

VACANCY CIRCULAR

Subject: Filling up of the post of Counsellor (Coordination), Embassy of India, Moscow on deputation basis.


The undersigned is directed to say that it is proposed to fill up one (1) post of Counsellor (Coordination), Embassy of India, Moscow on deputation basis by officers fulfilling the requirements prescribed in **Annexure-I**.

2. The Terms and Conditions of engagement will be as decided by Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later. Further, only hard copies of application duly signed along with the required documents will be accepted. Applications sent through other mode like e-mail etc will not be entertained.

3. Eligible officers, who are willing to be considered for the post, may send their application duly filled in as per proforma at **Annexure-II** (through proper channel) to this Ministry at the following address within two months from the date of issue of this Circular, alongwith ACR Dossiers, vigilance clearance, cadre clearance, no major/minor penalty certificate and integrity certificate as indicated in **Annexure-II**.

**Under Secretary, D(Estt./Gp.I)
Room No.319-A, 'B' Wing, 3rd Floor
Sena Bhawan, New Delhi-110 011**

4. Applications received after the due date or which are not in the prescribed format or without requisite documents will not be considered.


(Sunil Kumar Adlakha)

Under Secretary to the Government of India

To

1. All DS/Directors of Ministry of Defence
2. D(IT)/NIC - With request to place this vacancy circular on the website of MoD
3. DoPT, CS-I(Coord), 2nd Floor, 'A' Wing, Lok Nayak Bhawan – with request for wider circulation and to upload the same on their website.

Copy to Office of:-	For wider circulation among officers of:-
DAD (Coord)	Indian Defence Accounts Service
D(Q&C)	Indian Defence Estates Service
D(HAL)	Defence Aeronautical Quality Assurance Service
D(QA)	Defence Quality Assurance Service
D(R&D)	Defence Research and Development Service
D(Fy-I)	Indian Ordnance Factories Health Service Indian Ordnance Factories Service
D(BR)	Border Roads Engg. Service
D(N-II)	Indian Naval Armament Service
D(Works-II)	Indian Defence Service of Engineers

Eligibility conditions for the post of Counsellor (Coordination), Embassy of India, Moscow.

1. Post : Counsellor (Coordination), Embassy of India, Moscow (General Central Services, Group 'A' - Gazetted, Non-Ministerial)
2. Pay Scale : Level-13 in the Pay Matrix of Rs. 118500/- to Rs. 214100/-

3. Mode of Recruitment & Eligibility Conditions:

Deputation

Officers of the All India Services and Central Services Group 'A':-

- i) Holding analogous posts on regular basis working in the Ministry of Defence; and
- ii) Possessing minimum one year working experience in the Ministry of Defence.

4. Period of Deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 4 (four) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

Part-ABio-data

1. Name and Address :
(in Block Letters)
2. Date of birth :
(Completed years of age)
3. Date of retirement :
4. Designation :
5. Office where working :
6. Pay level & Present Pay :
7. Service & Batch to which belongs :
8. Educational Qualifications :

Qualifications/Experience required	Qualifications/Experience possessed by the Officer
A. Whether officers of the All India Services or Central Services Group 'A'	Yes/No
(i) Whether holding analogous post on regular basis working in Ministry of Defence	Yes/No
(ii) Whether possessing minimum 01 12 year working experience in MoD	Yes/No
B. Details of posting in MoD, since when and designation	

9. Particulars of service, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Pay level & Basic Pay	Nature of Duties (in detail)

10. In case the present employment is :
Held on deputation/contract basis,
Please state:

(i) the date of initial appointment :

(ii) Period of appointment on deputation/
Contract :

(iii) Name & Address of the parent office/
Organization to which you belong :

11. Additional information, if any, which :
You would like to mention in support
of your suitability for the post.

(This among other things may provide
Information with regard to-

(i) Professional training and :

(ii) work experience over and above :
Prescribed in the advertisement

12. Whether belongs to Scheduled Caste/ :
Scheduled Tribe/ Other Backward Class

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

Date :

(Signature of the Applicant)

Address: _____

Tel/Mob. No.: _____

e-mail: _____

PART-B
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE
APPLICANT

Office/Ministry/Department

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years.	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether integrity certificate enclosed.	Yes/No
3.	Whether original ACRs for the past 5 years/ clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

CERTIFICATE

Certified that Shri/Smt./Km. _____ is an officer of *All India Services/*Central Services Group 'A' holding analogous post on regular basis and possessing minimum one year working experience in the Ministry of Defence. Also certified that the particulars given by the applicant in Annexure-II (Part-A) are correct as per the Service Records.

Date:

(Signature of the forwarding authority)

Office:

Seal:

(*) Strike out whichever is not applicable.