

No.12/9/2017-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 22nd May, 2017

To

- 1. The Chief Secretaries
All State Governments**
- 2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp 'A' Services of the Government of India, participating in the Central Staffing Scheme (As per list attached).**

Subject: Filling up the post of Director in SAARC Secretariat, Kathmandu, Nepal (Director level) for a period of three years.

Sir/Madam,

It is proposed to fill up the post of **Director in SAARC Secretariat, Kathmandu, Nepal (Director level)** for a period of three years.

2. The mandatory and desirable qualifications for the post are as under:-

(A) Mandatory Qualification-

- 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 have been debarred from Central Deputation.
- iv. 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.
- 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.
- 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 of officers who are currently empanelled to hold the post of joint Secretary or its equivalent with the Central Government.

(B) Desirable qualifications

- (i) The officer should have knowledge about India's bilateral and multilateral relations with members of SAARC countries;
- (ii) He/she should possess exceptional communications and presentation skills - both written & oral and have working knowledge of computers;
- (iii) Prior work experience in the Ministry of External Affairs or other Ministry/ Department of the Government of India in the field of International Affairs.

3. This post may be circulated amongst officers eligible to be appointed at the level of Director in the Government of India. Name 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 ACR Dossier/certified ACR grading for the last five years**. It may also be ensured that the "Cooling Off", after a pervious stint on deputation, if any is complete and the officer is eligible to be appointed on Central Deputation.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department within one month from the date of issue of this letter.

Yours faithfully,

J. Srinivasan
22/5/17
(J. Srinivasan)
Director(MM)

Copy to:

1. Ministry of External Affairs (Ms. Paulomi Tripathi, Deputy Secretary, (FSP & Cadre), Ministry of External Affairs
2. NIC Cell, DoP&T, for placing the circular on Departmental Website
3. PS to Dir(MM):- With a request to upload this circular through bulk-email system.