

**No. 4/3/2023-EO(FA-UN)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pension**  
**Department of Personnel and Training**  
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**North Block, New Delhi,**  
**Dated, the 27<sup>th</sup> 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 Minister (Economic & Commercial), Embassy of India, Tokyo, Japan (Joint Secretary level) under the Department of Economic Affairs.**

**Sir/Madam,**

It is proposed to fill up the post of Minister (Economic & Commercial), Embassy of India, Tokyo, Japan (Joint Secretary level) under the Department of Economic Affairs vice Ms. Mona K.C. Khandhar, IAS (GJ:1996). The following eligibility criteria have been laid down for making selection to the above post:

**(A) Mandatory Qualifications:**

- (i) The Officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer should be at least 3 batches below the batch next to be considered for empanelment at the Additional Secretary level.
- (iii) The officer must have worked for at least 2 years at the Centre under Central Staffing Scheme.
- (iv) The officer should be clear from vigilance angle.
- (v) The officer should not have been debarred from Central deputation.
- (vi) The officer should have at least "Very Good" Service record. However, preference will be given to officers who have 'Outstanding' service record.
- (vii) The officer must be below 54 years of age.
- (viii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.

**(B) Desirable Qualifications:**

- (i) Experience in Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, International Development Cooperation etc.
- (ii) Experience of working in the Department of Economic Affairs.

**Contd....**

2. 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.

3. 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**.

4. Previous vacancy circular for filling up the above post issued vide DOP&T's letter No. 18/1/2022-EO (SM-I), dated 2<sup>nd</sup> June, 2022 stands cancelled.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

**Copy to:**

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), North Block, 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.