

**MOST IMMEDIATE**

**No. 4/3/2011-FA (UN)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training**

.....  
North Block, New Delhi, the 19<sup>th</sup> August, 2011

१३/०८

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

**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, likely to fall vacant in November, 2011.

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 possess the following qualifications and experience:

**A. Mandatory Qualifications**

- (i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.
- (ii) The officer should be clear from vigilance angle.
- (iii) The officer should not be debarred from Central deputation.
- (iv) The officer should have at least "Very Good" Service record.
- (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 the GOI, 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 currently empanelled as Joint Secretary.

(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 GOI or in the State Government.


**B. Desirable Qualifications:-**

1. Experience in Bilateral/ International negotiations.
2. Exposure to International Trade.
3. 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 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 certified ACR grading of 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 as per rules.

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 **26<sup>th</sup> September, 2011.**

Yours faithfully,

  
(G. Srinivasan)

Under Secretary to the Government of India

**Copy to:**

1. Department of Commerce, Ministry of Commerce & Industry (Shri D.S. Dhesi, Joint Secretary), Udyog Bhawan, New Delhi- 110 017 w.r.t. D.O. Letter No. 10/1/2011-TA/TC(Pt), dated the 11<sup>th</sup> August, 2011.

2. NIC Cell, DOP&T, for placing the circular on Departmental Website under "What's New?" Category.

**LIST OF CADRE CONTROLLING AUTHORITIES OF CENTRAL  
GROUP 'A' SERVICES**

<b><u>S.No.</u></b>	<b><u>Name</u></b>	<b><u>Service</u></b>
1.	Shri Raj Kumar Singh, Home Secretary, Ministry of Home Affairs, North Block, New Delhi	Indian Police Service
2.	Shri Raj Kumar Singh, Home Secretary, Ministry of Home Affairs, North Block, New Delhi	IAS officers of AGMUT Cadre
3.	Shri Vinay Mittal, Chairman, Railway Board, Ministry of Railways, Rail Bhavan, New Delhi	Indian Railway Services
4.	Shri Vinod Rai, Comptroller & Auditor General of India O/o the C&AG of India, 10, Bahadur Shah Zafar Marg, New Delhi	Indian Audit & Accounts Service
5.	Shri R. Gopalan, Secretary, Ministry of Finance, Department of Economic Affairs, North Block, New Delhi	Indian Economic Service
6.	Shri D.C. Bajaj, Addl. Chief Adviser (Cost), Department of Expenditure, Cost Accounts Branch, Lok Nayak Bhawan, Khan Market, New Delhi.	Indian Cost Account Service

7. **Smt. Nita Kapoor,  
Secretary (Defence Finance),  
Ministry of Defence,  
South Block, New Delhi** **Indian Defence Account Service**
8. **Shri R.S. Gujral,  
Secretary,  
Ministry of Finance,  
Department of Revenue,  
North Block, New Delhi** **Indian Revenue Service (IT)**
9. **Shri R.S. Gujral,  
Secretary,  
Ministry of Finance,  
Department of Revenue,  
North Block, New Delhi** **Indian Customs & Central Excise  
Service**
10. **Ms. R. Doraiswamy,  
Secretary,  
Department of Posts,  
Dak Bhawan, New Delhi** **Indian Postal Service**
11. **Shri R. Chandrasekhar,  
Secretary,  
Department of Telecommunications,  
Sanchar Bhavan, New Delhi** **Indian Telecom Service**
12. **Shri R. Chandrasekhar,  
Secretary,  
Department of Telecommunications  
Sanchar Bhavan, New Delhi** **IP&T (Finance & Accounts)  
Service**
13. **Shri Shekhar Agarwal,  
Secretary,  
Department of Defence-  
Production,  
South Block, New Delhi** **Indian Ordnance Factory Service**
14. **Shri Shashi Kant Sharma,  
Defence Secretary,  
South Block, New Delhi** **Indian Defence Estates Service**
15. **Prof. T.C. Anant,  
Secretary,  
Ministry of Statistics &  
Programme Implementation,  
Sardar Patel Bhavan, New Delhi** **Indian Statistical Service**

16. **Shri Sumit Bose,**  
**Secretary,**  
**Ministry of Finance,**  
**Department of Expenditure**  
**North Block, New Delhi** **Indian Civil Accounts Service**
17. **Shri Rahul Khullar,**  
**Secretary,**  
**Department of Commerce,**  
**Udyog Bhavan, New Delhi** **Indian Supply Service / Indian**  
**Inspection Service**
18. **Shri Raghu Menon,**  
**Secretary,**  
**Ministry of Information &**  
**Broadcasting,**  
**Shastri Bhavan, New Delhi.** **Indian Information Service / Indian**  
**Broadcasting Engineering Service /**  
**Indian Broadcasting Programme**  
**Service**
19. **Shri Naved Masood,**  
**Secretary,**  
**Ministry of Corporate Affairs,**  
**Shastri Bhavan, New Delhi.** **Indian Company Law Service**
20. **Shri T. Chatterjee,**  
**Secretary,**  
**Ministry of Environment & Forests,**  
**Paryavaran Bhavan,**  
**C.G.O. Complex, Lodhi Road,**  
**New Delhi** **Indian Forest Service**
21. **Shri Sudhir Krishna,**  
**Secretary,**  
**Ministry of Urban Development,**  
**Nirman Bhavan,**  
**New Delhi.** **CES (CPWD)**
22. **Shri A.K. Upadhyay,**  
**Secretary,**  
**Department of Road Transport**  
**& Highways,**  
**Parivahan Bhavan,**  
**New Delhi** **Central Road Engineering Service**
23. **Shri P. Umashanker,**  
**Secretary,**  
**Ministry of Power,**  
**Shram Shakti Bhavan,**  
**New Delhi** **Central Power Engineering Service**

**24. Shri Dhruv Vijay Singh,  
Secretary,  
Ministry of Water Resources,  
Shram Shakti Bhavan,  
New Delhi.**

**Central Water Engineering Service**

**25. Shri Rahul Khullar,  
Secretary,  
Department of Commerce,  
Udyog Bhavan,  
New Delhi.**

**Indian Trade Service**

**26. Sh. Shashi Kant Sharma,  
Defence Secretary,  
South Block, New Delhi.**

**Indian Defence Engineering Service**