

NO.4/5/2007-FA(UN)
Government of India
Department of Personnel & Training

.....
New Delhi, dated the 27th August, 2007

To

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

Subject:- Filling up the posts of Counsellor-Community Affairs (Development) under the Ministry of Overseas Indian Affairs at Dubai, Kuala Lumpur and Washington.

Sir/Madam,

It is proposed to fill 3 newly created posts of Counsellor, Community Affairs (Development) under the Ministry of Overseas Indian Affairs at Dubai, Kuala Lumpur and Washington in the pay scale of Director i.e. Rs 14,300-400-18,300.

2. The Counsellor-Community Affairs(Development) will work under the overall supervision of the Ambassador/Head of Mission and will report functionally to the Ministry of Overseas Indian Affairs. The requisite administrative and accounting support will be provided by the respective Missions. The officers and staff will be entitled to the same allowances and facilities, as applicable to other officers of similar rank posted in the Missions.

3. The functions to be performed and general qualifications/experience required for the posts are as under:-

(1) **The 'Counsellor' at Dubai, who will look after the entire Gulf region and the Counsellor at Kuala Kumpur, who will look after Malaysia, Singapore and Brunei would perform the following functions:**

- i) work under the overall supervision of Ambassador/Head of Mission and report functionally to Ministry of Overseas Indian Affairs

- ii) will be the nodal officer for networking with the Overseas Indian Community/workers in the region identifying their requirements for appropriate action
- iii) should have experience in emigration related work and the matters relating to labour welfare. He/she would need to assess the potential of labour requirements in the countries under his charge

Desirable:

- (i) To have knowledge/experience in training of manpower
- (ii) Preference will be given to the candidate with a working knowledge of Malayalam/Tamil/Telgu

(2) The 'Counsellor' at Washington will perform the following functions in respect of overseas Indians in USA and Canada:

- i) work under the overall supervision of Ambassador/Head of Mission and report functionally to Ministry of overseas Indian Affairs
- ii) will be the nodal officer for networking with the Overseas Indian community in the region identifying their requirements, coordinate with overseas Indian Associations etc. in the region

Desirable: The officer should have sound education in the economic field and have adequate knowledge of the investment policy of the Govt. of India

4. It is further required that:

- i. The officers should have served in the Government of India for at least 2 years (including previous stint in the Government of India, if any). He/She may either be working in the Government

of India/or should be in the offer list for the year 2007. In case he is not working in the Government of India or his name is not on offer currently, the State Government/Cadre Controlling authority may duly sponsor his name along with the cadre clearance, vigilance clearance/ bio-data and the ACR gradings of the last five years to this office for consideration.

- ii. Officers should have considerable experience in the fields of labour, Overseas Indian Affairs, Negotiations, Investment, External Relations, Social Welfare, Education, Commerce, Industries and Culture.
- iii. The officer should have be below the age of 54 years.
- iv. The officer should not have been on an assignment to a foreign/captive post of the Government of India before.
- v. The officer should not be under debarment from central deputation.
- vi. The officer should not be currently on long-term training or foreign assignment.

5. As these posts are required to be filled urgently, this may be circulated amongst 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/faxed to this Department along with cadre clearance, vigilance clearance, detailed bio-data and certified ACR gradings of the last five years latest by 15th September, 2007. The applications may also clearly indicate the choice of station in order of preference.

Yours sincerely,


(Trishaljit Sethi)
Director