

**No. 4/1/2015-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 3rd March, 2015**

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 Adviser (Industry & Engineering) in the Embassy of India, Brussels under the Department of Commerce, Ministry of Commerce & Industry.

Sir/Madam,

It is proposed to fill up the post of Adviser (Industry & Engineering) in the Embassy of India, Brussels under the Department of Commerce, Ministry of Commerce & Industry 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. The officer must have worked for at least two years at the Centre under the Central Staffing Scheme.**
- ii. The officer should be clear from vigilance angle.**
- iii. The officer should not have been debarred from Central deputation.**
- iv. 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.'**
- v. The officer should not be over 54 years of age.**
- vi. The officer should not have been posted on an assignment in a foreign/captive post of Government of India, 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 be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.**
- x. The officer should have cumulative work experience of at least 2 years in the Ministry of Commerce, Industry, Textiles, Communications and IT of the Govt. of India or in the State Government in Industry, Commerce & IT Department.**

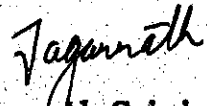
(B) **Desirable Qualifications**

- (i) Experience in bilateral/International negotiations.
- (ii) Exposure to International Trade.
- (iii) Officers having work experience in dealing with European Union/European Commission.

3. This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary/Director in the Government of India. 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 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.

4. It is requested that the applications of the eligible candidate(s) may please be forwarded so as to reach this Department not later than 2nd April, 2015.

Yours faithfully,


(Jaganneth Srinivasan)
Deputy Secretary (MM)

Copy to:

1. Department of Commerce (Dr. S.K. Sarangi, Joint Secretary), Udyog Bhawan, New Delhi.
- ✓ 2. NIC Cell, DOP&T, for placing the circular on Departmental Website under "What's New?" Category.
3. PS to DS (MM) :- With a request to upload this circular through bulk e-mail system.