

No. 4/1/2022-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated, the 31st January, 2023

To

1. The Chief Secretaries
All State Governments/Union Territories.
2. The Secretaries,
All Ministries/Departments of the Government of India.

Subject: Filling up of the post of Adviser (Agriculture & Marine Products) at Embassy of India, Brussels for a period of three (3) years under the Department of Commerce.

Sir/Madam,

It is proposed to fill up the post of Adviser (Agriculture & Marine Products) at Embassy of India, Brussels for a period of three (3) years under the Department of Commerce. The post is at Deputy Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under:

(A) Mandatory Qualifications

- i. The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.
- ii. The officer should have experience in agriculture and allied sectors either at the Centre or in the State Government/Cadre.
- iii. The officer should be clear from vigilance angle.
- iv. The officer should not have been debarred from Central Deputation.
- v. The officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- vi. The officer should not be over 54 years of age.
- vii. The officer should not have been posted on an assignment in a foreign/captive post of the GOI, earlier.
- viii. The officer should not have been nominated for foreign training or should not be on training or foreign assignment currently.
- ix. The officer should not be on study leave or long leave.
- x. The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

(B) Desirable Qualifications

- i. Experience in International Trade/Export Promotion.

Contd.....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 4/1/2022- EO(FA-UN), dated 16th March, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email : dirsm@nic.in

Copy to:

1. Department of Commerce, Ministry of Commerce & Industry (Shri Sunil Barthwal, Secretary), Udyog Bhawan, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

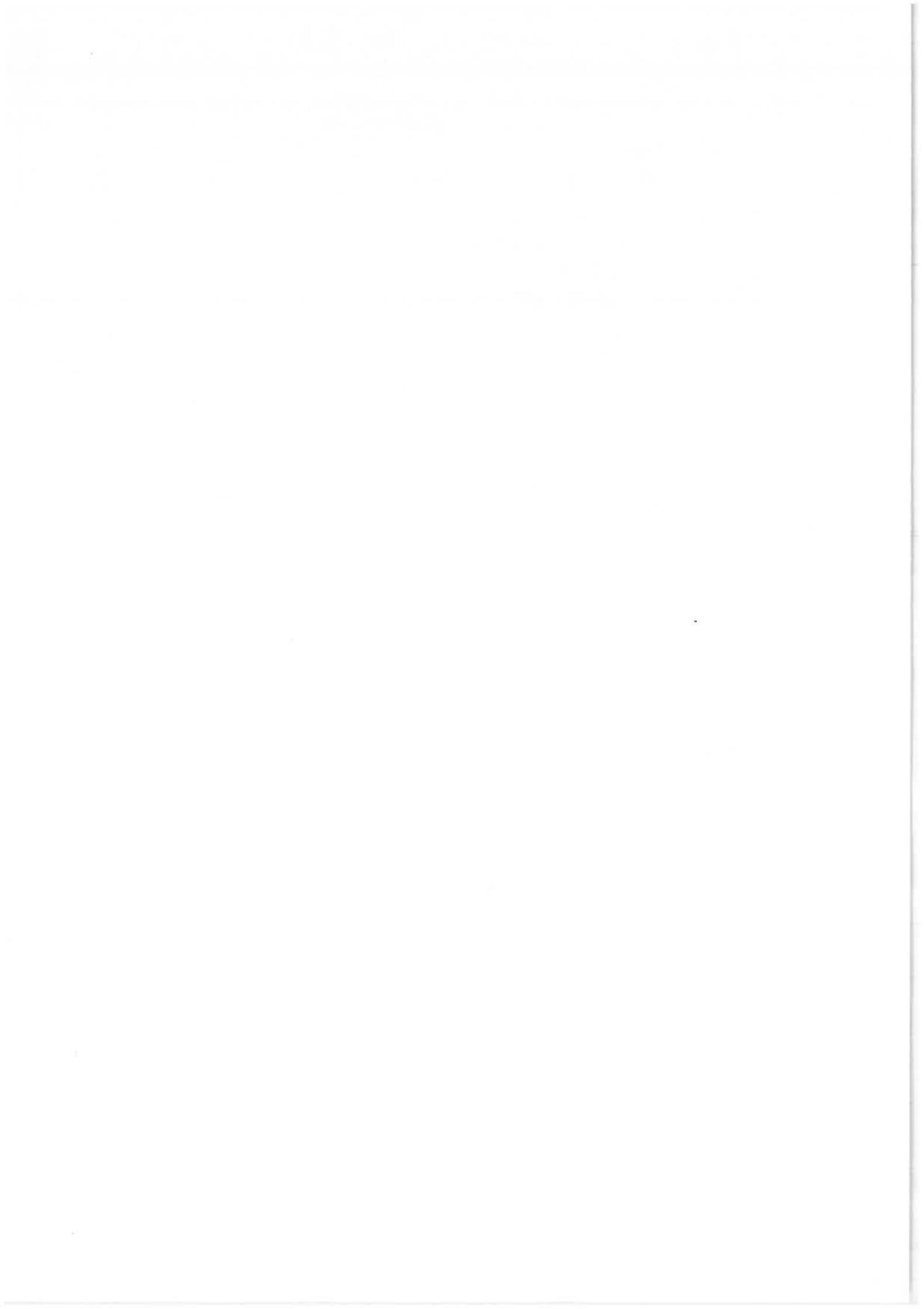
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/1/2020-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated, the 7th January, 2023

To

- 1. The Chief Secretaries
All State Governments/Union Territories.**
- 2. The Secretaries,
All Ministries/Departments of the Government of India.**

Subject: Filling up of the post of Adviser to the Executive Director, World Bank, Washington D.C., USA for a period of three (3) years under Department of Economic Affairs.

Sir/Madam,

It is proposed to fill up the post of Adviser to the Executive Director, World Bank, Washington D.C., USA for a period of three (3) years under Department of Economic Affairs. The post is at Deputy Secretary/Director level.

- 2. The mandatory and desirable qualifications for the post are as under:**

(A) Mandatory Qualifications-

- (i) The officer must have worked for at least two (2) years at the Centre under the Central Staffing Scheme.
- (ii) The officer should be clear from vigilance angle.
- (iii) The officer should not have been debarred from Central Deputation.
- (iv) The officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (v) The officer should not be over 54 years of age.
- (vi) The officer should not have been posted on an assignment to foreign/captive post of the Government of India, earlier.
- (vii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (viii) The officer should not be on study leave or long leave.
- (ix) The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

(B) Desirable qualifications:

- (i) Experience in the areas related to Infrastructure Development/International Trade/Public Finance in the Ministries/Departments of the Government of India or in the State Governments.
- (ii) Experience in Externally Aided Projects.
- (iii) Degree in Economics/Management/Public Finance/International Trade.

Contd.....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 4/1/2020-EO (FA-UN), dated 4th February, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

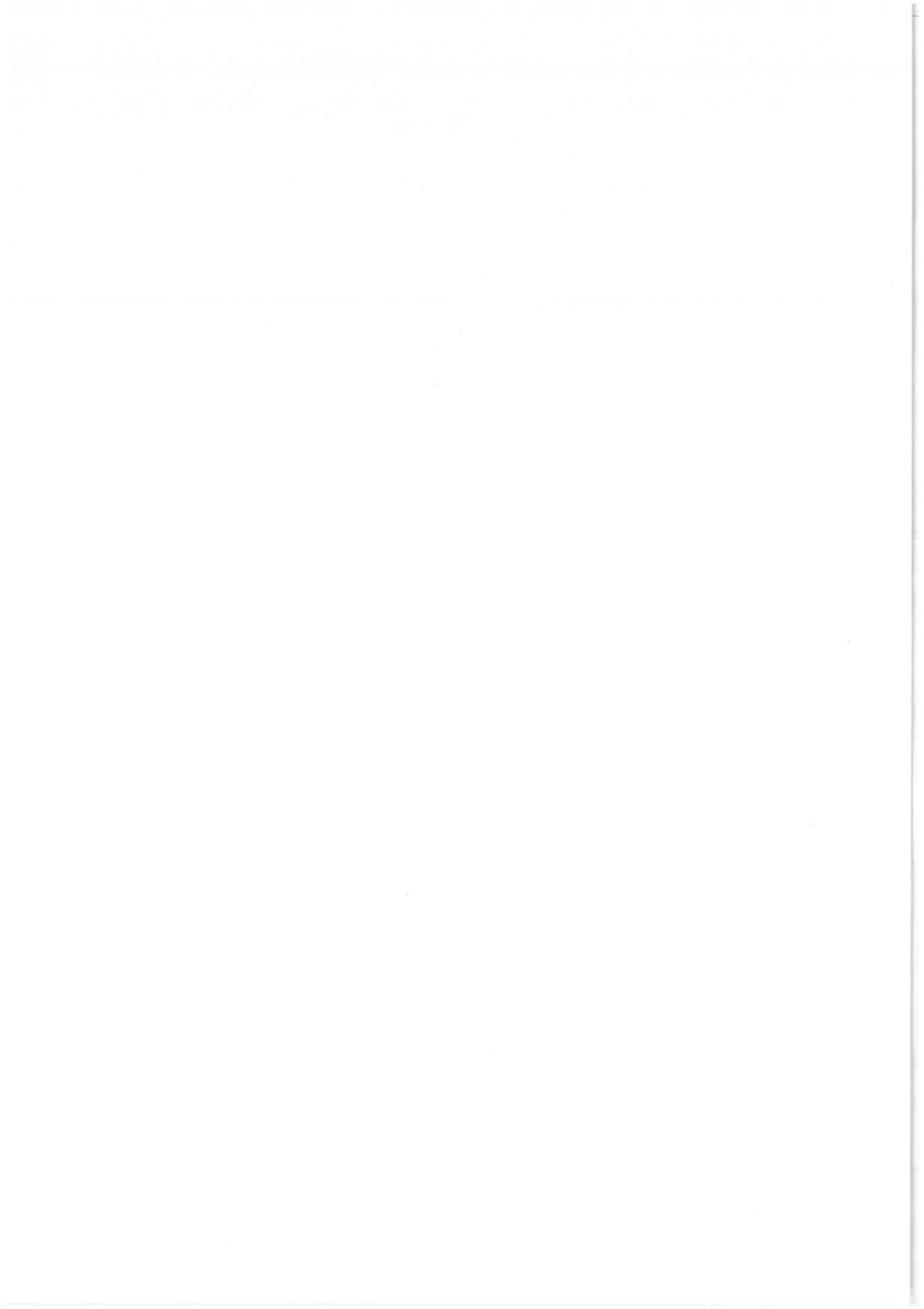
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/1/2020-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 17th January, 2023

To

1. The Chief Secretaries,
All State Governments/Union Territories.
2. The Secretaries,
All Ministries/Departments of the Government of India.

Subject: Filling up of the post of Counsellor (Economic) in the Economic Wing in the Embassy of India, Washington D.C., USA, for a period of three (3) years under Department of Economic Affairs- reg.

Sir/Madam,

It is proposed to fill up the post of Counsellor (Economic) in the Economic Wing in the Embassy of India, Washington D.C., USA, for a period of three (3) years under Department of Economic Affairs. The post is at Deputy Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under:

(A) Mandatory Qualifications:

- (i) The officer must have worked for at least two (2) years at the Centre under the Central Staffing Scheme.
- (ii) The Officer should be clear from vigilance angle.
- (iii) The officer should not have been debarred from Central Deputation.
- (iv) The Officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (v) The officer should not be over 54 years of age.
- (vi) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (vii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (viii) The Officer should not be on study leave or long leave.
- (ix) The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.
- (x) Experience in fields of Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc. at the Centre or in the State/Cadre.

(B) Desirable Qualifications:

- (i) Officers having experience of working in the Department of Economic Affairs would be given preference.

Contd....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.
4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.
5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No.4/1/2020-EO (FA-UN), dated 4th February,2022 stands cancelled.

Yours faithfully,


(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

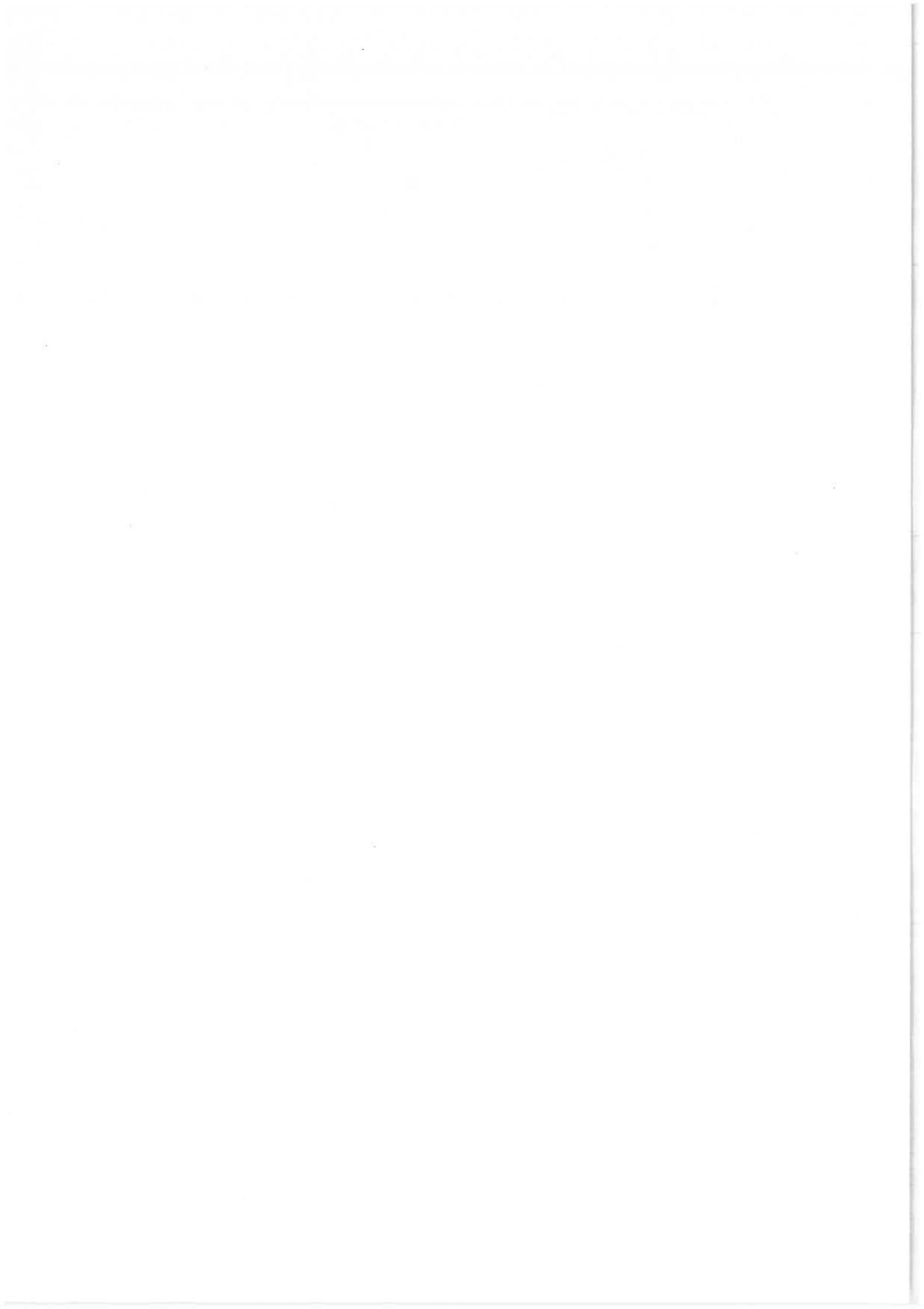
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/3/2022-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

1. The Chief Secretaries,
All State Governments/Union Territories.
2. The Secretaries,
All Ministries/Departments of the Governments of India.

Subject: Filling up of the post of Senior Adviser to the Executive Director (Joint Secretary level), International Monetary Fund (IMF), Washington D.C., USA for a period of three (3) years under the Department of Economic Affairs- reg.

Sir/Madam,

It is proposed to fill up the post of Senior Adviser to the Executive Director (Joint Secretary level), International Monetary Fund (IMF), Washington D.C., USA for a period of three (3) years under the Department of Economic Affairs. The post is at Joint Secretary level.

2. The mandatory and desirable qualifications for the post are as under :

(A) Mandatory Qualifications:-

- (i) The officer must be empanelled to hold Joint Secretary or equivalent posts at the Centre and must be at least three batches below the batch next considered for empanelment as Additional Secretary to Government of India.
- (ii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme, as on the date of vacancy.
- (iii) The officer should have at least "Very Good" service record. However, preference would be given to officers who have 'Outstanding' service record.
- (iv) The officer must not be on study leave or long leave.
- (v) The officer must not be over 54 years, as on the date of vacancy.
- (vi) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (vii) The officer must not have been on an assignment to a foreign/captive post of the Government of India, earlier.
- (viii) The officer must not have been debarred for Central Deputation.
- (ix) The officer must be clear from Vigilance angle.
- (x) The officer must have minimum three years cumulative working experience in the Ministry of Finance/Economic Ministries of Government of India, with experience of working in areas such as Macro-Economics/Monetary Economics/Public Finance.

(B) Desirable qualifications

- (i) Preference may be given to officers with Degree in Economics/MBA (Finance)/Post Graduate Degree in Finance/Post Graduate Diploma in Business Management with specialization in Finance.

Contd.....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No.4/3/2022-EO (FA-UN), dated 5th August,2022, stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/ Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

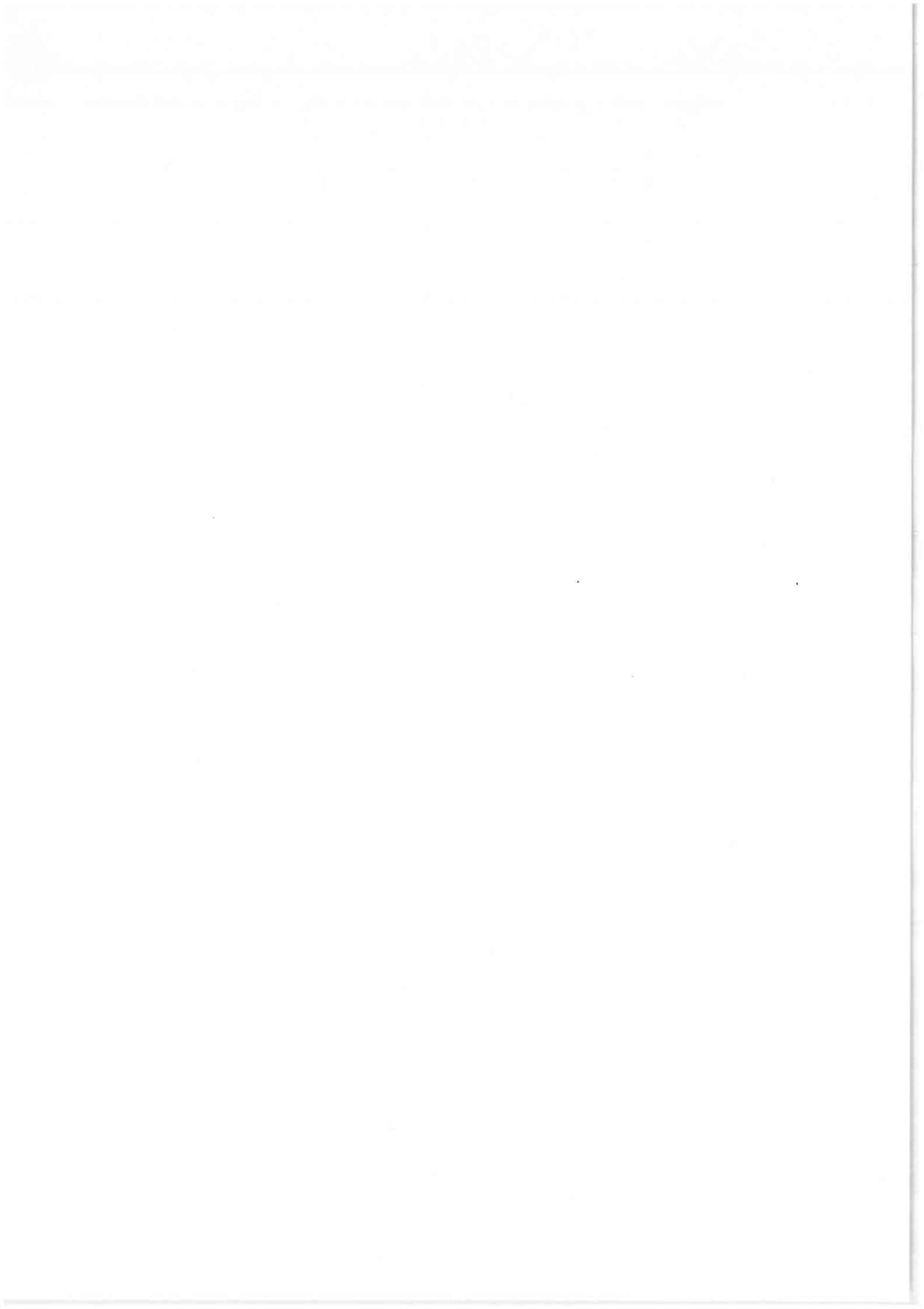
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 5/1/2023-EO (FA-UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

1. **The Chief Secretaries,
All State Governments/Union Territories.**
2. **The Secretaries,
All Ministries/Departments of the Government of India.**

Subject: Filling up of the post of Senior Adviser to the Executive Director, Asian Development Bank, Manila (Joint Secretary level) under the Department of Economic Affairs.

Sir/Madam,

It is proposed to fill up the post of Senior Adviser to the Executive Director, Asian Development Bank, Manila (Joint Secretary level) under the Department of Economic Affairs vice Sh. Prashant Goyal, IAS (AGMUT:1993). The following eligibility criteria have been laid down for making selection to the above post:

(A) Mandatory Qualifications:

- (i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
- (iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
- (iv) The officer should be clear from Vigilance angle.
- (v) The officer should not have been debarred from Central Deputation.
- (vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (vii) The officer should not be over 54 years of age.
- (viii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.

(B) Desirable Qualifications:

- (i) Experience in the areas related to Infrastructure Development/International Trade/Public Finance in the Ministries/Departments of the Government of India or in the State Government.
- (ii) Experience in Externally Aided Projects.
- (iii) Degree in Economics/Management/Public Finance/International Trade.

Contd...

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

4. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 18/1/2021-EO(SM-I), dated 17th January, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer				:	
2.	Service, Batch and Cadre (If an AIS officer)				:	
3.	Date of Birth				:	
4.	Contact Telephone No. (O)		(R)	(M)	:	
5.	Domicile of the officer				:	
6.	Category of the officer				:	
7.	Educational Qualifications				:	
8.	Date of joining the Government service				:	
9.	Present Designation and Pay Scale				:	
10.	Period of continuous appointment on the present post				:	
11.	Date of Superannuation				:	
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);				:	
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)				:	
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description	
14.	Whether clear from Vigilance angle				:	Yes/No
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation				:	
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme				:	

17. Certified that the above particulars are correct and complete.

Signature of the applicant

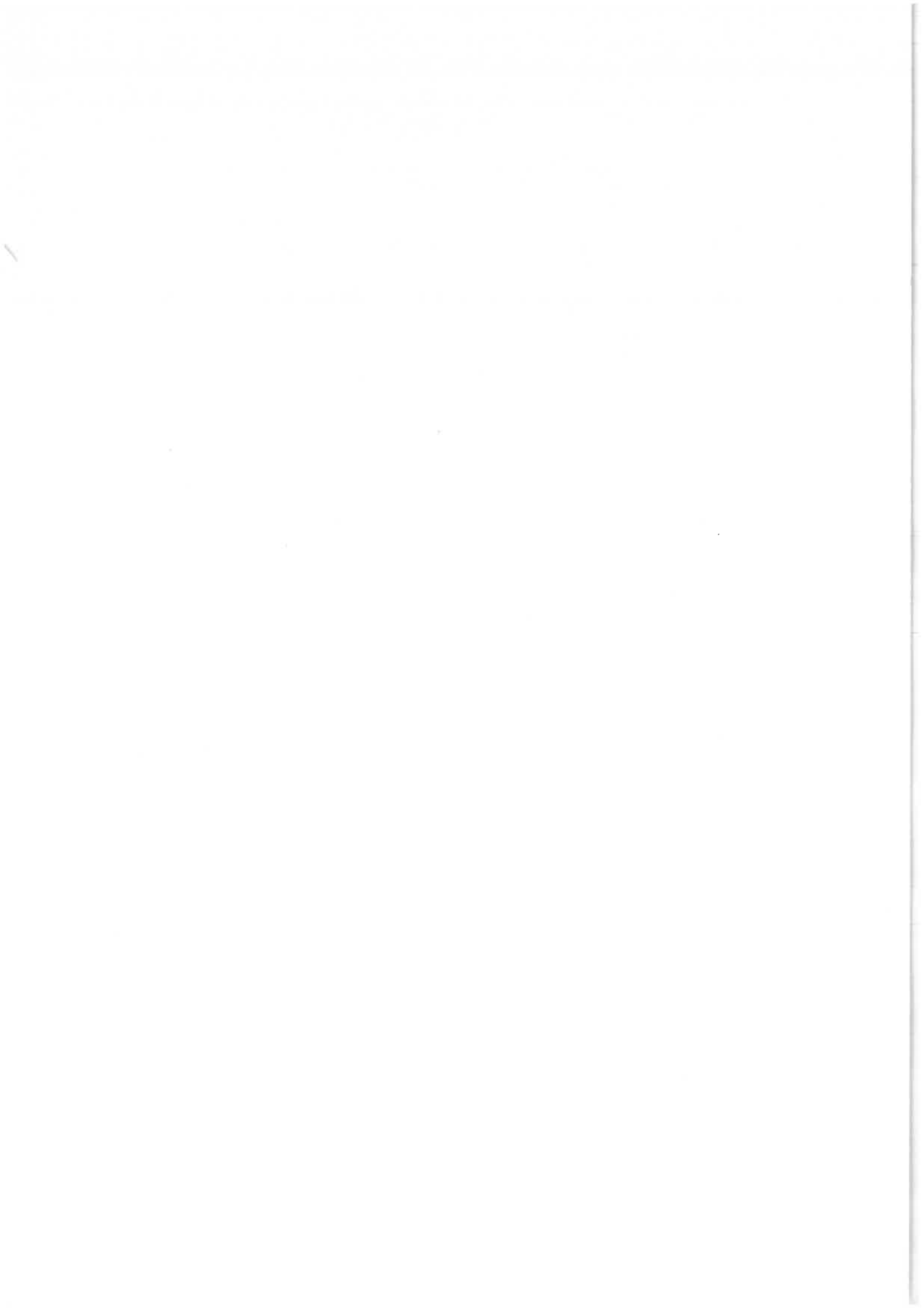
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 3/2/2021-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated, the 27th January, 2023

To,

1. **The Chief Secretaries,
All State Governments/Union Territories.**
2. **The Secretaries,
All Ministries/Departments of the Government of India.**

Subject: Filling up of the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years under Department of Commerce- reg.

Sir/Madam,

It is proposed to fill up the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years under Department of Commerce. The post is at Deputy Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under :-

(A) Mandatory Qualifications

- i. The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.
- ii. The officer should have experience in trade, commerce, industry and allied sectors either at the Centre or in the State Government/Cadre.
- iii. The officer should have a degree in Law (LL.B.).
- iv. The officer should be clear from vigilance angle.
- v. The officer should not have been debarred from Central deputation.
- vi. The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record.
- vii. The officer should not be over 54 years of age.
- viii. The officer should not have been posted on an assignment in a foreign/captive post of Government of India, earlier.
- ix. The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- x. The officer should not be on study leave or long leave.
- xi. The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

(B) Desirable Qualifications

- i. Exposure to international negotiations in trade, commerce, industry and allied sectors.
- ii. Work experience on legal documents and treaties.

Contd.....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No.3/2/2021-FA(UN), dated 24th November,2021 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email- dirsm@nic.in

Copy to:

1. Department of Commerce, Ministry of Commerce & Industry, [Shri Sunil Barthwal, Secretary], Udyog Bhawan, New Delhi.
2. NIC Cell, DOP&T, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM):- With a request to upload this circular through bulk e-mail system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

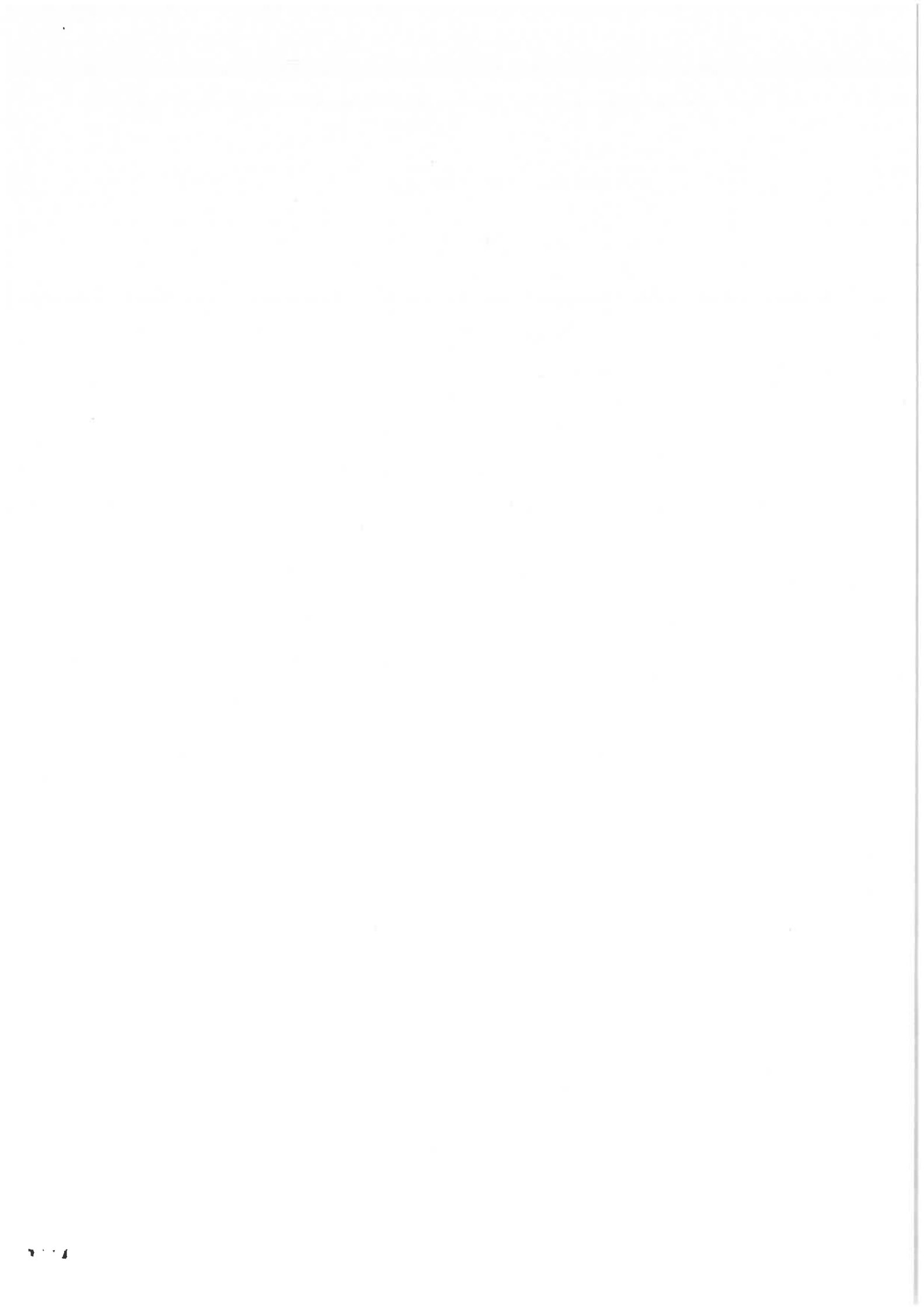
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/1/2023-EO(FA-UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

1. **The Chief Secretaries,
All State Governments/Union Territories.**
2. **The Secretaries,
All Ministries/Departments of the Government of India.**

**Subject: Filling up of the post of Minister (Agriculture), Embassy of India, Rome, Italy
(Joint Secretary level) under the Department of Agriculture & Farmers' Welfare.**

Sir/Madam,

It is proposed to fill up the post of Minister (Agriculture), Embassy of India, Rome, Italy (Joint Secretary level) under the Department of Agriculture & Farmers' Welfare vice Shri B. Rajender, IAS (BH:95). The following eligibility criteria have been laid down for making selection to the above post:

(A) Mandatory Qualifications:

- (i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
- (iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
- (iv) The officer should be clear from Vigilance angle.
- (v) The officer should not have been debarred from Central deputation.
- (vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (vii) The officer should not be over 54 years of age as on the date of vacancy.
- (viii) The officer should not have been on an assignment in a foreign/captive post of the Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.

(B) Desirable Qualifications:

- (i) Experience of policy formulation and implementation in Agriculture and allied sectors at the Centre or State levels.
- (ii) Experience in international negotiations.

Contd...

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

4. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 9/1/2022-EO(SM-I), dated 20th January, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

Copy to:

1. Department of Agriculture & Farmers Welfare (Shri Manoj Ahuja, Secretary), Krishi Bhawan, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

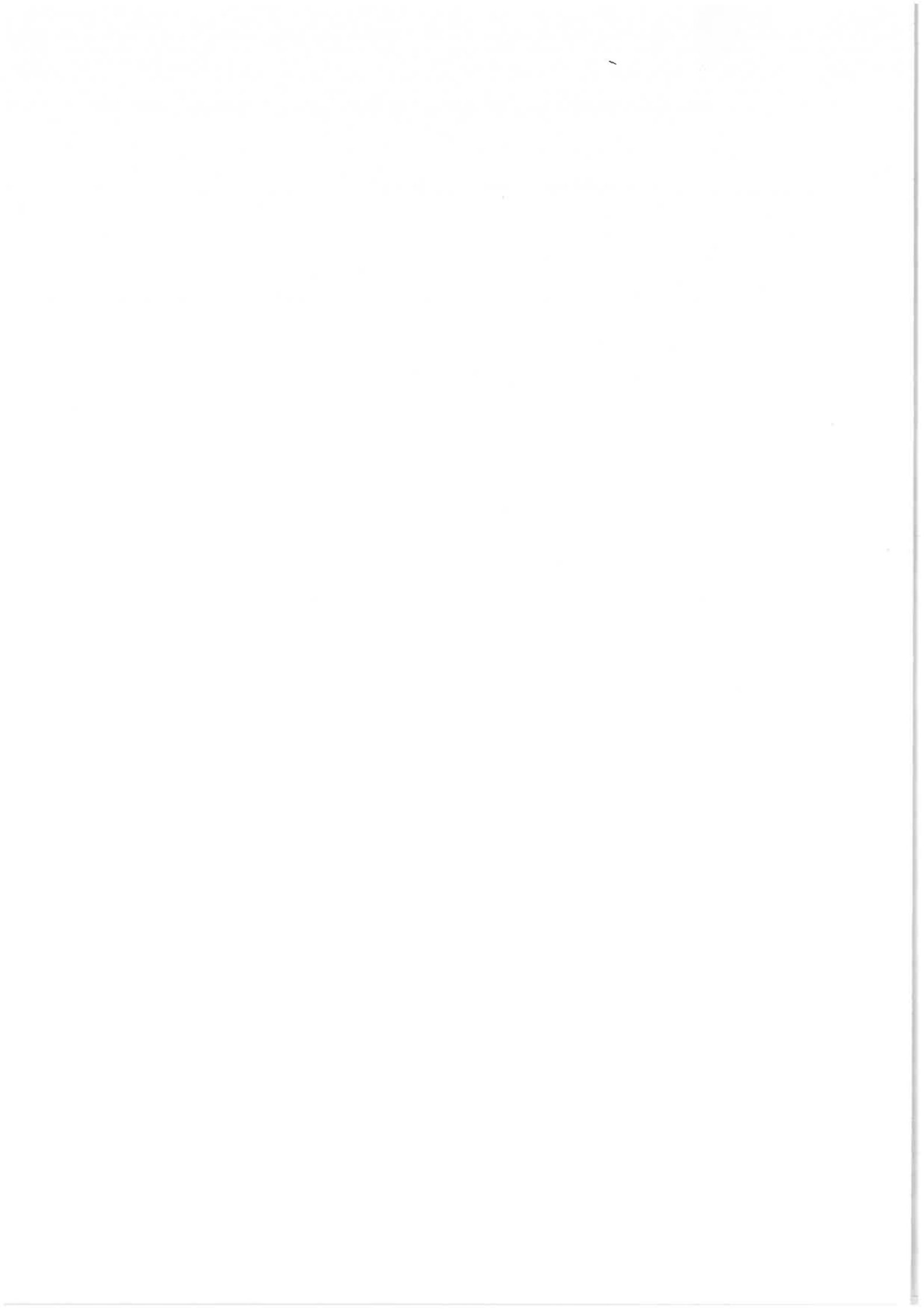
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/3/2023-EO(FA-UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

1. **The Chief Secretaries,
All State Governments/Union Territories.**
2. **The Secretaries,
All Ministries/Departments of the Government of India.**

Subject: **Filling up of the post of Minister (Economic & Commercial), Embassy of India, Tokyo, Japan (Joint Secretary level) under the Department of Economic Affairs.**

Sir/Madam,

It is proposed to fill up the post of Minister (Economic & Commercial), Embassy of India, Tokyo, Japan (Joint Secretary level) under the Department of Economic Affairs vice Ms. Mona K.C. Khandhar, IAS (GJ:1996). The following eligibility criteria have been laid down for making selection to the above post:

(A) Mandatory Qualifications:

- (i) The Officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
- (iii) The officer must have worked for at least 2 years at the Centre under Central Staffing Scheme.
- (iv) The officer should be clear from vigilance angle.
- (v) The officer should not have been debarred from Central deputation.
- (vi) The officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record.
- (vii) The officer must be below 54 years of age.
- (viii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.

(B) Desirable Qualifications:

- (i) Experience in Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc.
- (ii) Experience of working in the Department of Economic Affairs.

Contd....

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

4. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 18/1/2022-EO (SM-I), dated 2nd June, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer				:	
2.	Service, Batch and Cadre (If an AIS officer)				:	
3.	Date of Birth				:	
4.	Contact Telephone No. (O)		(R)	(M)	:	
5.	Domicile of the officer				:	
6.	Category of the officer				:	
7.	Educational Qualifications				:	
8.	Date of joining the Government service				:	
9.	Present Designation and Pay Scale				:	
10.	Period of continuous appointment on the present post				:	
11.	Date of Superannuation				:	
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);				:	
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)				:	
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description	
14.	Whether clear from Vigilance angle			:	Yes/No	
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation				:	
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme				:	

17. Certified that the above particulars are correct and complete.

Signature of the applicant

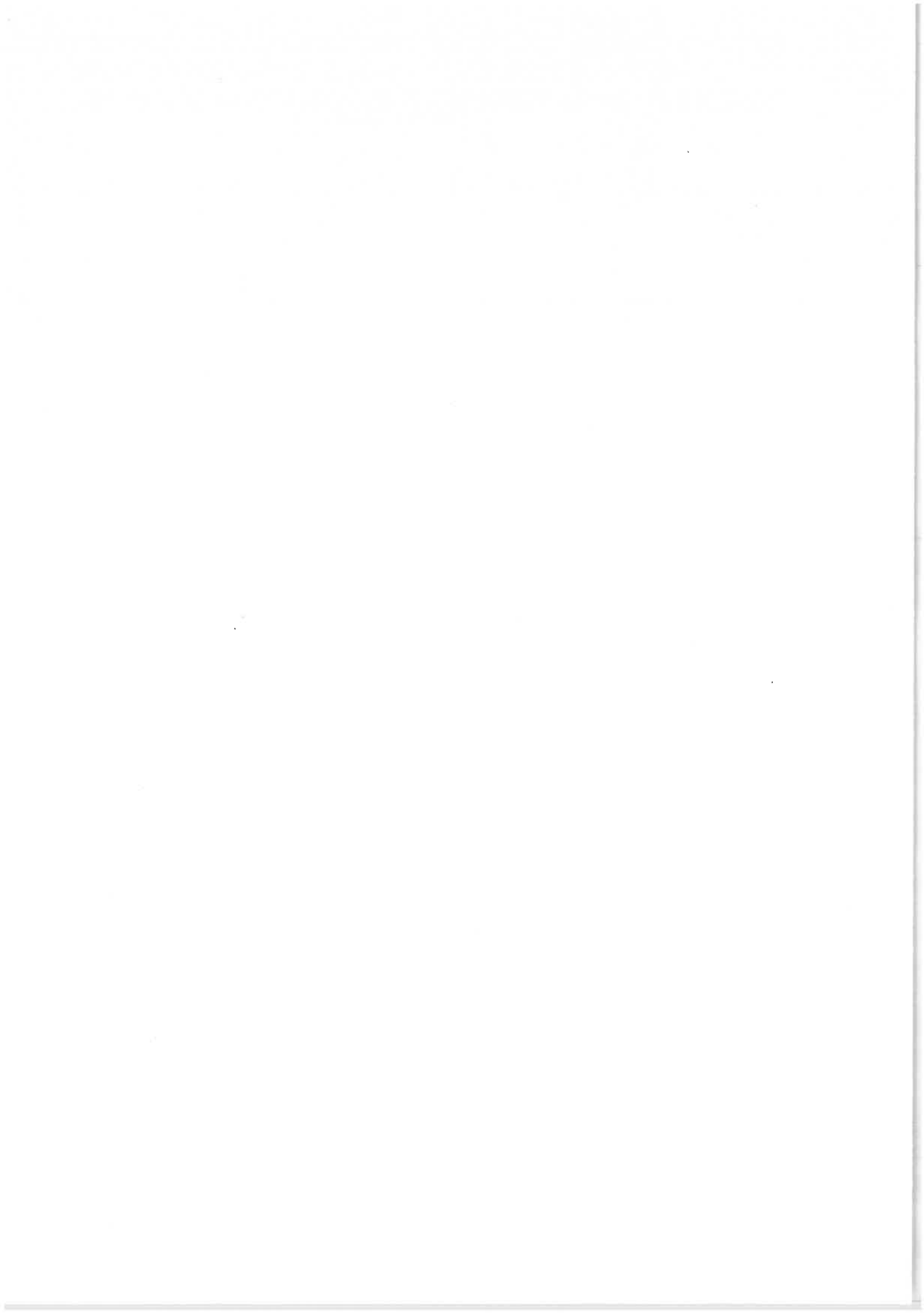
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 5/1/2022-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

- 1. The Chief Secretaries**
All State Governments/Union Territories.
- 2. The Secretaries,**
All Ministries/Departments of the Government of India.

Subject: Filling up of the post of Director in SAARC Secretariat, Kathmandu, Nepal (Director level) for a period of three (3) years under the Ministry of External Affairs.

Sir/Madam,

It is proposed to fill up the post of Director in SAARC Secretariat, Kathmandu, Nepal (Director level) for a period of three (3) years under Ministry of External Affairs.

2. The mandatory and desirable qualifications for the above post are as under:-

(A) Mandatory Qualifications-

- (i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme or worked in MEA.
- (ii) The Officer should be clear from vigilance angle.
- (iii) The officer should not have been debarred from Central Deputation.
- (iv) The Officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (v) The officer should not be over 50 years of age.
- (vi) The officer should not be on training or foreign assignment currently.
- (vii) The Officer should not be on study leave or long leave.
- (viii) The officer must hold Director or equivalent post in Government of India.

(B) Desirable qualifications

- (i) The officer should have knowledge about India's bilateral and multilateral relations with members of SAARC countries.
- (ii) He/she should possess exceptional communications and presentation skills - both written & oral and have working knowledge of computers.
- (iii) Prior work experience in the Ministry of External Affairs or other Ministry/ Department of the Government of India in the field of International Affairs.

Contd.....

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 5/1/2022-EO(FA-UN), dated 6th May, 2022 stands cancelled.

Yours faithfully,


(Nidhi Srivastava)
Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Ministry of External Affairs [Shri Vinay Mohan Kwatra, Foreign Secretary], South Block, New Delhi.
2. NIC Cell, DoP&T, for placing the circular on Departmental Website.
3. PA to DS(SM):- With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

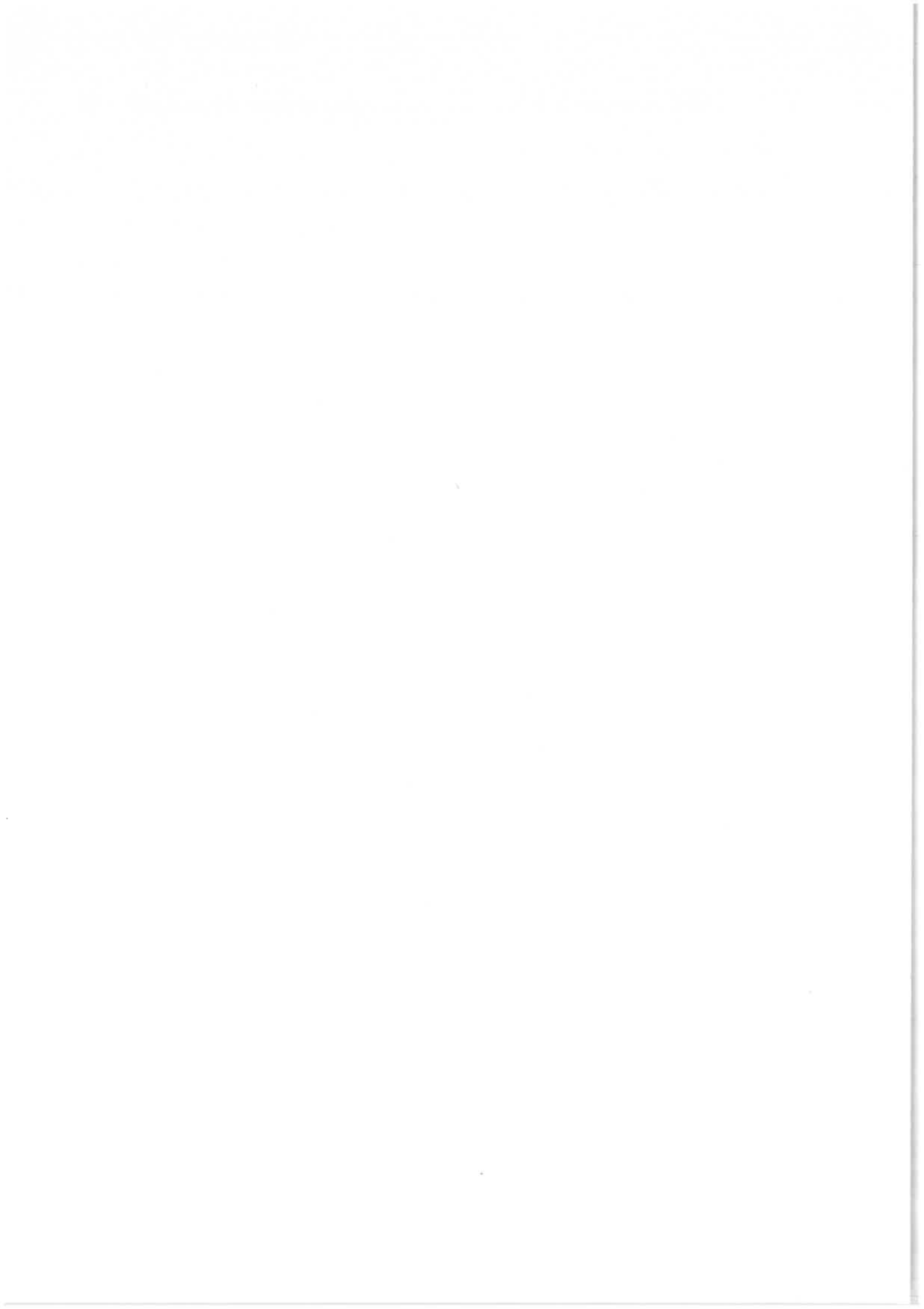
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 9/1/2023-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

North Block, New Delhi,
Dated the 27th January, 2023

To

1. The Chief Secretaries,
All State/ UT Governments.
2. The Secretaries,
All Ministries/ Departments of the Government of India.

Subject: Filling up of the post of Representative of India in the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation - reg.

Sir/Madam,

It is proposed to fill up the post of Representative of India in the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation vice Dr. Shefali Juneja, IRS(IT:1992).

2. The Mandatory and Desirable qualifications for the above post are as under:

(A) **Mandatory Qualifications:**

- (i) The officer should be holding a post of Joint Secretary to Government of India or a post equivalent in rank in Government of India/State Government.
- (ii) The selected officer will not be permitted to take up foreign assignments, or study leave, or training till the expiry of the assignment.
- (iii) The officer must be below 54 years as on the date of vacancy.
- (iv) The officer should not have been on an assignment to foreign/captive post of the Government India, earlier.
- (v) The officer should not be under debarment from Central Deputation.
- (vi) The officer should be clear from vigilance angle and his/her integrity is certified.
- (vii) The officer should have experience of working for at least 12 months in the field of Civil Aviation.

(B) **Desirable Qualifications:**

- (i) Experience in dealing with UN bodies and multilateral organizations.
- (ii) Familiarity with developments and policies in global as well as Indian Civil Aviation sector.
- (iii) Experience in dealing with international conventions relating to Civil Aviation.
- (iv) Experience of at least 2 years at the Centre under Central Staffing Scheme.

Contd...

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by **20th February, 2023**.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

Copy to:

1. Ministry of Civil Aviation (Shri Rajiv Bansal, Secretary), Rajiv Gandhi, Bhawan, Safdarjung Airport, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer					:	
2.	Service, Batch and Cadre (If an AIS officer)					:	
3.	Date of Birth					:	
4.	Contact Telephone No. (O) (R) (M)					:	
5.	Domicile of the officer					:	
6.	Category of the officer					:	
7.	Educational Qualifications					:	
8.	Date of joining the Government service					:	
9.	Present Designation and Pay Scale					:	
10.	Period of continuous appointment on the present post					:	
11.	Date of Superannuation					:	
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);					:	
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)					:	
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description		
14.	Whether clear from Vigilance angle					:	Yes/No
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation					:	
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme					:	

17. Certified that the above particulars are correct and complete.

Signature of the applicant

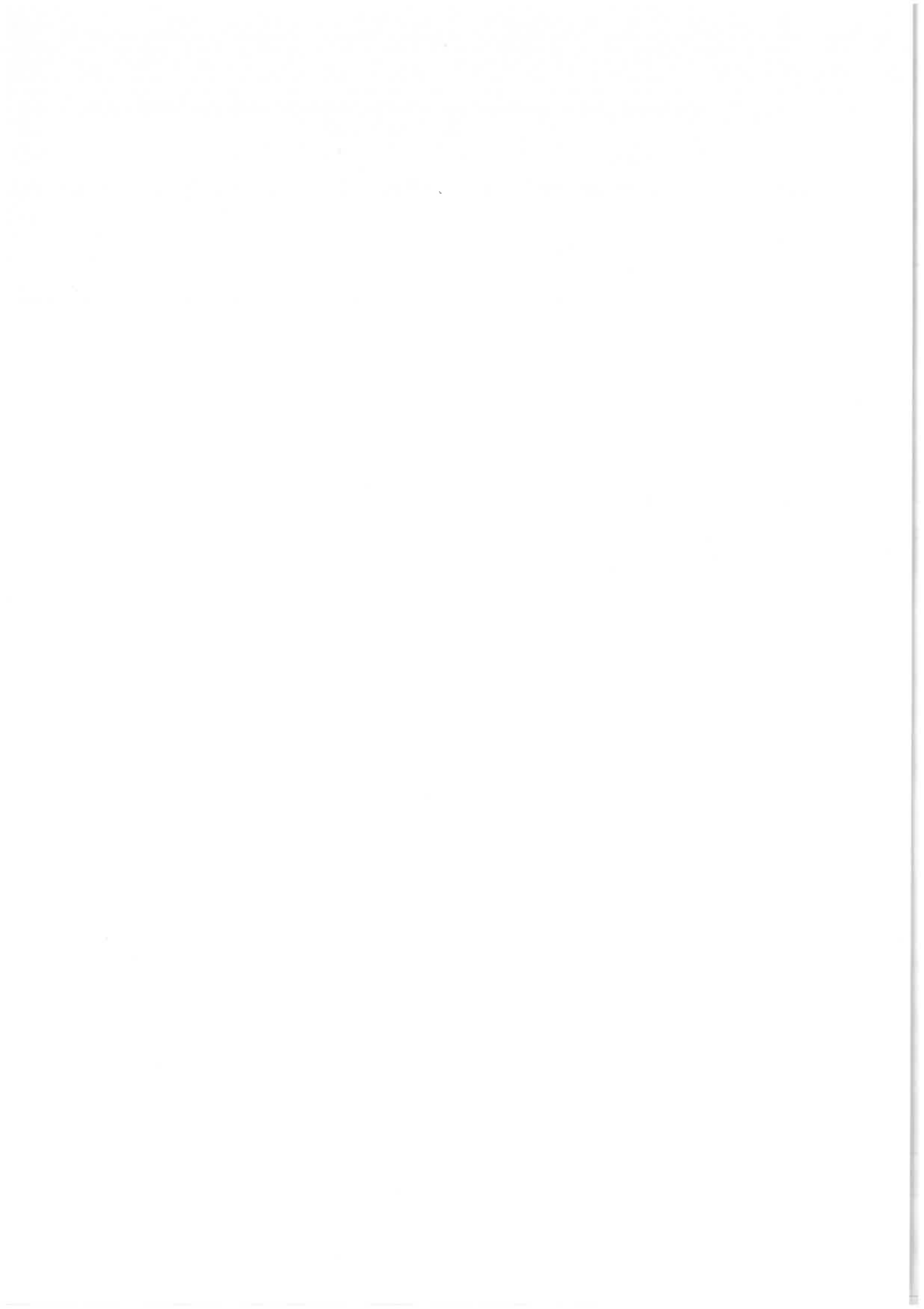
Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.



No. 4/4/2023-EO(FA-UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi,
Dated, the 27th January, 2023

To

1. The Chief Secretaries,
All State Governments/Union Territories.
2. The Secretaries,
All Ministries/Departments of the Government of India.

Subject: Filling up of the post of Senior Adviser to the Executive Director, World Bank, Washington DC, USA (Joint Secretary level) under the Department of Economic Affairs.

Sir/Madam,

It is proposed to fill up the post of Senior Adviser to the Executive Director, World Bank, Washington DC, USA (Joint Secretary level) under the Department of Economic Affairs vice Sh. Ritesh Kumar Singh, IAS (KN:1996). The following eligibility criteria have been laid down for making selection to the above post:

(A) Mandatory Qualifications:

- (i) The Officer should have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer should be at least 3 batches below the batch next considered for empanelment as Additional Secretary to Government of India.
- (iii) The officer must have worked for at least 2 years at the Centre under Central Staffing Scheme.
- (iv) The officer should be clear from vigilance angle.
- (v) The officer should not have been debarred from Central deputation.
- (vi) The officer should have at least "Very Good" Service record. However, preference would be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (vii) The officer should not be over 54 years of age.
- (viii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.

(B) Desirable Qualifications: -

- (i) Experience in the areas related to Infrastructure Development/International Trade/Public Finance in the Ministries/Departments of the Government of India or in the State Governments.
- (ii) Experience in Externally aided projects.
- (iii) Degree in Economics/Management/Public Finance/International Trade.

Contd...

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance.
3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **20th February, 2023**.
4. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 18/2/2022-EO(SM-I), dated 22nd June, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.

Columns 14-16 to be filled in by Ministry/Department/CCA concerned.

