



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
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F. No. Pr.CCIT/Estt/Circulation/2022-23

Date: 19.09.2022

VACANCY CIRCULAR

Sub: Filling up of 10 posts of Under Secretary in Ministry of External Affairs, New Delhi on deputation basis – Reg.

Ref: Letter received from Income Tax Officer, CMD-III (2) (HRD), New Delhi dated 14.09.2022

Please find enclosed herewith the above referred letter received from Income Tax Officer, CMD-III(2) (HRD), New Delhi, regarding Filling up 10 posts of Under Secretary in Ministry of External Affairs, New Delhi, Level-11 in respect of Group 'A' Officers on **DEPUTATION BASIS** for circulation.

In this connection, I am directed to request interested officers to send their nominations through their head of the office on the email Id hyderabad.dcit.hq.admin@incometax.gov.in.

Yours faithfully,


(Thamba Mahendra)

Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in



Government of India/Ministry of Finance
Department of Revenue/Central Board of Direct Taxes
Directorate General of Income-tax (HRD)
2nd Floor, Jawaharlal Nehru Stadium,
Gate No. 1, New Delhi – 110003

F.No.154/001/2022-CMD-III (2)/4577

Dated: 14.09.2022

To,

All Pr. Chief Commissioners of Income Tax, (CCA)/
Pr. Director Generals of Income Tax/
Director Generals of Income Tax (attached Directorates)

Madam/Sir,

Sub: Filling up of 10 posts of Under Secretary in Ministry of External Affairs, New Delhi, on deputation basis - regarding.

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose vacancy circular issued vide F. No. Q/PA. III/575/30/2016 dated 13.09.2022 by Under Secretary, Ministry of External Affairs Administration Division, Jawaharlal Nehru Bhawan, New Delhi-110001 regarding filling up of 10 posts of Under Secretary in Ministry of External Affairs, New Delhi, Level-11 in respect of Group- A officers on deputation basis.

3. The above vacancy circular may be circulated to all the concerned officers and names of suitable/willing officers may be forwarded to the office of Pr. DGIT (HRD), New Delhi for further necessary action through proper channel. The applications can also be sent through proper channel on IDeAS - IRS Deputation e-Application System. The above vacancy circular has also been uploaded in the Deputation Vacancy Circular Tab on the IDeAS module. The URL to access the above e-application system is <http://49.50.72.70>. Further, the link for IRS Online Deputation Module has also been placed in HRD Corner within Deputation Tab on www.irsofficersonline.gov.in website for easy access by the field officers. While forwarding the application, the date of filing of IPR for 2021 alongwith a confirmation in respect of the details of history of postings available on www.irsofficersonline.gov.in must be provided. Applications along with its enclosures, sent by the concerned CCA through its official email ID to this office email ID hrd.deputation@incometax.gov.in will also be treated as received through proper channel.

4. As per the above vacancy circular, the last date for submission of applications to reach to the Administrative Officer (PA-III), Ministry of External Affairs, Room No. 4093, Jawahar Lal Nehru Bhawan, New Delhi-110001 for the above post is **07.11.2022**. Therefore, for timely processing of applications, the duly filled application of eligible officers should be forwarded by the O/o PCCsIT(CCA) **on or before 14.10.2022** to enable this Directorate to process the deputation applications received in a timely manner.

Yours faithfully,

Encl: As above

sd/-

(K. R. Philips)
Income Tax Officer, CMD-III (2)
(HRD), New Delhi.

Copy to: The Web manager, www.irsofficersonline.gov.in with the request to upload the letter on the website along with its enclosures.


Income Tax Officer, CMD-III (2)
(HRD), New Delhi.

No. Q/PA.III/575/30/2016
Ministry of External Affairs
(Administration Division)

New Delhi, the 13th September 2022

VACANCY CIRCULAR

Subject: Filling up of the 10 posts of Under Secretary on deputation basis in Ministry of External Affairs.

Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filling up of ten posts of Under Secretary (**in Level 11**) on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Level	:	Under Secretary – Level 11 of the Pay Matrix
2.	Period of Deputation	:	Initially for two years ; could be extended as per extant rules prescribed by DoP&T on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.01.2022.
4.	Job Description	:	To work in specialized Divisions of the Ministry of External Affairs at Headquarters. This may include temporary deputation on foreign tours as part of ongoing duties at New Delhi.
5.	Eligibility/Essential Criteria	:	Officers working in Central Government Offices holding analogous posts in Level 11 of the Pay Matrix on regular basis will be considered eligible against corresponding post.
6.	Desirable Criteria	:	(I) Officers should have good managerial and interpersonal skills. (ii) Officers should be able to liaise effectively with other organizations/Ministries/departments/think tanks. (iii) Officers should have good noting and drafting skills and communication abilities. (iv) Officers should have served as Under Secretary or equivalent level in Ministries/departments/attached/subordinate offices in the Government of India. (v) Previous experience of handling issues relating to International Cooperation/Foreign Trade/International Multilateral Organizations in Government of India. (vi) R requisite experience in policy formulation/implementation.
7.	How to apply	:	Completed application should be sent through proper channel in the prescribed pro-forma to Administrative Officer(PA-III), Ministry of External Affairs, Room No. 4093, Jawahar Lal Nehru Bhawan, New Delhi. The duly completed application should be sent along with: a) Up-to-date copies of ACRs/APARs for the last five

			<p>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, if any.</p> <p>e) Statement of Bio-data in the prescribed pro-forma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel.</p>
8.	Pay & Allowances	:	Admissible as per guidelines of Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
9.	Travel	:	The selected officer may be required to travel within India and abroad.

Note: *It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.*

2. Applications of interested and eligible officers may be forwarded **latest by 7th November 2022**. Advance copy of applications may be mailed at aopa3@mea.gov.in. However, only those applications will be considered which are complete in all aspects and forwarded through proper channel. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer shall have to be relieved on immediate basis. Any queries regarding the application may be addressed to the undersigned.


 (Ajith John Joshua)
 Under Secretary to the Govt. of India
 Room No. 4086, Block-B
 Jawaharlal Nehru Bhawan
 New Delhi-110001.
 Telephone-23085368
 Email: uscadre@mea.gov.in

Enclosure: Pro-forma

To:

1. All Notice Boards in the Ministry of External Affairs.
2. XP Division (for uploading the circular on MEA website).
3. Department of Personnel & Training to circulate the vacancy circular.
4. All Ministries/Departments of the Central Government.

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

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
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 performed

9. Details of current employment;

10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/training programmes 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 sheet, if need be:

16. Remarks:

(Signature of 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 the Head of Department
(with stamp)