

F.No. 8/3/2015 EO(MM-II)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 10th August, 2015

To,

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

Subject : Filling up the post of First Secretary(Dy. Secretary level) [Development Cooperation Wing], Embassy of India, Yangon under the Ministry of External Affairs -regarding.

Sir/ Madam,

It is proposed to fill up the post of First Secretary(Dy. Secretary level)[Development Cooperation Wing], Embassy of India, Yangon under the Ministry of External Affairs. The officer would be required to work on projects of the Government of India. The work will include formulating project proposals, overseeing the ongoing projects and working with various agencies involved in implementation of the project. The work profile will be to facilitate the implementation of project, liaising with concerned agencies, etc.

2 Officers of the level of Dy. Secretary in the Government of India eligible for appointment under the Central Staffing Scheme as well as officers of the Central Secretariat Service are eligible for appointment under the Central. The period of deputation is 3 years.

3 The eligibility criteria for the post are as under:-

i Mandatory:

- (a) Possessing prior experience in the field of project management and implementation.
- (b) Willing to take appointment immediately.


ii Desirable:

- (a) Post Graduate/Graduate in the engineering, science or related disciplines.
- (b) Under 45 years.

4 The post may be circulated amongst officers eligible to be appointed at Deputy Secretary or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the Cadre Controlling Authorities may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossier. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any is completed and the officer is eligible to be appointed on Central Deputation as per instructions.

5 It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department before one month from the date of issue of this circular.

Yours faithfully,


(Jagannath Srinivasan)
Deputy Secretary
Tel: 23092842

Copy to:

- 1 Ministry of External Affairs[Shri Sibi George, Joint Secretary(AD)] South Block, New Delhi, w.r.t their OM No. Q/PA-II/576/1/2011 dated 22.07.2015.
- 2 NIC Cell, DOP&T for placing on Departmental Website.
- 3 PS to DS (MM) for uploading the circular through bulk e-mail system.

Bio-Data

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1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No. (O)	(R)	(M)		
6	Educational Qualifications	:			
7	Complete Experience/Posting Profile				
Sl.No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description
8	Whether clear from Vigilance angle?	:		YES / NO	
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:		YES / NO	

11. 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 1-7 to be filled in by applicant.
Columns 9-11. to be filled in by Cadre Controlling Authority.