

**No. Q/PF/575/39/2023**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 04<sup>th</sup> May, 2026

**VACANCY CIRCULAR**

**Subject: Filling up post of Section Officer in Branch Secretariat, Mumbai on deputation basis-reg.**

The Ministry of External Affairs requires services of a qualified officer for filling up 01 (one) post of Section Officer in Branch Secretariat, Mumbai on deputation basis. The officer would be initially appointed for a period of two years. The standard guidelines issued by the DoPT would be applicable in this regard. Detailed QR related to the assignment is enclosed.

2. It is requested that wide publicity may be given to the vacancy among eligible officials in your Ministry/Department. Please also circulate it among Subordinate/Attached offices.

3. Interested officials may be instructed to apply as per the pro-forma (**Annexure-A**) enclosed with the QR. Hard copies of the attested application should be sent through proper channel by speed post to the following address: **Under Secretary (PF & PG), Room No. 4071, 'B' Wing, Jawaharlal Nehru Bhawan, 23-D, Janpath, Ministry of External Affairs, New Delhi – 110011**. Applicants are also allowed to submit an advance copy of their application through email at [aopfsec@mea.gov.in](mailto:aopfsec@mea.gov.in) & copy to [uspf@mea.gov.in](mailto:uspf@mea.gov.in). In this case submission of applications through proper channel would be required to be done subsequently. The last date of receipt of applications towards above is **25<sup>th</sup> May, 2026**.

*Sushant*

**(Sushant Suraj)**  
**Under Secretary (PF & PG)**  
**Room No. 4071, 'B' Wing,**  
**Jawaharlal Nehru Bhawan, Janpath,**  
**New Delhi – 110011**  
**Tel: 011-23085367**

Copy to:

- 1) All Ministries/Departments of Central Government/State 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) O/o JS(CS), DoPT, KB-3- with a request for placing the above on website of DoPT for wide circulation.

**MINISTRY OF EXTERNAL AFFAIRS**  
**Jawaharlal Nehru Bhawan, Janpath, New Delhi**  
**QR/Specifications related to the post of Section Officer on deputation**

Applications in the prescribed proforma (as per Annexure-A) are invited from suitable and eligible officials for filling 01 post of **Section Officer** on deputation basis in the **Branch Secretariat, Mumbai** as per details given below:

1.	Name of Post	:	<b>Section Officer</b>
2.	No. of Posts	:	<b>01 (one)</b>
3.	Qualification	:	Graduation from any recognised University/Institution
4.	Level in the Pay Matrix	:	Level-10 of Pay Matrix as per 7 <sup>th</sup> CPC.
5.	Period of Deputation	:	The period of deputation is initially for <b>two</b> years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
6.	Eligibility/Qualification criteria	:	<p><b><u>Essential:</u></b></p> <p>i) Officials from the Central Government/ State Government holding analogous posts on regular basis in the parent cadre/ department;</p> <p style="text-align: center;">OR</p> <p>ii) With two years of regular service in the Pay Level 9;</p> <p style="text-align: center;">OR</p> <p>iii) With three years of regular service in the Pay Level 8;</p> <p>iv) Candidate should be below 56 years of age as on the closing date of application.</p> <p><b><u>Desirable:</u></b></p> <p>i) Experience of work in Administration/ Legal/ Establishment/ Human Resource/ Finance/ Accounts/ Budgeting/ Vigilance/ Procurement/ Planning &amp; Policy/ Project implementation and monitoring/ e-Governance etc.</p> <p>ii) Basic skills for working in a computerised office environment.</p>

7.	Nature of duties	:	<p>i) To examine the applications for Airport Entry Permit, Temporary Airport Entry permits, Visa note requests;</p> <p>ii) To supervise attestation and Apostille of documents submitted by MEA-recognized agencies;</p> <p>iii) To examine and process requests received from Consulates seeking permission for meeting with dignitaries of the Govt. Of Maharashtra;</p> <p>iv) To handle all liaison matters pertaining to Consulates, including duty-free customs exemption requests, vehicle registration, issuance of licenses, VAT reimbursement, and other related matters;</p> <p>v) To facilitate meetings of visiting Indian Ambassadors, High Commissioners, and Consuls General with local government officials and Chambers of Commerce on foreign policy and trade-related issues;</p> <p>vi) To co-ordinate with the Ministry of External Affairs, State Protocol authorities, and Diplomatic Missions in Mumbai during visits of foreign dignitaries in the State of Maharashtra;</p> <p>vii) To help HOBS in charting out event plan;</p> <p>viii) To perform other miscellaneous duties as assigned by HOBS from time to time.</p> <p>ix) Experience of work in Administration/ Legal/ Establishment Human Resource/ Finance/ Accounts/ Budgeting/ Vigilance/ Procurement/ Planning and Policy/ Project Implementation and monitoring/ e- Governance etc.</p> <p>x) Basic skills for working in a computerised office environment.</p>
8.	Place of Work	:	Branch Secretariat, MEA, Mumbai, Maharashtra.

9.	How to apply	:	<p>Completed application should be sent to <b><u>Under Secretary (PF &amp; PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 011, Phone No. 011-23085367</u></b> in the prescribed proforma (Annexure-A) along with up-to-date attested copies of APARs for the last <b>five</b> years, Cadre Clearance, Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last <b>10 years (or as the case may be)</b> of the officials from the present employer.</p>
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**Annexure-A**

**APPLICATION PROFORMA FOR POST OF SECTION OFFICER IN  
BRANCH SECRETARIAT, MUMBAI ON DEPUTATION BASIS**

**Post applied for :**

[ ] Section Officer

Paste your  
recent  
passport size  
photograph

**1. Personal Particulars:**

- (i). Name & Designation :
- (ii). Father's Name/Husband's Name :
- (iii). Date of Birth :
- (iv). Gender :
- (v). Educational Qualifications :
- (vi). Mobile No :
- (vii). Email ID :
- (viii). Address for Communication :

**2. Details of employment in the chronological order, if applicable  
(enclose a separate sheet duly authenticated by the Department, if  
the space below is insufficient):**

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

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

4. Language known :

5. 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) :

**6. Declaration:**

I have carefully gone through the vacancy circular/advertisement and the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Further, in view of DoPT's O.M. No.14017/02/2022-AIS-II(Pension) dated 17.08.2022, if I join Branch Secretariat without taking 'No Objection' from the Cadre Controlling Authorities concerned, I shall also be liable to disciplinary action under relevant rules and the existing appointment may be terminated and I may also be repatriated to the parent cadre/organization with immediate effect.

Date : .....

Place : .....

(Signature of the applicant)

E-mail ID : .....

Mobile No.: .....

**Recommendation of HOD/HOM/HOP**

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.....

**(Signature of HOM/HOP/HOD with stamp)**