

From : Digcent (Pers)

No. D.I.4/2018-Pers-DA-8

Dtd 27 /11/2018

U/C (.) Filling up of post of Under Secretary/Deputy Secretary on deputation basis in Ministry of External Affairs (.) Director (ADP), MEA vide Circular No.Q/PA.III/578/5/2018 dtd 24/10/2018 requested nomination of willing and eligible officers for subject deputation (.) Details of the posts are as under :-

1.	Name of the post with Pay Level	i) Under Secretary (Level-11) ii) Deputy Secretary (Level-12) of the Pay Matrix.
2	Period of deputation	Initially for 03 years; could be extended as per extant rules prescribed by DoPT on the subject.
3	Job Description	a) To work in specialized Division at the MEA Headquarters, New Delhi. b) Framing of 'scope of work' for hiring of consultants by Missions/Posts abroad pertaining to procurement and installation of technology solutions as mentioned in Column-5 below. c) Vetting of security clauses in a variety of service agreements. d) Testing technology solutions during and after procurement by crosschecking it against technical specifications and BOQ decided in the tender/competitive bidding documents.
4	Eligibility/Essential Criteria	Officers holding analogous posts in Central Government Ministries/Central Armed Police Forces having knowledge and experience in latest security technology.
5	Desirable Criteria	Demonstrable knowledge and experience of latest security technology such as in the area of CCTC , anti-intrusion electronic surveillance cum alarm systems, access control related RFID technology, sensor based access control measures, technology to check and scan bags and vehicles without opening it, perimeter security related hardware, AI and its usages' for perimeter security and access control and ballistics and blast proof security material including BR/BP vehicles.

6	How to apply	<p>Completed application should be sent through proper channel in the prescribed proforma to Joint Secretary(Administration), Ministry of External Affairs, Room No. 149C, South Block, New Delhi. The duly completed application should be sent along with :</p> <p>a)Up-dated copies of ACRS/APARs for the last five years duly attested on each page by a Group A Officer.</p> <p>b)Cadre clearance</p> <p>c)Vigilance Clearance</p> <p>d)Details of minor/major penalty imposed on the officer by the competent authority for the last 10 years.</p> <p>e) Statement of Bio-Data in the prescribed proforma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel</p>
7	Pay and Allowance	Admissible as per guidelines of DoPT OM No. 6/8/2009-Estt(Pay-II) dated 17/06/2010 amended from time to time.
8	Accommodation	Residences will be allotted strictly according to availability/vacancy in accordance with extant Rules/Guidelines in the Ministry.
9	Last Date	20/12/2018

(.) Reqst forward nomination of willing and eligible of the rank of 2-IC for the post of Deputy Secretary (Level-12) and Dy.Comdt for the post of Under Secretary (Level-11) in the enclosed prescribed format duly signed and scanned along with details of minor/major penalty imposed on the nominated officer by the competent authority for the last 10 years so as to reach this Dte **by 03/12/2018** through E-mail ID-digper@crpf.gov.in followed by hard copy (.) It may ensured that the nominated officer is free from vigilance angle (.) Officers who have completed MFS and meets the eligibility criteria are only nominated for the subject deputation (.) Nomination received after target date will not be entertained (.) Info addressees only (.) Ensure submission of nomination of willing and eligible officers through concerned Sectors/Zones (.)Nomination received directly will summarily be rejected////

Encl : Proforma

sd/- 27/11/2018
Digcent (Pers)

**APPLICATION PROFORMA FOR THE POST OF UNDER SECRETARY /
DEPUTY DIRECTOR IN THE MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

1. Name & Designation
2. Date of Birth
3. Gender
4. Educational Qualification
5. Mobile No.
6. E-Mail ID
7. Service/Batch
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organization	Post Held	From	To	Scale of pay and basic therein	Nature of duties

9. Details of current employment
10. Basic pay, Pay Scale & Grade pay
11. Details of course/training programme attended, if any
12. Details of publication, if any
13. Language known
14. Details of previous ex-cadre deputation, if any
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate, if need be;
16. Remarks

Signature of the candidate
Address _____

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of Head of Department
with stamp.