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 High Commission of India, London (Joint Secretary level), under the Department of Commerce.

Sir/Madam,

It is proposed to fill up the post of Minister (Economic) in the High Commission of India, London (Joint Secretary level), under the Department of Commerce. 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 be at least three batches below the batch next to be considered for empanelment as Additional Secretary to the Government of India.
(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
(iv) The officer must be clear from vigilance angle.
(v) The officer must not have been debarred for Central Deputation.
(vi) The officer should have at least "Very Good" service record. However, preference would be given to officers who have "Outstanding" service record with a grading of 8 and above.
(vii) The officer must be below 54 years, as on the date of vacancy.
(viii) The officer must not have been on an assignment to foreign/captive post of 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 must not be on study leave or long leave.
(xi) The officer should have prior work experience of Commerce or Agriculture or Industry in the State Government or in the Government of India.
(xii) The officer should have experience in an Economic Ministry of the Government of India.

Desirable qualifications
(i) Experience and/or familiar exposure to international trade.
(ii) Experience in bilateral/international trade negotiations.

3. It is requested that the names of the officers, who possess the mandatory qualifications, as stated above, may be sent to this Department along with their detailed bio-data, CR dossiers and vigilance clearance, within one month from the date of issue of this circular.

Yours faithfully,

[Signature]

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

Copy to:

1. Ministry of Commerce (Shri. Rajeev Kher, Secretary), New Delhi w.r.t. their OM No.5/1/2013-TA/TC dated 10.11.2014.
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.
File No. 18/4/2015-EQ(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, 25th 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 empanelled 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 Palliwal)
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.
To,

1. The Chief Secretaries
   All State Governments,

2. All Secretaries
   Ministries/Departments of Government of India

Subject: Filling up the post of General Manager (Haryana Region), Food Corporation of India, Panchkula under the Department of Food & Public Distribution.

Sir/Madam,

This is regarding filling up the post of General Manager (Haryana Region), Food Corporation of India, Panchkula under the Department of Food & Public Distribution on deputation basis.

2. Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years. For officers working in the cadre, it may also be ensured that the ‘Cooling off’, after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.

4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department not later than 31.07.2015.

Yours faithfully,

[Signature]

Under Secretary to the Govt. of India
Tel: 23093846

Copy to:

2. NIC Cell, DOP&T for placing on Departmental Website.
3. PS to DS(MM) for uploading the circular through bulk e-mail system.
## Bio-Data

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<table>
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<tbody>
<tr>
<td>1</td>
<td>Name</td>
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<tr>
<td>2</td>
<td>Date of Birth</td>
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<td>3</td>
<td>Service</td>
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<td>4</td>
<td>Batch</td>
</tr>
<tr>
<td>5</td>
<td>Contact Telephone No. (O) (R) (M)</td>
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<tr>
<td>6</td>
<td>Educational Qualifications</td>
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<tr>
<td>7</td>
<td>Complete Experience/Posting Profile</td>
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<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Post held/ Organization</th>
<th>Cadre post/ Deputation post</th>
<th>Place of Posting</th>
<th>Brief Job description</th>
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<thead>
<tr>
<th>8</th>
<th>Whether clear from Vigilance angle?</th>
<th>YES / NO</th>
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<tbody>
<tr>
<td>9</td>
<td>Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.</td>
<td>:</td>
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<tr>
<td>10</td>
<td>Whether the officer is debarred from deputation under the Central Staffing Scheme.</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

11. 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 1-7 to be filled in by applicant.
Columns 9-11. to be filled in by Ministry/Department concerned.
New Delhi, 1st July, 2015

To

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

CORRIGENDUM

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.

In partial modification of DOPT letter of even number dated 25.06.2015, para 1 (ix) thereof, is to be read with following amendment:

For: “Internal Development Cooperation”
Read: “International Development Cooperation”

2. Inconvenience is regretted.

(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.
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