

MOST IMMEDIATE

No.10/ 7 /2011-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
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New Delhi, the 9th February, 2011.

To

- (i) The Chief Secretaries, All the State Governments
- (ii) The Secretaries of all the Ministries/Departments of Government of India.

Subject: Filling the post of Minister (Economic), High Commission of India (HCI)
London (Joint Secretary level), under the Department of Commerce.

Sir,

It is proposed to fill the Joint Secretary level post of Minister (Economic), High Commission of India (HCI), London, (Joint Secretary level) under the Department of Commerce which fell vacant on 27th January, 2011. The following eligibility criteria has been laid down for making a selection to the post:

Mandatory Qualification/Experience/Requirements:

- (i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer must not be senior enough to be empanelled as Additional Secretary in next three years.
- (iii) The officers must have worked for at least 2 years at the Centre under Central Staffing Scheme.
- (iv) The officers should not presently be on study leave or foreign assignment or training or likely to proceed on foreign training during the next one year.
- (v) The officers must be below 54 years as on the date of vacancy.
- (vi) The officers should not have been on an assignment to foreign/captive post of the Government of India earlier.
- (vii) The officers should not be under debarment from Central deputation.
- (viii) The officers should be clear from vigilance angle and their integrity certified.

- (ix) The officer should have proficiency in computers.
- (x) The officer should possess high levels of tenacity perseverance, intellectual integrity and capacity for hard work.
- (xi) (a) The officer should have prior work experience of Commerce or Agriculture or Industry in the State Government or in the Government of India.
- (b) The officer should have experience in an Economic Ministry of the Government of India.

Desirable Qualifications:

- (a) The officer should have experience and/or familiar exposure to international trade.
- (b) The officer should have experience in bilateral/international trade negotiations.

3. It is requested that the names of the officers, who possess the mandatory qualification/experience, as stated above, may be sent to this Department along with their detailed bio-data; CR dossiers of the officers; their vigilance clearance and integrity certificate, within a period of two weeks of issue of this letter.

Yours faithfully,

(Rajeev Kumar Mital)
Deputy Secretary to the Govt. of India
9/2

✓ Copy to R&I for onward transmission to NIC, Department of Personnel and Training, North Block, for placing it on the website of the Department.

(Rajeev Kumar Mital)
Deputy Secretary to the Govt. of India.
9/2