

File No. 18/6/2015-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

New Delhi, 29<sup>th</sup> September, 2015

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 Senior Adviser to Executive Director, Asian Development Bank, Manila (Joint Secretary level), under the Department of Economic Affairs.**

Sir/Madam,

It is proposed to fill up the post of **Senior Adviser to Executive Director, Asian Development Bank, Manila (Joint Secretary level), under the Department of Economic Affairs.** The following eligibility criteria have been laid down for making selection to the post:

**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 two 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 with a grading of 9 and above.
- (vii) The officer should not be over 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.

**Desirable qualifications**

- (i) Experience in the areas related to Infrastructure Development/ International trade/Public Finance in the Department/Ministries of the Government of India or in the State Government.
- (ii) Experience in Externally Aided Projects.
- (iii) Degree in Economics/Management/Public Finance/International trade.

2. It is requested that the names of the officers, who possess the mandatory qualification/experience, as stated above, may be sent to this Department along with their detailed bio-data, CR dossiers of the officers, their vigilance clearance and integrity certificate, within a period of four weeks of issue of this letter.

Yours faithfully,

  
(Nandini Paliwal) 29/9/15

Deputy Secretary to the Government of India

Tel: 23092187

Copy to:

1. Department of Economic Affairs (Shri Shaktikanta Das, Secretary), w.r.t. OM No. 6/24/2009-ADB.I dated 06.08.2015, 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 (MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.