

**No. 4/13/2023-FA(UN)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pension**  
**Department of Personnel & Training**  
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**North Block, New Delhi**  
**Dated the 12<sup>th</sup> July, 2023**

**To**

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

**Subject: Filling up the post of Deputy Chief of Mission, Embassy of India, Brussels (Joint Secretary level) for a period of three (3) years under the Department of Commerce- reg.**

**Sir/Madam,**

It is proposed to fill up the post of Deputy Chief of Mission, Embassy of India, Brussels (Joint Secretary level) for a period of three (3) years under the Department of Commerce vice Shri Debasish Prusty, IAS (RJ:2000), who is having approved tenure to this post upto 31/03/2024. The following eligibility criteria have been laid down for making selection to the above post:

**(A) Mandatory Qualifications:**

- (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 Central Staffing Scheme.
- (iv) The selected officer will not be permitted to take up foreign assignment, or study leave, or training till the expiry of the assignment.
- (v) The officer must be below 54 years as on the date of vacancy.
- (vi) The officer should not have been on an assignment to foreign/captive post of the Government of India, earlier
- (vii) The officer should not be under debarment from Central deputation.
- (viii) The officer should be clear from vigilance angle and their integrity is certified.
- (ix) The officer should have prior working experience of Commerce or Agriculture or Industry in the State Government or in the Government of India; experience in an Economic Ministry of the Government.

**(B) Desirable Qualifications:**

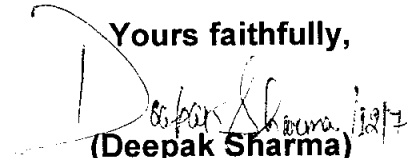
- (i) Experience in Bilateral/International negotiations/Cooperation.

**Contd.....**

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/mailed to this Department **in the format prescribed and attached herewith along-with Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings 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. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned. Further, the competent authority may relax any of the conditions of eligibility in deserving cases.

3. It is requested that the applications of the eligible candidate(s) may please be forwarded, so as to reach this Department by **14<sup>th</sup> August, 2023**.

Yours faithfully,

  
(Deepak Sharma)

**Under Secretary to the Government of India**

**Email: [s.deepak@nic.in](mailto:s.deepak@nic.in)**

**Copy to:**

1. Department of Commerce, Ministry of Commerce & Industry (Sh. Sunil Barthwal, Secretary), Vanijya Bhawan, New Delhi.
2. NIC Cell, DOP&T, for placing the vacancy circular on DOPT's Website under "What's New?" Category.
3. PA to Deputy Secretary (SM), with a request to upload this circular through bulk email system.

  
(Deepak Sharma)

**Under Secretary to the Government of India**

**Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India**

1.	Name of the officer	:			
2.	Service, Batch and Cadre (If an AIS officer)	:			
3.	Date of Birth	:			
4.	Contact Telephone No. (O) (R) (M)	:			
5.	Domicile of the officer	:			
6.	Category of the officer	:			
7.	Educational Qualifications	:			
8.	Date of joining the Government service	:			
9.	Present Designation and Pay Scale	:			
10.	Period of continuous appointment on the present post	:			
11.	Date of Superannuation	:			
12.	Whether Spouse is working in a Government Service;  A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);	:			
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle	:	Yes/No		
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. Certified that the above particulars are correct and complete.

**Signature of the applicant**

**Date:** \_\_\_\_\_

**Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars**

**Note:**

Columns 1-13 to be filled in by the applicant.  
Columns 14-16 to be filled in by Ministry/Department/CCA concerned.