

**No. Q/PA.III/578/10/2019**  
**Ministry of External Affairs**  
**(Administration Division)**

New Delhi, 07 January, 2020

**VACANCY CIRCULAR**

**Subject: Filling up of the post of Under Secretary / Deputy Secretary 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 filling up of the post of Under Secretary / Deputy Secretary 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	:	<b>Under Secretary / Deputy Secretary – Level 11 / 12 of the Pay Matrix</b>
2.	Period of Deputation	:	Initially for <b>three years</b> ; could be extended as per extant rules prescribed by DoPT on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.01.2020.
4.	Job Description	:	a) To work in certain specialized Division at the MEA Headquarters, New Delhi. This may include temporary deputation on foreign tours as part of ongoing duties at New Delhi.
5.	Eligibility/Essential Criteria	:	Officers working in Central Government Offices holding analogous posts in Level 11 / Level 12 of the Pay Matrix on regular basis will be considered eligible against corresponding post. Officers belonging to organised Group 'A' services of Govt. of India, appointed to the grade of Under Secretaries, or equivalent, in level 11 of the Pay Matrix, <b>and</b> who have completed minimum qualifying service for promotion to the rank of Deputy Secretary may be considered against post (s) of DS on deputation basis.
6.	Desirable Criteria	:	i) Officers should have good managerial and interpersonal skills. (ii) Officers should be able to liaise effectively with other organizations/Ministries/departments/Think tanks. (iii) Officers should have good noting and drafting skills and communication abilities. (iv) Officers should have served as Deputy Secretary/Under Secretary or equivalent level in Ministries/departments/attached/subordinate offices in the Government of India. (v) Previous experience of handling issues relating to International Cooperation / Foreign Trade / International Multilateral Organizations in Government of India
7.	How to apply	:	Completed application should be sent through proper channel in the prescribed pro-forma to <b>Joint Secretary (Administration), Ministry of External Affairs, Room No.149C, South Block, New Delhi</b> . The duly completed

		<p>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>
8.	Pay & Allowances	: 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.
9.	Foreign Travel	: The selected officer may be required to travel within India and abroad.
10.	Accommodation	: Residences will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.

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 to the undersigned **latest by 23 February 2020**. 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. Saloni Sahai, Under Secretary (PA-III)** at [uscadre@mea.gov.in](mailto: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).

**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)