

No.A.19011/1/2010-Admn.III
Government of India
Ministry of Finance
(Department of Economic Affairs)
New Delhi

Department of Economic Affairs, Ministry of Finance invites application from eligible officers for the post of Research Officer (Economic) in the Economic Wing, Embassy of India, Washington DC to be filled on deputation basis. The period of deputation will be three years. The pay scale attached to the post is Rs. 15,600-39,100 (PB-3) with Grade pay Rs. 5400/-(Revised). The post is in General Central Services, Group 'A' Gazetted and the selected officer will be entitled to pay in the scale of post plus foreign allowances etc. as admissible to non-IFS officers working in Indian Missions abroad.

2. The following categories of officers are eligible for consideration for the post.

(A) Grade IV Officers of the Indian Economic Service; or

(B) Officers under the Central Government:

(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; **or**
(ii) With two year's service in the grade rendered after appointment thereto on a regular basis in the Grade Pay of Rs. 4800 (Rs. 9300-34,800) **or** equivalent in the parent cadre or Department; **or**

(iii) with eight year's service in the grade rendered after appointment thereto on regular basis in the Grade Pay of Rs. 4200 (Rs. 9300-34,800) or equivalent in the parent cadre/ department; **and**
(b) possessing 3 year's experience in handling all matters relating to foreign aid, external debt management, current problems in the areas of international finance, multilateral assistance, export promotion, foreign direct investment etc.

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

3. The application of those officers who have not completed their probation period, need not be forwarded by their respective Ministry/Department/Offices. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. It is requested that the applications of eligible candidate (s) and whose services could be immediately spared in the event of their selection may be forwarded along with the following documents so as to **reach the undersigned within 45 days from the date of publication of this circular in the Employment News.**

i) Application in the prescribed format (Annex-A) duly filled-in and signed by the applicant as well as the competent authority of forwarding Department

ii) Cadre Clearance certificate (Annex-B)

iii) Certificates for Integrity, No Penalty and Vigilance Clearance (Annex-C)

iv) Attested photocopies (on each page) of complete ACRs for last five years i.e from 2005-06 to 2009-10.

4. The Applications not accompanied with above documents and applications received after the stipulated period will not be entertained by this Department.

(Sanatan)
Under Secretary to the Govt. of India
Tel.No.23095745
Room No. 233, North Block
New Delhi
Annexure-A

Bio-data Proforma

1. Name and Address in Block Letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government Rules
4. Educational Qualifications
5. Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualification/Experience required	Qualification/Experience Possessed by the officer
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Essential (1) (2) (3) (4)

6. Please state clearly whether in the light of entries Made by you above, you meet the requirements of the post.

7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by Your signature, if the space below is insufficient.

Office/Instt. /Orgn.	Post held	Form	To	Scale of pay and Basic Pay/GP	Nature of Duties

8. Nature of present employment, i.e., ad-hoc or temporary or permanent

9. In case the present employment is held on Deputation/contract basis, please state -

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organization to which you belong

10. Additional details about present employment:

Please state whether working under

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities.

11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

14. Whether belongs a SC/ST

15. Remarks

Signature of the candidate
Address _____

Date _____
Countersigned _____
(Employer)

Annex-B

File.No _____
Ministry/Department/Office _____ Date _____

Cadre Clearance

It is mentioned that Ministry/Department/Office (full name) _____ has no objection in granting Cadre Clearance to Shri/Smt/Ms (full name and designation) who has applied for the post of Research Officer in the Economic Wing, Embassy of India, Washington DC on deputation for a period of three years. In the event of his/her selection, Shri/Smt/Ms (full name) _____ would be relieved for the said deputation immediately.

Signature with stamp of the competent authority
(Not below the rank of Under Secretary)
Annex-C

F.No. _____
Ministry/Department/Office _____ Date _____

Certificate for Integrity, No Penalty and Vigilance Clearance

After perusal of available confidential reports/service records in respect of Shri/Smt./Ms. (full name and designation) _____ it is certified that his/her integrity is beyond doubt.

2. No Major/Minor Penalty was ever imposed on Shri/Smt./Ms (full name and Designation) _____ during that last ten—years.

3. Certified that Shri/Smt./Ms.(full name and designation) _____ is clear from vigilance angle.

Signature with stamp of the competent authority
(Not below the rank of Under Secretary)

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