

No. Q/PA.III/578/04/2019
Ministry of External Affairs
(Administration Division)

New Delhi, 7th May 2019

VACANCY CIRCULAR

Subject: Filling up of post of Deputy Secretary/Director on deputation basis in Ministry of External Affairs.

Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filing up of the post of Deputy Secretary/Director on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Level	:	Deputy Secretary/Director – Level 12/Level 13 of the Pay Matrix
2.	Period of Deputation	:	Initially for three years ; could be extended as per extant rules prescribed by DoPT on the subject.
3.	Job Description	:	<p>Implementation of Government of India's projects in foreign countries including but not limited to:</p> <p>(i) General supervision and oversight of projects</p> <p>(ii) Formulating project proposals for administrative and functional approval of the competent authority</p> <p>(iii) Supporting and coordinating with respect to the full project cycle from agency identification and selection, tendering, award of work, contract management, project monitoring, post-implementation impact assessment etc.</p> <p>(iv) Contributing in drafting agreements/MoUs/tender documents and processing thereof for vetting and requisite approvals of competent authorities</p> <p>(v) Co-ordination with implementation agencies, project management consultants (PMCs), Missions and Posts abroad, other Ministries/Departments in Government of India for timely and effective project implementation</p> <p>(vi) Reviewing and reporting on progress of project implementation</p> <p>(vii) Field visits for site inspections, as required</p>
4.	Eligibility/Essential Criteria	:	Officers working in Central Government Offices holding analogous posts in Level 12 or Level 13 of the Pay Matrix on regular basis.
5.	Desirable Criteria	:	<p>a) At least three years' experience in areas related to project execution, tendering and concerned works, or in handling overseas projects.</p> <p>b) Familiarity with General Financial Rules and Government procurement rules and guidelines.</p> <p>c) Familiarity with Information Technology</p>

		<p>applications and tools.</p> <p>d) Experience of handling infrastructure and capacity building projects overseas and with engineering degree.</p>
6.	How to apply	<p>: Completed application should be sent through proper channel in the prescribed pro-forma to Joint Secretary (Administration), Ministry of External Affairs, Room No. 149 C, South Block, New Delhi. The duly completed application should be sent along with:</p> <p>a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer</p> <p>b) Cadre clearance</p> <p>c) Vigilance Clearance</p> <p>d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any.</p> <p>e) Statement of Bio-data in the prescribed pro-forma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel.</p>
7.	Pay & Allowances	<p>Admissible as per guidelines of Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.</p>
8.	Accommodation	<p>: Residences will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.</p>

Note: *It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.'*

2. Applications of interested and eligible officers may be forwarded latest by **June 15, 2019**. Cadre Controlling Authorities are requested 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 **Ms. Manusmriti, Under Secretary (PA-III)** at uscadre@mea.gov.in.

Kartik Pande

(Kartik Pande)

Director (ADP)

Ministry of External Affairs

Room No. 4095, B Wing,

Jawaharlal Nehru Bhawan,

Janpath, New Delhi.

Tel: 49015363

Enclosure: Pro-forma

To:

1. All Ministries/Departments of Central Government – *with a request to circulate the vacancy to their entire field sources including attached/subordinate offices.*
2. All Notice Boards in the Ministry of External Affairs.
3. XP Division (for uploading the circular on MEA website).

Annexure

**APPLICATION PROFORMA FOR THE POST OF
DEPUTY SECRETARY
IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail ID:
7. Service/Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organization	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current employment;
10. Basic Pay, Pay Scale & Grade Pay:
11. Details of courses/training programmes attended, if any:
12. Details of publication, if any:
13. Language known:
14. Details of previous ex-cadre deputation, if any:
15. 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:
16. 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)