

**No. Q/PF/575/54/2021**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 2<sup>nd</sup> May, 2025

**OFFICE MEMORANDUM**

**Subject: Filling up one post of Section Officer in the Ministry of External Affairs on deputation – reg.**


The Ministry of External Affairs requires the services of a qualified Officer, who has experience in finance, budget, knowledge of GFR, DFPR, Government Accounting Rules, etc. at Section Officer level (Pay Level-10).

2. In order to fill this post, it is proposed to engage suitably qualified officer on deputation basis as per the standard DoP&T guidelines. Applications are sought for the post of Section Officer (in the Level 10 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve matters pertaining to budget allocation, co-ordination with Ministry of Finance, inputs related to the Standing Parliamentary Committee, examination, knowledge of Union Budget Information System(UBIS) and Audit Para Monitoring System(APMS), etc. Detailed qualification requirements related to the assignment is enclosed.

3. It is requested that this O.M. may be given wide publicity among officers and may be circulated among various Ministries/Departments. Duly filled in applications as per the attached proforma (**Annexure-A**) enclosed with the QRs, along with the following details should reach this Ministry latest by **May 23, 2025**:

- a) Vigilance Clearance.
- b) Cadre Clearance.
- c) Certified copies of previous 05 years APAR/APAR extracts.
- d) Details of major/minor penalties imposed, if any, on the officer by the Competent Authority.

4. Applications should be sent by email at [aopfsec@mea.gov.in](mailto:aopfsec@mea.gov.in). Hard attested copies of the application may be sent by registered /speed post to the following address: **Under Secretary (PF & PG), Room No. 4071, 'B' Wing, Jawaharlal Nehru Bhawan, 23-D, Janpath, Ministry of External Affairs, New Delhi – 110011**. Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in the submission of applications through proper channel.

  
(Sushant Suraj)  
Under Secretary (PF & PG)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110011  
Tel: 011-23085367

Copy to:

- 1) All Ministries/Departments of Central Government.



**Ministry of External Affairs**  
**Jawaharlal Nehru Bhawan, Janpath, New Delhi**  
**Qs/Specifications related to the post of Section Officer on deputation**

Applications in the prescribed proforma (as per Annexure-A to 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 (MEA), New Delhi, as per details given below:

1.	Name of the 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 7 <sup>th</sup> 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/Essential Requirements	<p>i) Officers holding posts of Section Officer or analogous post on regular basis in the Parent Cadre or Department.</p> <p style="text-align: center;"><b>or</b></p> <p>Officers having five years of experience in Finance and Budgeting in Pay Level 9</p> <p>ii) 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), knowledge of Union Budget Information System(UBIS), Audit Para Monitoring System(APMS), etc and related instructions issued by Ministry of Finance from time to time:</p> <p>iii) Officers should have proficiency in computer operations, particularly <b>MS Excel and MS Word</b>.</p>
7.	Work Description (at least three years in any or all the areas is desirable)	<ul style="list-style-type: none"> <li>• Formulation of Budget of Ministries/Departments.</li> <li>• Evaluation of Financial/Service Regulations of Institutions/agencies.</li> <li>• Audit of Ministries/Departments.</li> <li>• Handling Parliamentary matters especially those with financial implications.</li> </ul>
8.	Place of Work	Ministry of External Affairs, New Delhi
9.	How to apply	Completed applications should be sent to <b><u>Under Secretary (PF&amp;PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011, Phone No. 011-23085367</u></b> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last five 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 POSITION OF SECTION OFFICER ON DEPUTATION  
BASIS IN THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

1. Name &amp; Designation :

2. Date of Birth :

3. Gender :

4. Date of Superannuation :

5. Educational Qualifications :

6. Mobile No. :

7. Email Id :

Paste your  
passport size  
photo here

8. Details of employment in chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/Office/ Institution/ Organisation	Post held	From	To	Level of 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, if any :

(Signature of Candidate)

Date:

Place:

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 the Departmental**  
**(With stamp)**