

No. Q/PF/575/12/2021
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 25th March, 2021

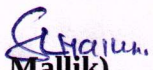
Office Memorandum

Subject: Filling up the post of Assistant Section Officer (ASO) in the Branch Secretariat, Ministry of External Affairs, Chennai on deputation basis – reg.

The Ministry of External Affairs requires the services of a qualified official holding post in the Level 7 / Level 6 on regular basis in Central Government, who has experience in handling Administrative Work, Maintenance of Govt. owned Property, Purchase and Procurement, PFMS Account Management and Protocol related work.

2. In order to fill this post, it is proposed to engage suitably qualified official on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officials holding post in the Level 7 / Level 6 for the post of Assistant Section Officer (in the Level-7 of the Pay Matrix as per the 7th CPC) with specialisation in the above-mentioned areas. Detailed QRs related 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 officials may be instructed to apply by **30th April, 2021** as per the pro-forma enclosed with the QRs. **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 the official will be subject to the cadre clearance by its cadre controlling authority.**


(S.L. Mallik)
Under Secretary (PF & PG)
Room No. 4071, 'B' Wing,
Jawaharlal Nehru Bhawan, Janpath,
New Delhi – 110 011
Tel: 49015367

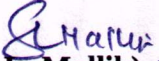
Copy to:

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

Government of India
Ministry of External Affairs
Vacancy Circular

Applications are invited from eligible Group B/Non-Gazetted officials in GOI for filling up of 01 one post of Assistant Section Officer (in the Level 7 of the Pay Matrix as per the 7th CPC) on deputation basis in the Branch Secretariat, Ministry of External Affairs, Chennai. Details are available on MEA's website.

2. Complete application in the prescribed proforma along with relevant documents should be sent through proper channel to the Under Secretary (PF & PG), Room No. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before 30th April, 2021. 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 the official will be subject to the cadre clearance by its cadre controlling authority.


(S. L. Mallik) 25/03/2021
Under Secretary (PF & PG)
Room No. 4071, 'B' Wing,
Jawaharlal Nehru Bhawan, Janpath,
New Delhi-110011
Phone: 49015367

**Ministry of External Affairs,
Jawaharlal Lal Nehru Bhawan, Janpath, New Delhi**
QRs/Specifications related to the post of ASO on deputation

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up of a post of an **Assistant Section Officer** on deputation basis in the Branch Secretariat, Ministry of External Affairs, Chennai as per details given below:

1.	Name of Post	:	Assistant Section Officer (Equivalent to Group 'B' posts in Central Government)
2.	No. of Posts	:	01
3.	Qualification	:	Bachelor's Degree from a recognized University/Institution.
4.	Level in the Pay Matrix	:	Level-7 of the Pay Matrix as per the 7 th 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	:	a) Officials holding analogous post on regular basis under Central Government for a minimum period of two years. OR Officials holding a post in the Pay Level 6 on regular basis under Central Government for a minimum period of three years. b) Officers should have proficiency in computer operations, particularly MS Excel and MS Word.
7.	Work Description (at least two years in any or all the areas is desirable)	:	The applicant should have experience of handling Administrative Work, Maintenance of Govt. owned Property, Purchase and Procurement, PFMS Account Management and handling of Protocol related works.
8.	Place of Work	:	Branch Secretariat, MEA, Chennai, Tamil Nadu
9.	How to apply	:	Completed application should be sent to <u>Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, 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 officials from the present employer.

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APPLICATION PROFORMA FOR THE POST OF ASSISTANT SECTION OFFICER ON DEPUTATION BASIS IN BRANCH SECRETARIAT, CHENNAI

Paste your
passport size
photo here

1. Name & Designation :
2. Father's Name/Husband's Name :
3. Date of Birth :
4. Gender :
5. Educational Qualifications:
6. Mobile No. :
7. Email ID :
8. Address for Communication :
9. Details of employment in chronological order, if applicable (*enclose a separate sheet, duly authenticated by the Department, if the space below is insufficient*) :

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

10. Details of courses/ training programmes attended, if any :

11. Languages known :

12. 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) :

13. Remarks, if any :

(Signature of candidate)

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(or as the case may be) and his integrity is beyond doubt.

**Signature of the Head of Department
(With Stamp)**