

No. 9/1/2023-FA(UN)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
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North Block, New Delhi,  
Dated the 27<sup>th</sup> January, 2023

To

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

**Subject:** Filling up of the post of Representative of India in the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation - reg.

Sir/Madam,

It is proposed to fill up the post of Representative of India in the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation vice Dr. Shefali Juneja, IRS(IT:1992).

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

**(A) Mandatory Qualifications:**

- (i) The officer should be holding a post of Joint Secretary to Government of India or a post equivalent in rank in Government of India/State Government.
- (ii) The selected officer will not be permitted to take up foreign assignments, or study leave, or training till the expiry of the assignment.
- (iii) The officer must be below 54 years as on the date of vacancy.
- (iv) The officer should not have been on an assignment to foreign/captive post of the Government India, earlier.
- (v) The officer should not be under debarment from Central Deputation.
- (vi) The officer should be clear from vigilance angle and his/her integrity is certified.
- (vii) The officer should have experience of working for at least 12 months in the field of Civil Aviation.

**(B) Desirable Qualifications:**

- (i) Experience in dealing with UN bodies and multilateral organizations.
- (ii) Familiarity with developments and policies in global as well as Indian Civil Aviation sector.
- (iii) Experience in dealing with international conventions relating to Civil Aviation.
- (iv) Experience of at least 2 years at the Centre under Central Staffing Scheme.

Contd...

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 may be forwarded/emailed 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 for the 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 and along with cadre clearance.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by **20<sup>th</sup> February, 2023**.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email: [dirms@nic.in](mailto:dirms@nic.in)

Copy to:

1. Ministry of Civil Aviation (Shri Rajiv Bansal, Secretary), Rajiv Gandhi, Bhawan, Safdarjung Airport, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM) -: With a request to upload this circular through bulk-email system.

**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)	:			
<b>Sl. No.</b>	<b>Period</b>	<b>Post held/Organization</b>	<b>Cadre post/Deputation post</b>	<b>Place of Posting</b>	<b>Brief Description</b>
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.