

No. 8/9/2010-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi-110001
dated the 23.02.2011.

To,

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

Subject: Filling up the post of Dy. Secretary/Director[Development Cooperation Wing] High Commission of India, Colombo under the Ministry of External Affairs – regarding.

Sir/Madam,

It is proposed to fill up the post of Dy. Secretary/Director[Development Cooperation Wing] High Commission of India, Colombo under the Ministry of External Affairs.

- 2. Officers of the level of Dy. Secretary/Director 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. It is required that the officers possess experience of having handled infrastructure development projects, with expertise in financial monitoring, project appraisal, civil construction etc. It is also required that the officer should be Tamil knowing as most of the Indian projects are being conducted in the Northern part of Sri Lanka. An academic background in finance, economics or civil engineering would be desirable.
- 4. The post was earlier circulated on 09.09.2010 & 01.11.2011. The 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 and having experience as mentioned in para 3 above may be forwarded to this Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and copies of the CR Dossier. CR's should be attested by an officer not less than the rank of Under Secretary to the Government of India. 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 officers is eligible to be appointed on Central Deputation as per rules.
- 5. It is requested that the application of the eligible candidate(s) may please be forwarded so as to reach this department on or before 30.03.2011.

Yours faithfully,

(Signature)
(G. Srinivasan)

Under Secretary to the Government of India

Copy to:

- 1. Ministry of External Affairs [Sh. Kartik Pande Under Secretary], w.r.t. their OM No Q/CCP/576/9/10 dated 27.01.2011.
- 2. NIC Cell, DOP&T for placing on Departmental Website.

(Signature)
(G. Srinivasan)

Under Secretary to the Government of India

Recd. [Signature]
23.2

n/c

Bio-Data

1	Name	:			
2	Service	:			
3	Batch	:			
4	Cadre(If All India Service)	:			
5	Contact Telephone No. (O)	(R)	(M)		
6	Education Qualification	:			
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?	:			
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	:			

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

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