

F. No. 21/01/2021-CS.I (Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS.I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 1<sup>st</sup> September, 2022

**Office Memorandum**

Subject: Filling up of the post of Under Secretary on deputation (including short term contract) basis at G 20 Secretariat - reg.

Reference is invited to Ministry of New & Renewable Energy's Vacancy Circular No. 45/1/2022-ADMIN-I dated 08/08/2022 for filling up the post of Under Secretary on deputation (including short term contract) basis at G 20 Secretariat. The last date of submission of application is 6 weeks from the date of publication of the advertisement in Employment News.

2. The vacancy circular is hereby uploaded only for eligible CSS officers in terms of DoPT's O. M. No. 2/2/2010-CS.I (U) dated 18/08/2010. In case of any further clarification, applicants are requested to contact the concerned Ministry / Department who has advertised the circular.
3. 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.

*Sunil Kumar*  
01/09/2022

(Sunil Kumar)

Under Secretary to the Govt. of India  
Phone: 011-24629414

To,

All Ministries / Departments through DoPT's website.

49  
18-8-22



Advertisement No. 45/1/2022-ADMIN-I

Government of India / भारत सरकार

Ministry of New & Renewable Energy / नवीन एवं नवीकरणीय ऊर्जा मंत्रालय  
Atal Akshay Urja Bhawan, Lodhi Road, New Delhi – 110 003.

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Dated: 8<sup>th</sup> August, 2022

VACANCY CIRCULAR

Subject: Filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat – reg.

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Ministry of New and Renewable Energy invites the application for filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat for a period till February, 2024. The required qualifications and eligibility criteria for the posts are given below:

I.	Name of the Post	Under Secretary
	a) No. of Post(s)	01
	b) Level in the pay matrix	Level 11 in the pay matrix
	<b>c) Essential Qualifications:</b> Officers under the Central Government or Autonomous Bodies or Universities or Recognized Research Institutions holding analogous posts on regular basis in the parent cadre or department; or with five years' service in the grade rendered after appointment thereto on regular basis in post in Level-10 in the pay matrix or equivalent in the parent cadre or department and possessing the following Educational Qualification and experience, namely: i. Graduation from a recognized University; and ii. Five years' experience in handling matters and policies of Renewable Energy (RE) sector.	
	<b>d) Desirable Experience</b> i. Experience of handling international matters. ii. Possessing good analytical skills and have experience in policy making. iii. Possessing good speaking and drafting skills in English. iv. Knowledge of using computers/digital communication.	
	<b>e) Job Description:</b> The selected candidate(s) will be dealing with the responsibilities of <ul style="list-style-type: none"><li>Agenda-setting and preparation of issue notes, preparing draft outcome document and reports,</li><li>Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners,</li><li>Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events,</li><li>Any other task assigned by the Head of the Division</li></ul>	

RECEIVED IN C.R.  
कानिक एवं प्रशिक्षण विभाग  
Dept. of Personnel & Trg.

22 AUG 2022

CSA

Wipri  
29/08/2022

Shri Sahjot, ASO



2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
3. Period of deputation/short term contract, including period of deputation/short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt., shall ordinarily not to exceed four years.
4. The maximum age limit for appointment by deputation/short term contract shall not exceed 56 years as on the date of closing of receipt of applications.
5. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority:
  - i. The Annual Performance Appraisal Report (photocopies of the ACRs/APARs with each page attested) for the last five years;
  - ii. Cadre Clearance,
  - iii. Vigilance Clearance and Integrity Certificate, and
  - iv. Statement showing Major or Minor penalties, if any, imposed during the last ten years.
6. The Officer selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT's O.M. No. 2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. Applications must be sent in the prescribed proforma to Sh. Yoginder Singh, Under Secretary (Admin), Ministry of New & Renewable Energy, 4<sup>th</sup> Floor, Atal Akshay Urja Bhawan, Lodhi Road, New Delhi -110003. This proforma can be downloaded from Ministry of New and Renewable's website [www.mnre.gov.in](http://www.mnre.gov.in). The envelope containing duly filled application and supporting documents should be superscribed "Application for the post of Under Secretary on deputation/short term contract basis at G20 Secretariat."
8. The last date of receipt of application in the Ministry is six (06) weeks from the date of publication of this advertisement in the Employment News.

11  
6/11/11  
(Yoginder Singh) ✓

Under Secretary to the Govt. of India.  
E-mail id: yoginder.s@nic.in

To,

1. All Ministries/Departments of the Govt. of India
2. Chairman/Head of Departments of all Autonomous Organizations.
3. Registrar of all recognized Universities/Research Institutes
4. NISE/NIWE/NIBE.
5. NIC cell, MNRE (for uploading a copy of the circular on the website of the Ministry).
6. Technical Director, NIC, DoP&T, Room No. 11/A, North Block, New Delhi-110001 for posting on DoP&T's website.

ANNEXURE

CURRICULUM VITAE PROFORMA

Paste here  
recent passport  
size Photograph

1. Name and Address :  
(in Block Letters)
2. Date of Birth :  
(in Christian era)
3. Date of retirement under Central/State :  
Government Rules
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)

			Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
	Essential	1.		
		2.		
		3.		
	Desirable	1.		
		2.		
		3.		

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	Scale of pay and Basic pay	Nature of duties (in detail)

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 :
10. Additional details about present employment :
- Please state whether working Under (indicate the name of Your employer against the relevant column) :
- a) Central Govt. :
  - b) State Govt. :
  - c) Autonomous Organization :
  - d) Government Undertaking :



e) Universities :

f) Others (Specify) :

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :
12. Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient). :
15. Please state whether you are applying for deputation (ISTC)/ Absorption re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption" candidates of non- Government Organisations eligible only for Short Term Contract) :
16. Whether belongs SC/ST :
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports special projects (ii) Awards Scholarship Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient) :

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 \_\_\_\_\_

Address \_\_\_\_\_

Signature of the candidate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Countersigned by Head of Department**

It is certified that the particulars mentioned above have been checked and verified from the official record.

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)