

Government of India
Ministry of External Affairs
Administration Division

Ministry of External Affairs, New Delhi
August 28, 2015

Vacancy Circular

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

1.	Name of the Post	:	Adviser (Civil) in Ministry of External Affairs Headquarters, New Delhi
2.	No. of Posts	:	1 (one)
3.	Pay Band and Grade Pay	:	Director : Pay Band 4 [Rs. 37,400-67,000] plus Grade Pay: Rs 8700
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 Division 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-110001
7.	Eligibility/ Essential Criteria	:	a). Officer should have served as Director or equivalent-level in Ministries/Departments/attached/subordinate offices of Government of India b). Officers should have good managerial and interpersonal skills c). Experience of 5-10 years in handling implementation of Civil Works projects through the phases of concept, planning, launch, supervision and monitoring and commissioning. d). Experience of coordination with Government and private agencies in all phases of project implementation
8.	Desirable Criteria	:	a). Technical/Engineering background b). Experience in preparation of tender documents and technical and financial evaluation of bids c). Monitoring and Supervision of large projects (from technical angle) d). Experience in evaluation of Detailed Project Reports (DPR)

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.	Accomodation	:	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 September 18, 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
ADVISER IN
MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

Paste your
passport size
photo here

1 Name & Designation:

1. Date of Birth:

2. Gender

3. Educational Qualifications:

4. Mobile No.:

5. Email ID:

6. Service/ Batch:

7. 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

8. Details of current deployment:

9. Basic Pay, Pay Scale & Grade Pay:

10. Details of courses/ training programmes attended, if any:

11. Details of publication, if any:

12. Languages known:

13. Details of previous ex cadre deputation, if any:

14. 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

15. 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)