

No. Q/PF/586/2/2017
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 31st August, 2017

Office Memorandum

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

The Ministry of External Affairs requires the services of qualified Sr. AOs/AOs/AAOs and Sr. Accountants/Sr. Auditors, who have experience in finance, budget, project management and monitoring of Government projects, at Section Officer and Assistant Section Officer levels respectively.

2. In order to fill these posts, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officers of Sr. AO/AO/AAO level for the post of Section Officer (in the Level-10 of Pay Matrix) and from the officials of Sr. Accountant/Sr. Auditor level for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) with specialisation in the above-mentioned areas. The 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 relating to the assignment is enclosed.

3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officers may be instructed to apply by **6th October, 2017** as per the pro-forma enclosed with the QRs.



(S. D. Moorthy)
Deputy Secretary (PF & PG)
Tel: 49015360

Copy to:

- 1) Office of C&AG, New Delhi.
- 2) Office of CGA, New Delhi.
- 3) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 4) All Notice Boards in the Ministry of External Affairs.
- 5) US(XP), MEA – with the request to upload the circular on Ministry's website.

**MINISTRY OF EXTERNAL AFFAIRS,
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001**

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

1.	Name of the Post	:	Section Officer
2.	No. of Posts	:	02 (Two)
3.	Qualification	:	Graduation
4.	Level in the Pay Matrix	:	Level-10 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/Essential Requirements	:	<p>a) Officers holding posts of Sr. AO/AO/AAO or analogous post for at least three years; Sr. Auditor/Sr. Accountant/or analogous post for at least five years.</p> <p>b) Officers should be conversant with Govt. of India financial rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Govt. Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc till final booking thereof, and related instructions issued by Ministry of Finance from time to time;</p> <p>c) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.</p>
7.	Work Experience (at least three years in any or all the areas is desirable)	:	<ul style="list-style-type: none"> • Financial evaluation and accounting of Government of India projects, consultancy agreements, procurements training courses etc. • Settlement of Running Account bills and other claims of project implementing agencies from time to time. • Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies. • Evaluation of Financial/Service Regulations of Institutions/agencies. • Formulation of Budget of Ministries/Departments. • Audit of Ministries/Departments • Handling Parliamentary matters, especially those with financial implications.
8.	How to apply	:	Completed application should be sent to <u>Shri S. D. Moorthy, Deputy Secretary (PF & PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110001 Phone No. 011-49015367</u> in the prescribed proforma (Annexure A) alongwith up-to-date attested copies of APARs for the last three 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 officers from the present employer.

MINISTRY OF EXTERNAL AFFAIRS
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up of 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
2.	No. of Posts	:	05 (Five)
3.	Qualification	:	Graduation
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/Essential Requirements	:	a) Officials holding posts of Sr. Auditor/Sr. Accountant or analogous post for at least two years. OR Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management (ISTM) or equivalent and a minimum of two years' experience in Cash, Accounts and Budget Work. b) Officers should be conversant with Government of India financial rules such as General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc. till final booking thereof, and related instructions issued by Ministry of Finance from time to time; c) Officer should be fully conversant with the TDS system of the IT Department as applicable to Government Departments. d) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.
7.	Work Description (at least two years in any or all the areas is desirable)	:	Applicants would have the following broad responsibilities, among others <ul style="list-style-type: none"> • Examination and Processing of Financial Proposals • Formulation of Budget • Audit procedures and reports • Financial evaluation and accounting of Government of India projects, consultancy agreements, procurements training courses etc. • Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies. • Evaluation of Financial/Service Regulations of Institutions/agencies. • Handling Parliamentary matters, especially those with financial implications • General work of administrative/financial nature <p>It may be noted that the above duties may involve short travels outside of the country for brief durations. Accordingly, only those officers who are open to travelling abroad occasionally need apply.</p>
8.	How to apply	:	Completed application should be sent to <u>Shri S. D. Moorthy, Deputy Secretary (PF & PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001, Phone No. 011-49015367</u> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last two years and Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last 10 (or as the case may be) years of the officials from the present employer.

APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER AND ASSISTANT SECTION OFFICER (ON DEPUTATION)

- 1. Name & Designation :
- 2. Post applied for :
- 3. Date of Birth :
- 4. Gender: Male/Female :
- 5. Date of Retirement :
- 6. Educational Qualifications:
- 7. Mobile No. & 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	Scale of Pay and basic pay therein	Nature of duties performed

- 9. Nature of present employment : Temporary / Permanent
- 10. Basic pay, Level of Pay Matrix :
- 11. 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.
- 12. Whether belongs to SC/ST/OBC/Physically handicapped:
- 13. 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 5 years and his integrity is beyond doubt.

Signature of the Head of Department
(With Stamp)