

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
\*\*\*\*\*

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 15<sup>th</sup> February, 2019

**OFFICE MEMORANDUM**


Subject:- Filling up of posts in Ministry of External Affairs on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Ministry of External Affairs with its enclosures for the information of all CSS officers.

| S.No. | Department/Ministry          | Name/ Number of Post  |
|-------|------------------------------|---|
| 1.    | Ministry of External Affairs | Assistant Section Officer (ASO)/ 06 posts<br>(qualified Sr. Accountants/Sr. Auditors, who have experience in finance, budget, project management and monitoring of Government projects, at Assistant Section Officer level officers are eligible for appointment)   |
| 2.    | Ministry of External Affairs | Assistant Section Officer (ASO)/ 40 Posts<br>(qualified officials holding post of ASO or analogous post on regular basis in Central Government are eligible for appointment, who have experience in general Administrative work, finance, budget, project management and monitoring of Government projects) |

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines issued by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(George D. Toppo)  
Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

No. Q/PF/575/29/2018  
Government of India  
Ministry of External Affairs  
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 29<sup>th</sup> January, 2019


Office Memorandum

**Subject: Filling up of post of Assistant Section Officer (ASO) in the Ministry of External Affairs on deputation – reg.**

The Ministry of External Affairs requires the services of qualified Sr. Accountants/Sr. Auditors, who have experience in finance, budget, project management and monitoring of Government projects, at Assistant Section Officer level posts on deputation.

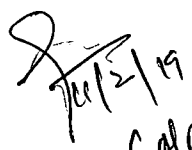
2. In order to fill these posts, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officials of Sr. Accountant/Sr. Auditor level for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve examination and processing of financial proposals, monitoring financial evaluation and accounting of Government of India projects, consultancy agreements, and procurements training courses etc. Detailed QRs relating to the assignment is enclosed.

3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officials may be instructed to apply by 1<sup>st</sup> March, 2019 as per the pro-forma enclosed with the QRs. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**

  
(Prashant K Sona)  
Under Secretary (PF)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110 001  
Tel: 49015367

Copy to:

- 1) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 2) All Notice Boards in the Ministry of External Affairs.
- 3) US(XP), MEA – with the request to upload the circular on Ministry's website.
- 4) Dir(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**

  
7/1/19  
SO  
Kantop

**Government of India**  
**Ministry of External Affairs**  
**Vacancy Circular**

Applications are invited from eligible officials of Sr. Accountant/Sr. Auditor level for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) on deputation basis in the Ministry of External Affairs, New Delhi.

Details are available on MEA website.

Complete application in the prescribed proforma along with relevant documents, should be sent through proper channel to Under Secretary (PF), Room no. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before **1<sup>st</sup> March, 2019**. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**

Sd/-

**(Prashant K Sona)**  
**Under Secretary (PF)**  
**Room No. 4071, 'B' Wing,**  
**Jawaharlal Nehru Bhawan, Janpath,**  
**New Delhi- 110 001.**  
**Phone: 49015367**

**MINISTRY OF EXTERNAL AFFAIRS**  
**Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001**

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

|    |   |   |   |
|----|---|---|---|
| 1. | Name of Post  | : | <b>Assistant Section Officer</b>  |
| 2. | No. of Posts  | : | <b>06 (six)</b>   |
| 3. | Qualification   | : | Graduation from any recognized University/Institution   |
| 4. | Level in the Pay Matrix   | : | Level-7 of Pay Matrix   |
| 5. | Period of Deputation  | : | The period of deputation is initially for <b>three years</b> . However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.  |
| 6. | Eligibility/Essential Requirements  | : | <p>a) Officials holding posts of <u>Sr. Auditor/Sr. Accountant or analogous post</u> for at least <b>two years</b>.</p> <p style="text-align: center;"><b>OR</b></p> <p>Successful completion of training in the <u>Cash and Accounts Work</u> in the Institute of Secretariat Training and Management (ISTM) or equivalent and a minimum of <b>two years'</b> experience in Cash, Accounts and Budget Work.</p> <p>b) Officers should be conversant with Government of India financial rules such as General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc. till final booking thereof, and related instructions issued by Ministry of Finance from time to time;</p> <p>c) Officer should be fully conversant with the TDS system of the IT Department as applicable to Government Departments.</p> <p>d) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.</p> |
| 7. | Work Description (at least <b>two</b> years in any or all the areas is desirable) | : | <p>Applicants would have the following broad responsibilities, among others</p> <ul style="list-style-type: none"> <li>• Examination and Processing of Financial Proposals</li> <li>• Formulation of Budget</li> <li>• Audit procedures and reports</li> <li>• Financial evaluation and accounting of Government of India projects, consultancy agreements, procurements training courses etc.</li> <li>• Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies.</li> <li>• Evaluation of Financial/Service Regulations of Institutions/agencies.</li> <li>• Handling Parliamentary matters, especially those with financial implications</li> <li>• General work of administrative/financial nature</li> </ul> <p>It may be noted that the above duties may involve short travels outside of the country for brief durations. Accordingly, only those officers who are open to travelling abroad occasionally need apply.</p>   |
| 8. | How to apply  | : | Completed application should be sent to <b><u>Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001, Phone No. 011-49015367</u></b> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last <b>two</b> years and Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last <b>10 years (or as the case may be)</b> of the officials from the present employer.   |

**APPLICATION PROFORMA FOR THE POST OF ASSISTANT SECTION  
OFFICER (ON DEPUTATION)**

1. Name & Designation :

2. Post applied for :

3. Date of Birth :

4. Gender: Male/Female :

5. Date of Retirement :

6. Educational Qualifications:

7. Mobile No. & e-mail ID :

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

Paste your passport  
size photo here

| Department/<br>Office/Institution/<br>Organization | Post held | From | To | Scale of Pay<br>and basic pay<br>therein | Nature of duties<br>performed |
|--|-----------|------|----|--|-------------------------------|
|  |           |      |    |  |                               |
|  |           |      |    |  |                               |

9. Nature of present employment: Temporary / Permanent

10. Basic pay, Level of Pay Matrix :

11. 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.

12. Whether belongs to SC/ST/OBC/Physically handicapped:

13. Remarks

(Signature of the 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 (or as the case may be) and his integrity is beyond doubt.

Signature of the Head of Department  
(With Stamp)

No. Q/PF/575/29/2018  
Government of India  
Ministry of External Affairs  
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath,  
New Delhi, the 28<sup>th</sup> January, 2019

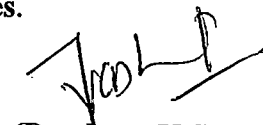
**Office Memorandum**

**Subject: Filling up of post of Assistant Section Officer (ASO) in the Ministry of External Affairs on deputation – reg.**

The Ministry of External Affairs requires the services of qualified officials holding post of ASO or analogous post on regular basis in Central Government, who have experience in general administrative work, finance, budget, project management and monitoring of Government projects.

2. In order to fill these posts, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officials of ASO or analogous post for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve general work of administrative nature, examination and processing of financial proposals, monitoring financial evaluation and accounting of Government of India projects, consultancy agreements, and procurements training courses etc. Detailed QRs relating to the assignment is enclosed.

3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officials may be instructed to apply by 28<sup>th</sup> February, 2019 as per the pro-forma enclosed with the QRs. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**



(Prashant K Sona)  
Under Secretary (PF)  
Room No. 4071, 'B' Wing,  
Jawaharlal Nehru Bhawan, Janpath,  
New Delhi – 110 001  
Tel: 49015367

Copy to:

- US(XP) 18/2  
11/2/19  
SO(A/P)  
US(XP)  
US(XP)
- 1) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
  - 2) All Notice Boards in the Ministry of External Affairs.
  - 3) US(XP), MEA – with the request to upload the circular on Ministry's website.
  - 4) Dir(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**

भारत सरकार  
विदेश मंत्रालय

### कार्यालय ज्ञापन

**विषय : विदेश मंत्रालय में सहायक अनुभाग अधिकारियों की प्रतिनियुक्ति के आधार पर नियुक्ति**

विदेश मंत्रालय, नई दिल्ली में सहायक अनुभाग अधिकारी के 40 पदों को प्रतिनियुक्ति के आधार पर भरने के लिए आवेदन पत्र आमंत्रित किये जाते हैं। आवेदनकर्ता भारत सरकार में कार्यरत समूह 'ख', अराजपत्रित (सातवें वेतन आयोग के अनुसार लेवल 7) होने चाहिए। आवेदनकर्ता को स्थापना, प्रशासन, परियोजना प्रबंधन एवं नियंत्रण, रोकड़, वित्त, एवं बजट आदि कार्यों में पर्याप्त अनुभव होना आवश्यक है। उपर्युक्त विशेषज्ञताओं के अलावा चयनित अधिकारी को लघु अवधि विशेष अवसरों पर विदेशों में स्थित भारतीय मिशनों में भी तैनात किया जा सकता है।

2. उपर्युक्त पदों के लिए उपयुक्त अधिकारियों का प्रतिनियुक्ति के आधार पर चुनाव कार्मिक एवं प्रशिक्षण विभाग के दिशा निर्देशों के आधार पर किया जायेगा। ऊपर दिए गए विषयों में विशेषज्ञता रखने वाले सहायक अनुभाग अधिकारियों ( 7 वें वेतन आयोग के अनुसार लेवल 7 ) से आवेदन पत्र स्वीकार किये जायेंगे। आवेदन पत्र निर्धारित प्रपत्र में सभी आवश्यक दस्तावेजों सहित उचित माध्यम से अवर सचिव (पी. एफ.) कमरा नंबर 4071, जवाहर लाल नेहरू भवन, विदेश मंत्रालय नई दिल्ली को 28 फरवरी से पहले भेजे जाने चाहिए।

3. अनुरोध है की इस परिपत्र का स्टाफ के बीच विस्तृत प्रचार किया जाये और इसे अधीनस्थ/सम्बद्ध कार्यालयों में भी परिचालित किया जाये। इच्छुक पदाधिकारी निर्धारित प्रपत्र के अनुसार अपने आवेदन की एक अग्रिम प्रति सीधे अधोहस्ताक्षर को 28 फरवरी तक प्रेषित कर सकते हैं।

हस्ताक्षर

(प्रशांत कु सोना )  
अवर सचिव (पी. एफ )  
कक्ष सं 4071, बी विंग  
जवाहर लाल नेहरू भवन, जनपथ  
दूरभाष : 49015367  
फैक्स : 49015414

प्रतिलिपि निम्नलिखित को प्रेषित

- केंद्र सरकार के सभी मंत्रालय/विभाग। सभी मंत्रालयों/विभागों से अनुरोध है कि वे इन रिक्तियों को संबद्ध कार्यालयों सहित सभी क्षेत्रों/स्रोतों को परिचालित करें।
- विदेश मंत्रालय के सभी सूचना पट्ट।
- अवर सचिव (एक्स पी), शास्त्री भवन, विदेश मंत्रालय, नई दिल्ली
- निदेशक (सी एस ), DoPT, खान मार्केट, नई दिल्ली- (अनुरोध है कि वे इन रिक्तियों को संबद्ध कार्यालयों सहित सभी क्षेत्रों/स्रोतों को परिचालित करें।)

**Government of India**  
**Ministry of External Affairs**  
**Vacancy Circular**

Applications are invited from eligible Group B/Non-Gazetted officials in GOI for filling up of 40 posts of Assistant Section Officer (in the Level 7 of the Pay Matrix) on deputation basis in the Ministry of External Affairs, New Delhi. **Details are available on MEA website .**

Complete application in the prescribed proforma along with relevant documents, should be sent through proper channel to Under Secretary (PF), Room no. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi on or before **28<sup>th</sup> Feb 2019**. **Applicants are also allowed to submit an advance copy of their application directly to the undersigned to avoid delay in submission of applications through proper channel. Appointment of these officials will be subject to the cadre clearance by their cadre controlling authorities.**

Sd/-

**(Prashant K Sona)**  
**Under Secretary (PF)**  
**Room No. 4071, 'B' Wing,**  
**Jawaharlal Nehru Bhawan, Janpath,**  
**New Delhi- 110 001.**  
**Phone: 49015367**



भारत सरकार  
विदेश मंत्रालय  
रिक्ति अधिसूचना

विदेश मंत्रालय, नई दिल्ली में सहायक अनुभाग अधिकारी के 40 पदों को प्रतिनियुक्ति के आधार पर भरने के लिए आवेदन पत्र आमंत्रित किये जाते हैं। आवेदनकर्ता भारत सरकार में कार्यरत समूह 'ख', अराजपत्रित (सातवें वेतन आयोग के अनुसार लेवल 7) होने चाहिए। पदों का विस्तृत ब्यौरा विदेश मंत्रालय की वेबसाइट पर उपलब्ध है :

2. आवेदन पत्र निर्धारित प्रपत्र में सभी आवश्यक दस्तावेजों सहित उचित माध्यम से अवर सचिव (पी. एफ.) कमरा नंबर 4071, जवाहर लाल नेहरू भवन, विदेश मंत्रालय नई दिल्ली को 28 फरवरी से पहले भेजे जाने चाहिए। इच्छुक पदाधिकारी निर्धारित प्रपत्र के अनुसार अपने आवेदन की एक अग्रिम प्रति सीधे अधोहस्ताक्षर को २० फरवरी तक प्रेषित कर सकते हैं।

हस्ताक्षर

(प्रशांत कु सोना )  
अवर सचिव (पी. एफ )  
कक्ष सं 4071, बी विंग  
जवाहर लाल नेहरू भवन, जनपथ  
दूरभाष : 49015367  
फैक्स : 49015414

**Ministry of External Affairs,  
Jawaharlal Lal Nehru Bhawan, Janpath, New Delhi – 110 001**

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

|    |   |   |   |
|----|---|---|---|
| 1. | Name of Post  | : | <b>Assistant Section Officer (ASO)</b>  |
| 2. | No. of Posts  | : | <b>upto 40 (Forty)</b>  |
| 3. | Qualification   | : | Graduation from recognised University/ Institution.   |
| 4. | Level in the Pay Matrix   | : | Level-7 of Pay Matrix   |
| 5. | Period of Deputation  | : | The period of deputation is initially for <b>three years</b> . However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.  |
| 6. | Eligibility/Essential Requirements  | : | <p>a) Officials holding post of <u>ASO</u> or <u>analogous Post</u> on <u>regular basis</u> under Central Government.</p> <p>b) Officers should be conversant with, among others, Government of India financial rules such as General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Government Accounting Rules (<u>GAR</u>), processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc. till final booking thereof, and related instructions issued by Ministry of Finance from time to time;</p> <p>c) Officer should be fully conversant with the <u>TDS system</u> of the IT Department as applicable to Government Departments.</p> <p>d) Officers should have proficiency in computer operations, particularly MS Excel and MS Word.</p>  |
| 7. | Work Description (at least <b>two</b> years in any or all the areas is desirable) | : | <p>Applicants would have the following broad responsibilities, among others</p> <ul style="list-style-type: none"> <li>• General work of administrative / financial nature</li> <li>• Examination and Processing of Financial Proposals .</li> <li>• Formulation of Budget</li> <li>• Audit procedures and reports</li> <li>• Financial evaluation and accounting of Government of India projects, consultancy agreements, procurements training courses etc.</li> <li>• Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies.</li> <li>• Evaluation of Financial/Service Regulations of Institutions/agencies.</li> <li>• Handling Parliamentary matters, especially those with financial implications</li> </ul> <p>It may be noted that the above duties may involve short travels outside of the country for brief durations. Accordingly, only those officers who are open to travelling abroad occasionally need apply.</p> |
| 8. | How to apply  | : | Completed application should be sent to <b><u>Under Secretary (PF), Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001, Phone No. 011-49015367</u></b> in the prescribed proforma (Annexure-A) alongwith up-to-date attested copies of APARs for the last <b>two</b> years and Vigilance Clearance Certificate, Integrity Certificate, Statement of Major/Minor Penalty, if any, imposed on the officer during the last <b>10 years (or as the case may be)</b> of the officials from the present employer.   |

सहायक अनुभाग अधिकारी (प्रतिनियुक्ति पर) के पद के लिए आवेदन प्रपत्र

1. नाम और पदनाम :

2. जन्मतिथि :

3. लिंग: पुरुष/महिला :

4. सेवानिवृत्ति की तारीख :

5. शैक्षणिक अर्हताएं:

6. मोबाईल संख्या और ईमेल आईडी :

अपना पासपोर्ट  
आकार का फोटो  
यहां चिपकाएं

7. क्रमिक तरीके से रोजगार का ब्यौरा। विभाग द्वारा विधिवत सत्यापित एक पृष्ठ अलग से संलग्न करें, यदि नीचे दिया गया स्थान अपर्याप्त हो।

| विभाग / कार्यालय/संस्था/संगठन | धारित पद | से | तक | वेतन मान और उसमें मूल वेतनमान | निष्पादित इयूटी की प्रकृति |
|-------------------------------|----------|----|----|-------------------------------|----------------------------|
|                               |          |    |    |                               |                            |
|                               |          |    |    |                               |                            |

8. वर्तमान रोजगार की प्रकृति : अस्थायी / स्थायी

9. मूल वेतन, वेतन मान और ग्रेड वेतन:

10. अतिरिक्त सूचना, यदि कोई हो, जिसका उल्लेख आप इस पद पर अपनी उपयुक्तता के समर्थन में करना चाहेंगे। यदि स्थान अपर्याप्त हो तो अलग से पृष्ठ संलग्न करें।

11. क्या अजा/अजजा/शारीरिक रूप से विकलांग श्रेणी के हैं :

12. अभ्युक्तियां :

(अभ्यर्थी का हस्ताक्षर)

पता:

तारीख:

प्रमाणित किया जाता है कि दिए गए विवरण सही हैं और न अधिकारी के विरुद्ध न तो कोई अनुशासनात्मक कार्रवाई लंबित है और न ही विचाराधीन है और बड़ी अथवा छोटी कोई भी शास्ति पिछले 5 वर्षों के दौरान अधिकारी पर लगाई गई है और इनकी सत्यनिष्ठा संदेह से परे है।

विभागाध्यक्ष का हस्ताक्षर  
(मुहर सहित)

**APPLICATION PROFORMA FOR THE POST OF ASSISTANT SECTION OFFICER (ON DEPUTATION)**

1. Name & Designation :
2. Post applied for :
3. Date of Birth :
4. Gender: Male/Female :
5. Date of Retirement :
6. Educational Qualifications:
7. Mobile No. & e-mail ID :

Paste your passport size photo here

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

| Department/<br>Office/Institution/<br>Organization | Post held | From | To | Scale of Pay<br>and basic pay<br>therein | Nature of duties<br>performed |
|--|-----------|------|----|--|-------------------------------|
|  |           |      |    |  |                               |
|  |           |      |    |  |                               |

9. Nature of present employment: Temporary / Permanent
10. Basic pay, Level of Pay Matrix :
11. 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.
12. Whether belongs to SC/ST/OBC/Physically handicapped:
13. Remarks

(Signature of the 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 5 years(or as the case may be) and his integrity is beyond doubt.

Signature of the Head of Department  
(With Stamp)