

No. Q/PF/575/16/2013  
Ministry of External Affairs  
Jawaharlal Nehru Bhawan  
New Delhi-110011

New Delhi, the 6<sup>th</sup> January, 2015

**OFFICE MEMORANDUM**

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

The Ministry of External Affairs requires the services of qualified Sr. Accountant/Auditors, who have experience in finance, budget, project management and monitoring of government projects. The Ministry, accordingly, requires officers at Assistant level, 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 Assistants (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 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 interested officers may be instructed to apply by **dated 20<sup>th</sup> February, 2015** as per the proforma enclosed with the QRs.

(P.C. Thapliyal)

Under Secretary to the Government of India

Ph. 49015360

Copy to:

1. Office of CAG, New Delhi
2. Office of CGA, Department of Expenditure
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. Directorate of Audio and Visual Publicity, PTI Building, Parliament Street, New Delhi
6. US (XP), MEA, with the request to upload the circular on MEA's website

