

No.- 3 /1/2009-FA(UN)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

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North Block, New Delhi-110001
Dated the 27th April, 2009

To,

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

Subject:- Filling up the post of First Secretary, in the Permanent Mission of India (PMI), WTO, Geneva.

Sir/Madam,

It is proposed to fill up the vacancy of First Secretary, in the Permanent Mission of India (PMI), WTO, Geneva likely to arise on 25th July, 2009.

2. Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level are eligible for the post. Officers applying for this post should possess the following qualifications and experience:

A. Mandatory

1. Officers having 2 years cumulative work experience in Commerce, Trade and Industry.
2. The officer should be familiar with the functioning of the WTO and have knowledge of the legal agreements.

B. Desirable

1. The officer should have experience in the Trade Policy division of the Department of Commerce.
2. The officer should have ability to handle International negotiations.

3. It is further required that:

- (i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.
- (ii) The officer should be clear from vigilance angle.
- (iii) The officer should not be debarred from central deputation.
- (iv) The officer should have at least "Very Good" Service record.
- (v) The officer should not be over 54 years of age on the date of occurrence of vacancy.
- (vi) The officer should not have been posted on an assignment in a foreign/captive post of the GOI, earlier.
- (vii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment currently.
- (viii) The officer should not be on study leave or long leave.
- (ix) The officer should have proficiency in standard computer software (MS Word, MS Excel, MS Outlook)

- (x) The officer should be at least 3 batches below the next batch to be considered for empanelment as Joint Secretary.

4. This post may be circulated amongst all the Deputy Secretary/Director level officers of the State Governments/Ministries/Departments of the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data and certified ACR grading of the last five years. For officers working in the State Government, it may also be ensured that the 'Cooling Off', after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation as per rules.

5. It is requested that the application of the eligible candidate(s) may please be forwarded so as to reach this department not later than 31st May, 2009.

Yours faithfully,



(G. Srinivasan)

Under Secretary to the Government of India

Copy to:

1. Ministry of Commerce & Industry, Department of Commerce, w.r.t. D.O. letter No.10/1/2009-TA/TC, dated-18-02-2009,
- ✓ 2. NIC Cell, DOP&T, for placing on Departmental Website under "What's New?" Category.