

MOST IMMEDIATE/OUT TODAY

**No. 3/2/2016-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training**

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**North Block, New Delhi,
Dated the 1st September, 2016**

To

- 1. The Chief Secretaries,
All State Governments**
- 2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. 'A' Services of the Govt. of India, participating in the Central Staffing Scheme (As per list attached).**

Subject:- Filling up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development.

Sir/Madam,

It is proposed to fill up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development for a period of three years. The post is at DS/Director level.

2. The mandatory and desirable qualifications for the post are as under:-

A. Mandatory Qualifications

- i. DS/Director level officers from Indian Administrative Service/Central Services.
- ii. Possessing two years experience in educational administration.
- iii. The officer must have worked for at least two 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 with a grading of 9 and above.
- 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 GOI, 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.
- xi. The officer should be at least one batch below the batch currently empanelled as Joint Secretary.

B. Desirable Qualifications

Exposure to multilateral and international organizations.

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3. The post may be circulated amongst officers in the Government of India and State Governments eligible to be appointed at Deputy Secretary/Director level in 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/faxed to this Department along with **Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR grading for the last five years**. 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.
4. Officers of the Advisory cadre of the Ministry of Human Resource Development are eligible under suitably modified criteria. However, they need not apply in response to this vacancy circular.
5. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by **30th September, 2016**.

Yours faithfully,

Jagannath
1/9/16
(Jagannath Srinivasan)
Director (MM)

Copy to:

1. Department of Higher Education, Ministry of Human Resource Development (Shri Rakesh Ranjan, Joint Secretary), Shastri Bhawan, New Delhi - with the request to provide the names of eligible officers of Advisory cadre of the Ministry under the modified criteria.
2. ✓ NIC Cell, DOP&T, for placing the circular on Departmental Website under "What's New?" Category.
3. PS to Director(MM) with the request to upload this circular through bulk e-mail system.