

**No.18/ 17 /2011-E0(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Office of the Establishment Officer**

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New Delhi, Dated the *22nd* March, 2012.

To

- (I) The Chief Secretaries of all the State Governments
- (II) The Secretaries of all the Ministries/Departments of Government of India.

**Subject: Filling the post of Minister (Economic) In the Economic Wing, Embassy of India, Washington DC (Joint Secretary level), under the Department of Economic Affairs.**

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Madam/Sir,

Reference this Department letter of even number dated 4.8.2011 on the above referred subject. Sufficient nominations were not received to finalize selection for filling up the Joint Secretary level post of Minister (Economic) In the Economic Wing, Embassy of India, Washington DC, under the Department of Economic Affairs, which fell vacant on 9<sup>th</sup> November, 2011. In view of this, It is proposed to fill up the said post.

2. 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 prior work experience in Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc.

**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 the following information within a period of four weeks of issue of this letter:**

- (i) Officers detailed bio-data;**
- (ii) a write up of 250 words indicating why the candidates feels he/she is suitable for the position;**
- (iii) CR dossiers of the officers; and**
- (iv) Officers vigilance clearance and integrity certificate.**

**4. Those officers who had applied earlier need to apply afresh.**

Yours faithfully,

  
(Ravi Kota)  
Director

**Copy to :**

- 1. Department of Economic Affairs (Shri R. Gopalan, Secretary), New Delhi.**
- 2. Deputy Secretary (MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through emailing system of officers.**
- 3. R&I Section, DOPT for onward transmission to Sr. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department, immediately.**