

File No. 18/1/2022-EO(SM-I)
Government of India
Secretariat of the
Appointments Committee of the Cabinet
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi, 2nd June, 2022

To

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

Subject: Filling up of the post of **Minister (Economic & Commercial) (JS level), Embassy of India, Tokyo, Japan** under the Department of Economic Affairs.

Sir/Madam,

It is proposed to fill up the post of **Minister (Economic & Commercial) (JS level), Embassy of India, Tokyo, Japan under the Department of Economic Affairs** vice Ms. Mona K.C. Khandhar, IAS (GJ : 1996). It is requested that the names of the officers, who possess the mandatory qualification/experience, as stated below, may be sent to this Department along with their detailed bio-data, CR/APAR dossiers, vigilance clearance and integrity certificate:

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 Govt. 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.

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.

2. The last date for submission of application for the above referred circular is **02.07.2022**. Nominations as well as all correspondence on the subject may be routed through email id: **dirsm@nic.in** and **useosm1@nic.in** only. Nominations are to be routed through DoPT online interface (DoPT website>>EO Division>>Apply for posts of CSS, CVO and Others-Non-CSS category) for those officers who have not yet applied for any other posts online this year; this office is not accepting any physical communication

Yours faithfully,

(Nidhi Srivastava)

Deputy Secretary to the Government of India
Tel: 23092187

Copy to:

1. Department of Economic Affairs (Shri Ajay Seth, Secretary), New Delhi.
2. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department.
3. Deputy Secretary (SM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.