

**No. 4/26/2023-FA(UN)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
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**North Block, New Delhi,**  
**Dated, the 10<sup>th</sup> January, 2024**

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 First Secretary (Services)/Counsellor (Services) [Level-12/Level-13], Permanent Mission of India, WTO, Geneva under Department of Commerce-reg**

**Sir/Madam,**

It is proposed to fill up the post of First Secretary (Services) /Counsellor (Services) [Level-12 / Level-13], Permanent Mission of India, WTO, Geneva under the Department of Commerce vice Ms. Sangeeta Saxena, IES (2001) who will complete her approved tenure to this post on 18/07/2024, for a period of three (3) years. The following eligibility criteria have been laid down for making selection to the above post:

**(A) Mandatory Qualifications:**

- (i) The officer must have worked for at least two (2) years at the Centre under the Central Staffing Scheme.
- (ii) The officer should have experience in Trade, Commerce, Industry and allied sectors either at the Centre or in the State Government/Cadre.
- (iii) The officer should be clear from vigilance angle.
- (iv) The officer should not have been debarred from Central Deputation.
- (v) 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.
- (vi) The officer should not be over 54 years of age.
- (vii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (viii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (ix) The officer should not be on study leave or long leave.
- (x) The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

**(B) Desirable Qualifications: -**

- (i) Exposure to international negotiations in Trade, Commerce, Industry and allied sectors.

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. Further, the Competent Authority may relax any of the conditions of eligibility in deserving cases.

3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by 12<sup>th</sup> February, 2024.

Yours faithfully,



(Debasweta Banik)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

**Copy to:**

1. Department of Commerce (Shri Sunil Barthwal, Secretary), Vanijya Bhawan, 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)	:			
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether the officer is having experience in Trade, Commerce, Industry and allied sectors either at the Centre or in the State Government/ Cadre. If yes, the details thereof;				
15.	Whether the officer is possessing any of the desirable qualification(s) as mentioned in the vacancy circular. If yes, the details thereof;				
16.	Whether clear from Vigilance angle				
17.	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				
18.	Whether the officer is debarred from deputation under the Central Staffing Scheme				

19. 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 1-15 to be filled in by the applicant.

Columns 16-19 to be filled in by Ministry/Department/CCA concerned.