>Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001, 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 (or as the case may be) of the officials from the present employer.

**APPLICATION PROFORMA FOR THE POST OF ASSISTANT SECTION
OFFICER (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, Level of Pay Matrix :
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(or as the case may be) and his integrity is beyond doubt.

Signature of the Head of Department
(With Stamp)