

F.No. A-35014/1/2011-Adm.-I
Government of India
Ministry of Urban Development

Nirman Bhavan, New Delhi
Dated the 3rd Jan., 2012


Office Memorandum

Subject: Filling up the post of the Adviser (Industry & Engineering) in the Embassy of India, Brussels under the Department of Commerce, Ministry of Commerce & Industry - Circulation of vacancy- regarding

The undersigned is directed to enclose a copy of letter No. 4/3/2011-FA (UN) dated 23rd Dec. 2011 received from Department of Personnel & Training on the subject noted above which is self explanatory.

2. Nominations of the eligible and interested officers may be submitted to Admn.I Section latest by 15th Jan 2012.

Encl: As above.



(Jitender Kumar)

Under Secretary to the Govt. of India

To

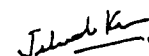
1. All DS/ Director level officers in the Ministry of UD and Ministry of HUPA.
2. All Heads of Attached/ Subordinate offices, Autonomous/ Statutory Bodies and Public Sector Undertakings under the Ministry of UD & HUPA.

Copy to:-

1. Sr. PPS to Secretary (UD)
2. PSO to Secretary (HUPA)
3. PPS to Additional Secretary (UD)
4. PPS to Additional Secretary (HUPA)
5. PS to JS & FA
6. PS to JS (H)
7. PS to JS (UD)
8. PS to JS (DL)
9. PS to JS & MD (JNNURM))
10. PS to JS (Adm)
11. PS to JS (UT)
12. PS to JS (RAY)
13. PS to JS (A&C), M/o HUPA
14. PS to OSD(UT) & Ex Officio JS

Copy also to:-

- i) NIC, M/o UD - for uploading on this Ministry's website
- ii) NIC, M/o HUPA - for uploading on their website



(Jitender Kumar)

Under Secretary to the Govt. of India

Dr. Sudhit Krishna

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No. 4/3/2011-FA (UN)

Government of India

Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

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North Block, New Delhi, the 25th December, 2011

To

5988-015
29/12/11

1. The Chief Secretaries,
All State Governments

2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. 'A' Services of the Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject: - Filling up of the post of Adviser (Industry & Engineering) in the Embassy of India, Brussels, under the Department of Commerce, Ministry of Commerce & Industry -reg.

Sir/Madam,

It is proposed to fill up the post of Adviser (Industry & Engineering) in the Embassy of India, Brussels, under the Department of Commerce, Ministry of Commerce & Industry.

2. Officers of the rank of Deputy Secretary / Director of the Government of India or equivalent level are eligible for the post. Officers applying for this post should possess the following qualifications and experience:

A. Mandatory Qualifications

(i) The officer must have worked for at least 2 years at the Centre under the Central Staffing Scheme.

(ii) The officer should be clear from vigilance angle.

(iii) The officer should not be debarred from Central deputation.

(iv) The officer should have at least "Very Good" Service record.

(v) The officer should not be over 54 years of age.

(vi) The officer should not have been posted on an assignment in a foreign/captive post of the GOI, earlier.

Pl. Cr. Secy
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- (vii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment currently.
 - (viii) The officer should not be on study leave or long leave.
 - (ix) The officer should be at least one batch below the batch currently empanelled as Joint Secretary.
 - (x) **The officer should have cumulative work experience of at least 2 years in the Ministry of Commerce, Industry, Textiles, Communications and IT of the GOI or in the State Government in Industry, Commerce and IT Department.**

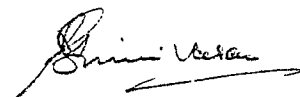
B. Desirable Qualifications:-

1. Experience in Bilateral / International negotiations.
2. Exposure to International Trade.
3. Officers having work experience in dealing with European Union / European Commission.

3. This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary / Director 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/faxed to this Department along with **Cadre clearance, Vigilance clearance, detailed Bio-data and certified ACR gradings of 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 as per rules.

4. It is requested that the application of the eligible candidate (s) may please be forwarded so as to reach this Department not later than **25th January, 2012.**

Yours faithfully,


(G. Srinivasan)

Under Secretary to the Government of India

Copy to:

1. Department of Commerce, Ministry of Commerce & Industry (Sh. Mahender Chaudhary, Under Secretary), Udyog Bhawan, New Delhi w.r.t. O.M. No. 10/2/2011-TA/TC, dated 03/11/2011.
2. NIC Cell, DOP&T, for placing the circular on Departmental Website under "What's New?" Category.