

MOST IMMEDIATE

No.18/ 7 /2013-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
.....

New Delhi, the 12<sup>th</sup> June, 2013.

To

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

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

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Sir/Madam,

It is proposed to fill up the post of Minister (Economic & Commercial) Embassy of India, Tokyo Japan (Joint Secretary level), under the Department of Economic Affairs for a period of three years, which would fall vacant on 3<sup>rd</sup> November, 2013. The following eligibility criteria have 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 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 the 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 should not be over 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/experiences:**

- (iii) Experience in Trade, Commerce, Industry, Finance Foreign Investment Export Promotion, International Development Cooperation etc.
- (iv) Experience of working in the Department of Economic Affairs.

3. 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.

4. It is requested that application 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,

( M. Devaraj )  
Director(SM)  
Tel: 2309 2187

**Copy to:-**

- 1. Department of Economic Affairs (Shri Sushil Kumar, Deputy Secretary (Coord) w.r.t. No. A-19011/1/2013-Admn-III, dated 29.4.2013.
- ✓ 2. NIC, DoPT for uploading on Departmental website.
- 3. PS to DS(MM) for transmitting this communication through bulk e-mail system.