

No. 8/4/2011-EO(MM-II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi-110001  
dated the 12.04.2012.

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,

Reference this Department's circular of even No. dated 28.11.2011 and 16.02.2012 regarding filling up of post of First Secretary(Dy. Secretary level) [Development Cooperation Wing], Embassy of India, Yangon under the Ministry of External Affairs.

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 to the post. 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 the 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 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. It may also be ensured that names of only those officers who can comply with the provision at para 3[i][b] and can be relieved immediately are forwarded.

5. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this department on or before 10.05.2012. It is also decided that the officers whose applications were sent to this Department in response to the first as well as the second advertisement need not apply once again as depending on their eligibility, they would be considered along with the fresh names that come up in response to the present advertisement.

Yours faithfully,

*Amarpreet Duggal*

12/4/12

(Dr. Amarpreet Duggal)

Dy. Secretary to the Government of India

Copy to:

- 1 Ministry of External Affairs [Sh. Ashok Kumar, Addl. Secretary] w.r.t. D.O. letter No. 2209/AS/(AD) dated 14.11.2011.
- 2 ✓ NIC Cell, DOP&T for placing on Departmental Website.
- 3 PS to DS(MM) for uploading the circular through bulk e-mail system.

*Amarpreet Duggal*

12/4/12

(Dr. Amarpreet Duggal)

Dy. Secretary to the Government of India

**Bio-Data**

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

12. Certified that the above particulars are correct and complete.

Signature:  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars.

*Note:*

*Columns 1-8 to be filled in by applicant.*

*Columns 9-12 to be filled in by Cadre Controlling Authority.*