

Q/PA.III/575/31/2016
Government of India
Ministry of External Affairs
(Administration Division)

New Delhi dated the ^{18th} April, 2016

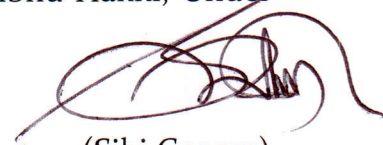
VACANCY CIRCULAR

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post of Director on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Band and Grade Pay	:	Director Pay Band 4 [37,400-67,000] plus Grade Pay: Rs 8700/-
2.	No. of Posts	:	5 (Five)
3.	Period of Deputation	:	Initially for 3 years; could be extended as per extant rules prescribed by DoPT on the subject.
4.	Job Description	:	To work in certain specialized Divisions at MEA Headquarters, New Delhi. This will include temporary deputation on foreign tours as part of the ongoing duties at New Delhi.
5.	Eligibility/Essential Criteria	:	<ul style="list-style-type: none">• Officers under the Central Government, including All India Services:<ul style="list-style-type: none">- holding analogous posts in the parent Cadre or Department;<li style="text-align: center;">(or)- with four years service in the rank of Deputy Secretary or equivalent in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 7,600/- in the Parent Cadre or Department;• Officers should have good managerial and interpersonal skills;• Officers should be able to liaise effectively with other organizations;

6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience of handling issues relating to International Cooperation/Foreign trade in GoI; • Knowledge of Foreign Languages, if any; • Degree in International Relations or in any other subject which may have a direct bearing on foreign policy; • Experience in taxation matters/customs issues/matters relating to economic and monetary policy;
7.	How to apply	:	<p>Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi.</p> <p>The duly completed application should be sent alongwith:</p> <ol style="list-style-type: none"> a) Copies of ACRs/APARs for the last five years duly attested by a Group A Officer. b) Cadre Clearance c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer ,if any.
8.	Pay & Allowances	:	Deputation Allowance would be admissible as per rules.
9.	Foreign Travel	:	The selected officer may be required to travel in India and abroad.
10.	Accommodation	:	Residences will be allotted strictly according to availability/ vacancy in accordance with extant rules/guidelines in the Ministry.

2. The last date for receiving applications is **May 02, 2016**. Please note that the applications received after the closing date or without prescribed documents or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Cadre Controlling Authorities may please ensure that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to Shri Shambhu Hakki, Under Secretary(GA & PA-III) at usga@mea.gov.in .



(Sibi George)

Joint Secretary (Administration) .

Ph: 23014114

To:

1. All Ministries/Departments of Government of India;
2. XP Division (for uploading the circular on MEA website);

Annexure

**APPLICATION PROFORMA FOR THE POST OF DIRECTOR
IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

Paste your
passport size
photo here

1. Name & Designation:

2. Date of Birth:

3. Gender

4. Educational Qualifications:

5. Mobile No.:

6. Email ID:

7. Service/ Batch:

8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organisatio n	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current deployment:

10. Basic Pay, Pay Scale & Grade Pay:

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

12. Details of publication, if any:

13. Languages known:

14. Details of previous ex cadre deputation, if any:

15. 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

16. Remarks

(Signature of candidate)

Address:

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 and his integrity is beyond doubt.

Signature of the Head of Department
(with Stamp)