

F. No. 4/9/2023-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 06th April, 2023

To,

1. The Chief Secretaries,
All State/ UT 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.

Subject: Filling up of the post of Minister (Economic) in the Economic Wing, Embassy of India, Washington DC, USA (JS level) for a period of three (3) years under Department of Economic Affairs- reg.

Sir/Madam,

It is proposed to fill up the post of Minister (Economic) in the Economic Wing, Embassy of India, Washington DC, USA (JS level) for a period of three (3) years under Department of Economic Affairs vice Sh. Ravi Kota, IAS (AM:1993).

2. The Mandatory Qualifications for the post are as under :

Mandatory Qualifications

- (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 the next three years.
- (iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
- (iv) The officer 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 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 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 the integrity certified.
- (ix) **The officer should have prior work experience in Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc.**

3. 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.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **05th May, 2023**.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email : dirsm@nic.in

Copy to:

1. Department of Economic Affairs, Ministry of Finance (Shri Ajay Seth, Secretary), North Block, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email system.

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.