

No. Q/PF/575/01/2019
Government of India
Ministry of External Affairs
(Administration Division)

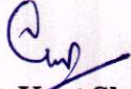
Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 17th August, 2022

OFFICE MEMORANDUM

Subject: Filling up 05 (five) posts of Assistant Section Officer in the Ministry of External Affairs on deputation basis – reg.

The Ministry of External Affairs requires services of qualified officials who are holding posts equivalent to that of Assistant Section Officer (Level 7 of 7th CPC Pay Matrix) in the Central Government on regular basis. The officials would be appointed on deputation basis, initially for a period of **three years**, as per standard guidelines issued by the Department of Personnel and Training. Detailed QR related to the assignment is enclosed.

2. It is requested to give wide publicity to the vacancy among eligible officials in your Ministry/Department and also circulate it among Subordinate/Attached offices. Interested officials may be instructed to apply by **30th September, 2022** as per the pro-forma enclosed with the QR. **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 – 110 011
Tel: 23085367

Copy to:

- 1) All Ministries/Departments of the Central Government.
- 2) All Notice Boards in the Ministry of External Affairs.
- 3) US (XP), MEA – with a request to upload the O.M. on Ministry's website.
- 4) Dir (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with a request to upload this O.M. on DoPT's website for wider circulation.**

MINISTRY OF EXTERNAL AFFAIRS
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011

Applications in the prescribed proforma (as per Annexure-A) are invited from suitable and eligible candidates for filling the 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	:	05 (five)
3.	Qualification	:	Graduation from any recognized 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/Qualification criteria	:	<p>Essential:</p> <p>a) Officials from the Central Government holding analogous posts on regular basis in the parent cadre/department for a minimum period of 03 years.</p> <p>b) Candidate should be below 56 years of age as on the closing date of application.</p> <p>Desirable:</p> <p>a) Experience of work in Administration/Legal/Establishment/Human Resource/Finance/Accounts/Budgeting/Procurement/Planning and Policy/Project Implementation and Monitoring/E-Governance etc.</p> <p>b) Good knowledge of computer operations, particularly MS Excel, MS Word, e-Office etc.</p>
7.	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 IN THE MINISTRY OF EXTERNAL AFFAIRS ON DEPUTATION BASIS

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Date of Retirement :
5. Educational Qualifications :
6. Mobile No. & E-mail ID :

Paste your passport size photo here

7. 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

8. Nature of present employment : Temporary / Permanent
9. Current Basic pay, Level of Pay Matrix :
10. 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.
11. Whether belongs to SC/ST/OBC/Physically handicapped:
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 official and no penalty, major or minor, was imposed on the official during the last 10 years and his/her integrity is beyond doubt.

Signature of the Head of Department
(With Stamp)