

No. 5/1/2022-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

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

To

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

Subject: Filling up of the post of Director in SAARC Secretariat, Kathmandu, Nepal (Director level) for a period of three (3) years under the Ministry of External Affairs.

Sir/Madam,

It is proposed to fill up the post of Director in SAARC Secretariat, Kathmandu, Nepal (Director level) for a period of three (3) years under Ministry of External Affairs.

2. The mandatory and desirable qualifications for the above post are as under:-

(A) Mandatory Qualifications-

- (i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme or worked in MEA.
- (ii) The Officer should be clear from vigilance angle.
- (iii) The officer should not have been 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 50 years of age.
- (vi) The officer should not be on training or foreign assignment currently.
- (vii) The Officer should not be on study leave or long leave.
- (viii) The officer must hold Director or equivalent post in Government of India.

(B) Desirable qualifications

- (i) The officer should have knowledge about India's bilateral and multilateral relations with members of SAARC countries.
- (ii) He/she should possess exceptional communications and presentation skills - both written & oral and have working knowledge of computers.
- (iii) Prior work experience in the Ministry of External Affairs or other Ministry/ Department of the Government of India in the field of International Affairs.

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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/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 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 **20th February, 2023**.

5. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 5/1/2022-EO(FA-UN), dated 6th May, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

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

Copy to:

1. Ministry of External Affairs [Shri Vinay Mohan Kwatra, Foreign Secretary], South Block, New Delhi.
2. NIC Cell, DoP&T, for placing the circular on Departmental Website.
3. PA to DS(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)	:			
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.