

File No. 18/4/2015-EO(SM-I)  
Government of India  
Secretariat of the  
Appointment Committee of the Cabinet  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

New Delhi, 25<sup>th</sup> June, 2015

To

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

Subject: Filling up of the post of **Minister (Economic) in the Economic Wing Embassy of India, Washington DC** (Joint Secretary level), under the Department of Economic Affairs.

Sir/Madam,

It is proposed to fill up the post of **Minister (Economic) in the Economic Wing Embassy of India, Washington DC** (Joint Secretary level), under the Department of Economic Affairs. The following eligibility criteria have been laid down for making selection to the post:

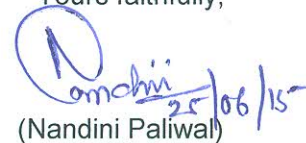
**Mandatory Qualifications:**

- (i) The officer must have been empanelled to hold Joint Secretary or equivalent post at the Centre.
- (ii) The officer must not be senior enough to be empanelment as Additional Secretary in the next three years.
- (iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
- (iv) The officer should not presently be on study leave or foreign assignment or training or likely to proceed on foreign training during the next one year.
- (v) The officer must be below 54 years as on the date of vacancy.
- (vi) The officer should not have been on an assignment to foreign/captive post of Government of India earlier.
- (vii) The officer should not be under debarment from Central Deputation.
- (viii) The officer should be clear from vigilance angle and their integrity certified.
- (ix) The officer should have prior work experience in Trade, Commerce, Industry, Finance, Foreign Investment, Export Promotion, Internal Development Cooperation etc.

2. It is requested that the names of the officers, who possess the mandatory qualifications/experience, as stated above, may be sent to this Department along with the following information within a period of four weeks of issue of this letter:

- (i) Officers detailed bio-data;
- (ii) A write up of 250 words indicating why the candidate feels he/she is suitable for the position;
- (iii) CR dossiers of the officers; and
- (iv) Officer vigilance clearance and integrity certificate.

Yours faithfully,

  
(Nandini Paliwal)

Deputy Secretary to the Government of India  
Tel. No.011-2309 2187

Copy to:

1. Department of Economic Affairs (Shri Rajiv Mehrishi, Secretary), New Delhi w.r.t. their OM No.A-19011/1/2015-Admn.III dated 05.05.2015.
2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately.
3. Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.