

File No. 18/4/2016-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, 7th November, 2016

To

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

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

Sir/Madam,

It is proposed to fill up the post of **Minister (Economic & Commercial) (JS level), Embassy of India, Tokyo, Japan under the Department of Economic Affairs** vice Shri Arvind Singh, IAS (MH:88). The following eligibility criteria have been laid down for making selection to the post:

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 Govt. 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.

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.

2. Names of willing and eligible officers, who can be spared by the Cadre Controlling Authorities, may be forwarded to this Office along with cadre clearance, vigilance clearance, bio-data containing details viz Name, DoB, Service, Batch, Contact Telephone number, e-mail address, educational qualification, complete experience/posting details, etc. CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past Central deputation. In case the officer is under Central deputation the nominations may be forwarded with the approval of Minister-in-charge concerned.

3. It is requested that applications of eligible and willing officers, may be sent to this Department **within a period of one month** from the date of issue of this letter.

Yours faithfully,



(Rajender Kumar)

Deputy Secretary to the Government of India

Tel: 23092187

21/11/16

Copy to:

1. Department of Economic Affairs (Shri Shaktikanta Das, Secretary), w.r.t. OM No. A-19011/4/2016-Admn-III dated 21.10.2016, New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department.
3. Director (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.