

Q/CAD/578/01/2014
Ministry of External Affairs
(Cadre Cell)

March 09, 2018

Subject : (i) Filling up of one post of Executive Engineer (Civil) in the Embassy of India, Kathmandu.
(ii) Filling up of posts of Director (Legal and Treaties) and Legal Officer (Grade-I) in the Ministry of External Affairs on deputation basis.

One post of Executive Engineer (Civil) in the Embassy of India at Kathmandu, two posts of Director (Legal and Treaties) and one post of Legal Officer (Grade-I) are to be filled up on "deputation" basis.

2. Ministry's endorsement of even number dated 19th December, 2017 and 24th January, 2018 on the aforementioned subjects both in Hindi and English are enclosed. The circulars have been published in the Employment News in the edition dated 03-09 March, 2018. As per the advertisement, the last date of application is six weeks from the date of publication i.e., 3rd March, 2018.

New Delhi, 19 December 2017

C I R C U L A R

Subject:- Filling up of the post of Executive Engineer (Civil) in Embassy of India, Kathmandu on "deputation" basis.

It is proposed to fill up one post of Executive Engineer (Civil) in Embassy of India, Kathmandu on "deputation" basis. The post carries Pay level 11 (Rs.67,700) in the Pay Matrix (pre-revised scale PB-3 of Rs.15,600 - 39,100 and GP:Rs. 6600) and Foreign (Compensatory) Allowance as admissible to officers of equivalent rank posted to the above Mission, besides free furnished residential accommodation and passages to the Mission for the selected officer and entitled members of his family. Officers working in Central Government Offices holding analogous posts on regular basis or with 5 years of regular service in the Pay Level 10 (Rs.56,100) in the Pay Matrix (pre-revised scale PB-3 of Rs.15,600 - 39,100 and GP: Rs.5400) or equivalent and possessing the following educational qualifications and experience are eligible to apply: -

(I) Educational Qualifications:

(a) Essential

- (i) Bachelor's Degree in Civil Engineering from a recognized University or Institution or equivalent
- (ii) Five years experience in handling Civil Engineering projects

(b) Desirable

- (i) One year experience in handling administrative/ establishment matters including experience of undertaking coordination with different agencies / divisions / Departments.

2. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 6 weeks from the date of publication of this circular in the Employment News. Application received after the last date or otherwise incomplete are not likely to be considered.

3. The period of deputation (posting) to the above Mission, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

(2)

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the CR dossiers for the last five years attested (on each page) by an Officer not below the rank of Under Secretary.
- iii. Vigilance Clearance Certificate
- iv. Integrity Certificate
- v. A statement of major/ minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

Kartik Pande

**(Kartik Pande)
Director (ADP)**

**Room No.4095, Jawahar Lal Nehru Bhawan
23-D Janpath, New Delhi
Tel: 49015363**

Enclosure: Proforma

To:-

1. All Ministries/Departments of Central Government(**)
2. All Notice Boards in the Ministry of External Affairs
3. Union Public Service Commission, Dholpur House, New Delhi
4. High Commission of India, Kathmandu
5. JS (North)/JS (DPA-III)/JS(AD)/US(PF)
6. Directorate of Audio and Visual Publicity, PTI Building, Parliament Street, New Delhi

(**) All Ministries/Departments are requested to circulate the vacancies to the entire field/sources, including Attached/Subordinate Offices.

CURRICULUM VITAE PROFORMA

(to be submitted in duplicate through proper channel)

1. Name and Address (in Block letters):
2. Date of Birth (in Christian era):
3. Date of Retirement:
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

	Qualification/ required	Experience	Qualification / possessed by the officer	Experience
Essential				
Desired				

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Pay Level in the Pay Matrix and basic pay*	Nature of duties (in brief)

* Basic pay in the post being held on regular basis.

8. Nature of present employment i.e., ad-hoc or Temporary or Quasi-permanent or permanent:
9. In case the present employment is held on deputation /contract basis, please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation/contract:
 - (c) Name of the parent office/organization to which you belong:

(2)

10. Additional details about present employment:
Please state whether working under
(Indicate the name of your employer against the relevant column) --
- (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organization :
 - (d) Government Undertaking :
 - (e) Universities :
 - (f) Others :
11. Are you in the Revised Scale of Pay?
If yes, give the date from which the revision took place and also indicate the pre-revised scale:
12. Total emoluments per month now drawn :
13. 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.
14. Whether belongs to SC/ST:
15. Remarks:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

(Signature of the Candidate)

Name:

Address:

Tel: (O)

(R)

(M)

(3)

Certificate to be furnished by the Employer / Head of Office/ Forwarding Authority

1. Certified that the particular furnished by ----- are correct and he/she possesses educational qualifications and experience mentioned in the circular.
2. Also certified that:
 - I. There is no vigilance case pending/contemplated against him/her
 - II. Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
 - III. His/Her integrity is beyond doubt.
 - IV. No major/minor penalties has been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
 - V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation:

No. Q/ CAD/578/03/2017
Government of India
Ministry of External Affairs

New Delhi, 24th January, 2018

CIRCULAR

Subject: Filling up of two (2) posts of Director (L&T) in Level 13 of Pay Matrix (Pre revised GP Rs. 8700) on deputation basis in the Legal and Treaties Division of the Ministry of External Affairs.

It is proposed to fill up two (2) posts of Director (L&T) in the Legal and Treaties Division of the Ministry on deputation basis for a period of three years initially from amongst officers from the Central Government holding analogous posts on a regular basis in the Parent Cadre or Department; and possessing the following educational qualifications and experience:-

Educational Qualification:-

a) Essential:-

- i) Masters' degree in Law with specialisation in the field of International Law and/ or International Relations or International Organisations from a recognised University.
- ii) 15 years' experience, after obtaining minimum educational qualification in Legal Affairs, namely, Legal Practitioner; in Legal Service of the Government; teaching or conducting or guiding research in Law of which at least 8 years should be in the field of International Law or International Relations.
- iii) Candidates having specialization in International Law in M.Phil or Ph.D level, but not a Master's level will also be eligible

b) Desirable: Doctorate in International Law.

**For Armed Forces Personnel:-
Deputation/ Re-employment (for ex-servicemen)**

The Armed Forces Personnel to the rank of Sub. Brigadiers and equivalent rank holders in Navy and Air Force, who are due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on Re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts)

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed 5 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2.

3. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of six weeks from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the CR dossiers for the last five years (attested on each page) by an Officer not below the rank of Under Secretary
- iii. Vigilance Clearance Certificate
- iv. Integrity Certificate
- v. A statement of major/ minor penalty, if any, imposed on the officer during the last 10 years.
- vi. Cadre Clearance Certificate.

Manusmriti

(Manusmriti)
Under Secretary (Cadre)
Ministry of External Affairs
Room No. 4086, "B" Wing,
Jawahar Lal Nehru Bhawan, 23-D Janpath
New Delhi-110001
Tel: 49015380

Enclosure: Proforma

To:-

1. All Ministries/ Department of Central government
2. JS (L&T)/ JS (AD)/PA-III Section
3. Office of the Chief Controller of Accounts, MEA, New Delhi
4. Directorate of Audio and Visual Publicity, Sochna Bhawan, Phase-IV, C.G.O Complex, Lodhi Road, New Delhi-110003

(**) All Ministries/Departments are requested to circulate the vacancies to their entire field/sources, including Attached/Subordinate Offices.

CURRICULUM VITAE PROFORMA

Name and Address (in Block letters):					
Date of Birth (in Christian era):					
Date of retirement:					
Educational Qualifications:					
Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
	Qualification/ Experience required	Qualification/ Experience possessed by the Officer			
Essential					
Desired					
Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient..					
Office/ Institution	Post held	From	To	Scale of Pay & Basic pay	Nature of duties (in details)
Nature of present employment i.e., ad-hoc or Temporary or Quasi-permanent or permanent					
In case the present employment is held on deputation /contract basis, please state --- (a)The date of initial appointment; (b)Period of appointment on deputation/contract; (c)Name of the parent office/organisation to which you belong:					
Additional details about present employment:					

Please state whether working under (indicate the name of your employer against the relevant column) --- a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :	
Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre revised scale:	
Total emoluments per month now drawn:	
Additional information, if any, which you would like to mentioned in support of your suitability for the post:	
Whether belongs to SC/ST:	
Remarks:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

(Signature of the Candidate)

Name:

Address:

Tel: (O)

(R)

(M)

Certificate to be furnish by the Employer / Head of Office/ Forwarding Authority

Certified that the particular furnished by ----- are correct and he/she possessess educational qualifications and experience mentioned in the circular.

Also certified that:

- I. There is no vigilance case pending/contemplated against him/her
- II. Attested copies of complete ACRs dossiers for the last 5 years attested (on each page) by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- III. His/Her integrity is beyond doubt.
- IV. No major/minor penalties has been imposed on him/her during the last 10 years/ lists of major/minor penalties imposed on him/her during the last 10 years is enclosed. (Strike out whichever is not applicable)
- V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation:

No. Q/CAD/578/03/2017
Government of India
Ministry of External Affairs

New Delhi, ¹⁴24 January, 2018

CIRCULAR

Subject: Filling up of one (1) post of Legal Officer (Grade-I) in Level 12 of Pay Matrix (Pre revised GP Rs. 7600) on deputation basis in the Legal and Treaties Division of the Ministry of External Affairs.

It is proposed to fill up one(1) post of Legal Officer (Grade-I) in the Legal and Treaties Division of the Ministry on deputation basis for a period of two years initially from amongst officers from the Central Government holding analogous posts on a regular basis in the Parent Cadre or Department; or officers from the Central Government with five years' regular service in the grade rendered after appointment thereto on regular basis in PB-3, Rs. 15600-39100 plus Grade pay of Rs. 6600 or equivalent in the Parent Cadre or Department; and possessing the following educational qualifications and experience:-

Educational Qualification:-

a) Essential:-

- i) Masters' degree in Law with specialisation in the field of International Law and/ or International Relations or International Organisations from a recognised University.
- ii) 10 years' experience, after obtaining minimum educational qualification in Legal Affairs, namely, Legal Practitioner; in Legal Service of the Government; teaching or conducting or guiding research in International Law or in the Law of International Organizations.
- iii) Candidates having specialization in International Law in M.Phil or Ph.D level, but not at Master's level will also be eligible.

b) Desirable: Certificate course (at least 6 months duration) in one or two foreign languages other than English.

**For Armed Forces Personnel:-
Deputation/ Re-employment (for ex-servicemen)**

The Armed Forces Personnel of the rank of Act. Brigadier and Lt. Col. and also the officers of equivalent ranks in Navy and Air Force who are due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before and actual selection to the post is made their appointment will be on Re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts)

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed 4 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2.

3. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of six weeks from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.

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Under Secretary (Cadre)
Ministry of External Affairs
Room No. 4086, "B" Wing,
Jawahar Lal Nehru Bhawan, 23-D Janpath
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Tel: 49015380

Enclosure: Proforma

To:-

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(**) All Ministries/Departments are requested to circulate the vacancies to their entire field/sources, including Attached/Subordinate Offices.

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Name and Address (in Block letters):					
Date of Birth (in Christian era):					
Date of retirement:					
Educational Qualifications:					
Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
	Qualification/ Experience required	Qualification/ Experience possessed by the Officer			
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Desired					
Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient...					
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Nature of present employment i.e., ad-hoc or Temporary or Quasi-permanent or permanent					
In case the present employment is held on deputation /contract basis, please state --- (a)The date of initial appointment; (b)Period of appointment on deputation/contract; (c)Name of the parent office/organisation to which you belong:					
Additional details about present employment:					

Please state whether working under (indicate the name of your employer against the relevant column) --- a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :	
Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre revised scale:	
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(Signature of the Candidate)

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- V. Cadre Clearances Certificate from Cadre Controlling Authority is enclosed.

Date:

Signature:

Place:

Name & Designation: