

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 06th October, 2022

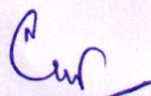
OFFICE MEMORANDUM

Subject: Filling up 01 post of Section Officer and 01 Assistant Section Officer in the Ministry of External Affairs on deputation – reg.

The Ministry of External Affairs requires services of qualified officers who have experience in finance, budget, project management and monitoring of Government projects, at Section Officer/Assistant Section Officer level.

2. In order to fill these posts, applications are sought from officers who have specialisation in the above-mentioned areas. Duties involve 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/Specifications related to the assignment are enclosed.

3. It is requested that this circular may be given wide publicity among officers and may also be circulated among Subordinate/Attached offices. Interested officers may be instructed to apply by **18th November, 2022** 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.**


(Vibha Kant Sharma)
Under Secretary (PF & PG)
Room No. 4071, 'B' Wing,
Jawaharlal Nehru Bhawan, Janpath,
New Delhi – 110 001
Tel: 23085367

Copy to:

- 1) All Ministries/Departments of Central Government.
- 2) Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124
- 3) Office of the Director General of Audit (Central Expenditure), DGACR Building, I.P. Estate, New Delhi-110002
- 4) Office of the Controller General of Accounts, Ministry of Finance, Mahalekha Niyantarak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi-110023
- 5) All Notice Boards in the Ministry of External Affairs.
- 6) US (XP), MEA – with a request to upload the circular on Ministry's website.
- 7) Dir (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with a request to upload this circular on DoPT's website for wider circulation.**

**Ministry of External Affairs,
Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011**

QRs/Specifications related to the post of Section Officer on deputation

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up one post of **Section Officer** on deputation basis in the Ministry of External Affairs as per details given below:

1.	Name of Post	:	Section Officer
2.	No. of Posts	:	01
3.	Qualification	:	Graduation from recognised University/ Institution.
4.	Level in the Pay Matrix	:	Level-10 of the Pay Matrix as per the 7 th CPC
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 Criteria	:	<ul style="list-style-type: none"> a) Officials from the Central Government holding analogous posts on regular basis in the parent cadre/department for a minimum period of 03 years; b) Officers should be conversant with Government of India's Financial Rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Government Accounting Rules (GAR) and related instructions issued by Ministry of Finance from time to time; c) Officers should have proficiency in computer operations, particularly MS Excel and MS Word; d) Candidate should be below 56 years of age as on the closing date of application.
7.	Work Description (at least three years in any or all the areas is desirable)	:	<ul style="list-style-type: none"> a) Formulation of Budget of Ministries/Departments b) Financial Evaluation and Accounting of Government of India Projects, Consultancy Agreements, procurements training courses etc. c) Settlement of Running Account bills and other claims of project implementing agencies from time to time d) Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies e) Evaluation of Financial/Service Regulations of Institutions/Agencies f) Audit of Ministries/Departments g) Handling Parliamentary Matters especially those with financial implications.
8.	Place of Work	:	Ministry of External Affairs, New Delhi
9.	How to apply	:	Completed application should be sent to <u>Under Secretary (PF & PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, Phone No. 011-23085367</u> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last three years, Cadre Clearance, 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 SECTION OFFICER ON DEPUTATION BASIS IN MINISTRY OF EXTERNAL AFFAIRS

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Date of Superannuation :
5. Educational Qualifications :
6. Mobile No. :
7. 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	Level of Pay and basic pay therein	Nature of duties performed

9. Details of courses/ training programmes attended, if any:
10. Languages known :
11. 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.
12. 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 10 years (or as the case may be) and his integrity is beyond doubt.

**Signature of the Head of Department
(With Stamp)**

**Ministry of External Affairs,
Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011**

QRs/Specifications related to the post of Assistant Section Officer on deputation

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up one post of **Assistant Section Officer** on deputation basis in the Ministry of External Affairs as per details given below:

1.	Name of Post	:	Assistant Section Officer
2.	No. of Posts	:	01
3.	Qualification	:	Graduation from recognised University/ Institution.
4.	Level in the Pay Matrix	:	Level-7 of the Pay Matrix as per the 7 th CPC
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 Criteria	:	<ul style="list-style-type: none"> a) Officials from the Central Government holding analogous posts on regular basis in the parent cadre/department for a minimum period of 03 years; b) Officers should be conversant with Government of India's Financial Rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Government Accounting Rules (GAR) and related instructions issued by Ministry of Finance from time to time; c) Officers should have proficiency in computer operations, particularly MS Excel and MS Word; d) Candidate should be below 56 years of age as on the closing date of application.
7.	Work Description (at least three years in any or all the areas is desirable)	:	<ul style="list-style-type: none"> a) Formulation of Budget of Ministries/Departments b) Financial Evaluation and Accounting of Government of India Projects, Consultancy Agreements, procurements training courses etc. c) Settlement of Running Account bills and other claims of project implementing agencies from time to time d) Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies e) Evaluation of Financial/Service Regulations of Institutions/Agencies f) Audit of Ministries/Departments g) Handling Parliamentary Matters especially those with financial implications.
8.	Place of Work	:	Ministry of External Affairs, New Delhi
9.	How to apply	:	Completed application should be sent to <u>Under Secretary (PF & PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, Phone No. 011-23085367</u> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last three years, Cadre Clearance, 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 BASIS IN MINISTRY OF EXTERNAL AFFAIRS

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Date of Superannuation :
5. Educational Qualifications :
6. Mobile No. :
7. 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	Level of Pay and basic pay therein	Nature of duties performed

9. Details of courses/ training programmes attended, if any:
10. Languages known :
11. 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.
12. 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 10 years (or as the case may be) and his integrity is beyond doubt.

**Signature of the Head of Department
(With Stamp)**