

No. Q/PF/575/30/2019
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 11th November, 2019

Office Memorandum

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

The Ministry of External Affairs requires the services of a qualified official holding post of ASO or analogous post on regular basis in Central Government, who has experience in general administrative work, finance, budget, project management and protocol related matters.

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 from the officials of ASO or analogous post for the post of Assistant Section Officer (in the Level-7 of Pay Matrix as per 7th CPC) with specialisation in the above-mentioned areas. 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 officials may be instructed to apply by 29th November, 2019 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 these officials will be subject to the cadre clearance by their cadre controlling authorities.**


(S.L. Mallik)

**Under Secretary (PF/PG)
Room No. 4071, 'B' Wing,
Jawaharlal Nehru Bhawan, Janpath,
New Delhi – 110 001
Tel: 49015367**

Copy to:

- 1) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 2) All Notice Boards in the Ministry of External Affairs.
- 3) US(XP), MEA – with the request to upload the circular on Ministry's website.
- 4) Dir(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind 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) on deputation basis in the Branch Secretariat, Ministry of External Affairs, Kolkata. Details are available on MEA website.

Complete application in the prescribed proforma along with relevant documents, should be sent through proper channel to the Under Secretary (PF), Room No. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before 29th November, 2019. 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 these officials will be subject to the cadre clearance by their cadre controlling authorities.

S. L. Mallik
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Under Secretary (PF/PG)
Room No. 4071, 'B' Wing,
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Phone: 49015367

Ministry of External Affairs
Jawahar 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 Assistant Section Officer on deputation basis in the Branch Secretariat, Kolkata, Ministry of External Affairs, as per details given below :-

1	Name of the Post	:	Assistant Section Officer (ASO)
2	No. of Posts	:	01
3	Qualification	:	Graduation from a recognized University/Institution
4	Level in the Pay Matrix	:	Level-7 of 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 DoP&T guidelines.
6	Eligibility/Essential Requirements	:	Officials holding post of ASO or analogous Post in the Pay Level 7 on regular basis under Central Government,
7	Work Description (at least two years in any)	:	The applicant should have experience of handling Administrative works, Maintenance of Government owned Property, Purchase and procurement, PFMS Account Management and handling of Protocol related works.
8	Place of Work	:	Branch Secretariat, Kolkata, West Bengal
9	How to apply	:	Completed application should be sent to Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110001, Phone no. 011-49015367 in the prescribed format (Annexure-A) along with up-to-date attested copies of APARs for the last two years, Vigilance Clearance Certificate, Integrity Certificate, and 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.

An advance copy of the application may be sent to the address mentioned above, which will be considered only for appearance of the applicant for the interview. The final selection of the candidates will be subject to the forwarding of the application by the parent department through proper channel with copies of the 2 years of APARs, Vigilance Clearance Certificate and Major/Minor Penalty during last 10 years.

The last date for receiving applications is **29th November 2019**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

Paste your
passport
size photo

**APPLICATION PROFORMA FOR THE POST OF ASO ON DEPUTATION
BASIS IN BRANCH SECRETARIATE, KOLKATA**

1. Name :
2. Date of Birth :
3. Gender
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. Details of employment in the chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

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

9. Languages known :

10. 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.

11. Remarks :

(Signature of candidate)

Address:

Date: