

No. Q/PF/575/71/2025
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,
New Delhi, the 21st January, 2026

VACANCY CIRCULAR

Subject: Filling of 02 posts of Assistant Section Officer & 01 post of Multi-tasking Staff in Branch Secretariat, Mumbai on deputation basis-reg.

The Ministry of External Affairs requires services of qualified officials for filling up 02 posts of Assistant Section Officer & 01 post of Multi-tasking Staff in Branch Secretariat, Mumbai on deputation basis. The officials 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 vacancies 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 & copy to 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 **16.02.2026**.

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.
- 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 ASO on deputation

Applications in the prescribed proforma (as per Annexure-A) are invited from suitable and eligible candidates for filling of 02 posts of **Assistant Section Officer** on deputation basis in the **Branch Secretariat, Ministry of External Affairs, Mumbai** as per details given below:

1.	Name of Post	:	Assistant Section Officer (Equivalent to Group 'B' posts in Central Government)
2.	No. of Posts	:	02 (Two)
3.	Pay Scale	:	Level-7 of the Pay Matrix as per 7 th CPC.
4.	Period of Deputation	:	The period of deputation is initially for two years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
5.	Eligibility	:	a) Officials holding analogous post on regular basis under Central Government. b) Candidate should be below 56 years of age as on the closing date of application.
6.	Work Description	:	i) To process Airport Entry Permit application submitted by consulates. ii) To process Temporary Airport Entry Permit application submitted by consulates. iii) To handle attestation and apostille of documents submitted by MEA- recognized agencies. iv) To process Visa Note requests received from various Ministries and Departments of the Government of India. v) To prepare and submit periodic reports, including attestation & apostille reports and record management reports. vi) Protocol duties (to support HOBS in receiving and seeing-off dignitaries at the airport). vii) To perform other miscellaneous duties as assigned by HOBS from time to time.
7.	Place of Work	:	Branch Secretariat, MEA, Mumbai, Maharashtra
8.	How to apply	:	Completed applications should be sent to <u>Under Secretary (PF&PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011, Phone No. 011-23085367</u> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last five years, Cadre Clearance, 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.

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

Applications in the prescribed proforma (as per Annexure-A) are invited from suitable and eligible candidates for filling of **01 post of Multi-tasking Staff** on deputation basis in the **Branch Secretariat, Ministry of External Affairs, Mumbai** as per details given below:

1.	Name of Post	:	Multi-tasking Staff
2.	No. of Posts	:	01 (One)
3.	Pay Scale	:	Level-1 of the Pay Matrix as per 7 th CPC.
4.	Period of Deputation	:	The period of deputation is initially for two years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
5.	Eligibility	:	a) Officials holding analogous post on regular basis under Central Government. b) Candidate should be below 56 years of age as on the closing date of application.
6.	Work Description	:	Non-clerical duties supporting office operations, including general upkeep, record maintenance, file movement, photocopying, dispatch, and errands.
7.	Place of Work	:	Branch Secretariat, MEA, Mumbai, Maharashtra
8.	How to apply	:	Completed applications should be sent to <u>Under Secretary (PF&PG), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi-110011, Phone No. 011-23085367</u> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last five years, Cadre Clearance, 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.

Annexure A

**APPLICATION PROFORMA FOR POST OF ASO & MTS ON DEPUTATION
IN BRANCH SECRETARIAT, MUMBAI**

Post applied for (Tick whichever is applicable)

- ☐ Assistant Section Officer
☐ Multi-tasking Staff

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

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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)