

No. 12/37/2022-FA (UN)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

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North Block, New Delhi,
Dated the 27th August, 2023

To

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

Subject:- Filling up of the post of Director/Senior Research Officer (Level-12/Level-13 of pay matrix) to Indian Ocean Rim Association (IORA) Secretariat, Port Louis, Mauritius under the Ministry of External Affairs.

Sir/Madam,

It is proposed to fill up the post of Director/Senior Research Officer (Level-12/Level-13 of pay matrix) to Indian Ocean Rim Association (IORA) Secretariat, Port Louis, Mauritius on secondment basis for a period of two years and extendable upon depending upon the requirement of IORA Secretariat. The post is at Level 12/Level 13 of pay matrix in the Ministry of External Affairs (Headquarters), New Delhi and the officer selected would be seconded to IORA Secretariat based in Port Louis, Mauritius as Director/Senior Research Officer.

2. The Mandatory and Desirable qualifications for the post are as under:-

A. Mandatory Qualifications

- (i) The officer must have worked for at least two 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. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (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.

B. Desirable Qualifications:

- (i) The office should have experience in International Trade and Regional Cooperation.
- (ii) The officer should have conducted research analysis in International Trade & Commerce.
- (iii) The officer should possess a Post Graduate degree in Economics or International Trade/International Relations.
- (iv) Knowledge of Foreign Languages.

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments of the Government of India may be forwarded/mailed to this Department in the format prescribed and attached herewith along with Cadre clearance, Vigilance clearance, detailed bio-data and APAR dossier/certified APAR gradings of 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. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned. Further, the competent authority may relax any of the conditions of eligibility in deserving cases.

4. It is requested that the applications of eligible candidate(s) may please be forwarded so as to reach this Department by 25th September, 2023.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email: dirsm@nic.in

Copy to:

1. Ministry of External Affairs [Shri Vinay Monah Kwatra, Foreign Secretary], South Block, New Delhi.
2. NIC Cell, DOP&T, for placing the vacancy circular on DOPT's Website under "What's New?" Category.
3. PA to Deputy Secretary (SM), with a request to upload this circular through bulk email system.

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Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer			:	
2.	Service, Batch and Cadre (If an AIS officer)			:	
3.	Date of Birth			:	
4.	Contact Telephone No. (O) (R) (M)			:	
5.	Domicile of the officer			:	
6.	Category of the officer			:	
7.	Educational Qualifications			:	
8.	Date of joining the Government service			:	
9.	Present Designation and Pay Scale			:	
10.	Period of continuous appointment on the present post			:	
11.	Date of Superannuation			:	
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);			:	
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)			:	
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle			:	Yes/No
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation			:	
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme			:	

17. 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 1-13 to be filled in by the applicant.
Columns 14-16 to be filled in by Ministry/Department/CCA concerned.