

Most Immediate

No.A-12018/03/2023-D(Estt.I/Gp.I)
Government of India
Ministry of Defence
Dated 20th February, 2024

VACANCY CIRCULAR

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

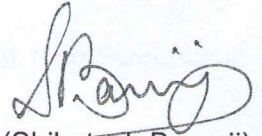
The undersigned is directed to say that it is proposed to fill up one (1) post of Attache(Coordination), Embassy of India, Moscow on deputation basis by officers fulfilling the requirements prescribed in **Annexure-I**.

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 three (03) weeks 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**.

D(Estt.I/Gp.I)
Room No.318, '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.


(Shibatosh Banerji)
Deputy Secretary (Estt.)
Tele:23014369

To

1. All regular Section Officers of the Ministry of Defence (Sectt.) (as per Standard list).
2. Dir(HR), O/o JS & CAO: for circulation among the eligible Section Officers of AFHQ Civil Services.
3. (IT): for uploading on MoD's website and e-office
4. D(OL) – for Hindi Translation.

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

1. Post : Attache (Coord), Embassy of India, Moscow (General Central Service, Group - B Gazetted, Ministerial

2. Pay Scale : Level-08 in the Pay Matrix of Rs. 47600/- to Rs. 151100/-

3. Mode of Recruitment & Eligibility Conditions:

Deputation

Section Officers of the Central Secretariat Services and Armed Forces Headquarters Civil Services Group B in Ministry of Defence:

- (i) holding analogous post on regular basis in Ministry of Defence; and
- (ii) possessing at least two years of continuous working experience in Ministry of Defence; and

Desirable : Working knowledge of Russian language, proficiency in computer operations & typing and knowledge in Finance and Accounts.

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 3 (three) 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.

Note: The Officers who are in Level 10 of the Pay Matrix on account of Non-Functional Scale will also be considered for the said post.

Part-A**Bio-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. Section Officers of the Central Secretariat Services and Armed Forces Headquarters Civil Services Group B in Ministry of Defence	CSS/AFHQ
(i) Whether holding analogous post on regular basis working in Ministry of Defence	Yes/No
(ii) possessing at least two years of continuous working experience in Ministry of Defence.	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)

J. 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) Working knowledge of Russian language :

(ii) proficiency in computer operations and typing :

(iii) Knowledge of Finance and Account :

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

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 CSS/AFHQ Cadre holding analogous post on regular basis and having at least two years of continuous working experience in 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.