

No.4/2/2008-FA(UN)
Government of India
Department of Personnel & Training

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North Block, New Delhi-110001
Dated the 30th April, 2008

To

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

**Subject:- Filling up the post of Adviser to Executive Director ,
World Bank, Washington.**

Sir/Madam

It is proposed to fill one post of Adviser to the Executive Director, World Bank, Washington likely to arise in the month of July, 2008.

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 have the following qualifications and experience:

A. Mandatory

Officers selected for the post should have work experience in Departments/Ministries related to economics, public finance and international trade.

B. Desirable

1. Officers of the rank of Director/DS or equivalent level with experience of dealing with externally aided project.
2. Preference may be given to those who have experience in working in Department of Economic Affairs.
3. They should also, preferably, have worked as Deputy Secretary/Director in the Government of India for at least three years.

3. It is further required that:

- i) (a) The officers should have served, including previous stint if any, in the Government of India, for at least 2 years; and
(b) He/She should either be working in the Government of India or should be eligible to be retained in the offer list for central deputation as per rules.
- ii) The officer should be below the age of 54 years.
- iii) The officer should not have been on an assignment to a foreign/captive post of the Government of India earlier.
- iv) The officer should not be under debarment from central deputation.
- v) The officer should not be currently on long-term training or foreign assignment.

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 gradings of the last five years in the enclosed format. 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) in enclosed proforma may please be forwarded so as to reach this department not later than 16th May, 2008.

Yours faithfully,


(Trishaljit Sethi)
Director(MM)

Copy to Director(NIC) for placing on the website.

Application Proforma

1.	Service	
2.	Cadre (only for AIS)	
3.	Identity Number (for IAS Officers only)	
4.	First Name	
5.	Middle Name	
6.	Sur Name	
7.	Exam Year	
8.	Allotment Year	
9.	Date of Joining	
10.	Gender	
11.	Date of Birth	
12.	Category	
13.	Pay Scale	
14.	Basic Pay	
15.	Whether presently on Study Leave	
16.	Whether slotted for Foreign Training	
17.	Whether Debarred from Central Staffing Scheme Previously, if Yes, Date from Date to	
18.	Whether worked on central deputation before:	
(i)	If Yes, Date of Reporting to Cadre	
(ii)	Whether Cooling-Off Period Completed	
(iii)	Cooling-Off Period completion Date	
19.	Whether worked on foreign assignment earlier.	
(i)	If so, date of joining: assignment	
(ii)	Date of reporting to the cadre.	
(iii)	Total period on assignment.	
20.		

EDUCATIONAL QUALIFICATIONS
(Please only mention Graduation and above).

Sl. No.	Qualification	Subject (1) Subject (2)	Year / Division	Institution University Place Country
1				
2				
3				

TRAINING DETAILS
(Please mention trainings of duration of only more than 1 month)

Sl. No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1			
2			
3			

EXPERIENCE DETAILS

Sl. No.	Type of Posting (Cadre / Centre)	(i) Level / Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1					
2					
3					
4					
5					

The information furnished above by me is correct.

(Signature)

To be filled by the Cadre Controlling Authority.

**(This should be filled by the competent authority of State Govt. / Cadre Authority
as prescribed in the letter)**

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

ANNEXURE - II

NAME OF THE OFFICER:

SERVICE :

CADRE :

BATCH:

Date of Birth:

1. Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof
2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.
3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
4. Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.
5. Whether the name of the officer appears in the Agreed List.

**Signature
of the officer certifying the proforma**

Name

Designation

Stamp

ANNEXURE - III

TO BE FILLED BY THE CADRE CONTROLLING
AUTHORITY

NAME OF THE OFFICER:

SERVICE:

CADRE:

BATCH:

DATE OF BIRTH:

- 1(a). Whether the Officer has ever been debarred:
from Central Deputation
- 1(b) If Yes, period of debarment:
2. Has the Officer been on Central
Deputation before
3. If Yes, date of completion of :
Cooling off.
4. Whether the officer has been on :
foreign assignment earlier, if so, details.

Signature
of the officer certifying the proforma

Name
Designation
Stamp

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

ANNEXURE - IV

NAME OF THE OFFICER:

SERVICE :

CADRE:

Batch:

Date of Birth:

1	Whether ACR Dossier is Complete upto 31/3/2007	YES / NO
2	ACR for any year (in the last 5 years) not available in the Dossier	
3.	Adverse entries if any (expunged or unexpunged) in Any ACR(s) If Yes, Year-wise details Thereof.	YES / NO
4.	ACR grading of the last 05 years	

Year / Period	Grading

Signature
of the officer certifying the proforma

Name

Designation

Stamp