

Room No. 315, 'B' Wing, Sena Bhawan
New Delhi, dated 09 June, 2016

OFFICE MEMORANDUM

Subject :- **Deputation of officers of the rank of Under Secretary and Section Officer in the post of interpreters to MEA.**

The undersigned is directed to say that the Ministry of External Affairs have invited applications from eligible candidates for filling up the posts of Under Secretary and Section Officers on deputation basis to work in the missions/posts in Afghanistan as interpreters.

2. Circular for this vacancy alongwith application form and eligibility conditions are available at our website www.mod.nic.in.

3. The application in the prescribed format complete in all respects as required in the circular may be sent through the respective controlling officer so as to reach the **Under Secretary(Gp.I), Ministry of Defence, Room No. 319 A, 'B' Wing, Sena Bhawan, New Delhi latest by 13.06.2016** so as to forward the same to Ministry of External Affairs.



(Ravi Pande)

Under Secretary to the Govt. of India
Tel.: 2301 2846

To

All Under Secretaries and Section Officers of the Ministry of Defence (Sect) including MoD(Finance), Department of Defence Production

Copy to :-

✓ D(IT)- with the request to place this circular (alongwith the vacancy circular of MEA) in the website of MoD.

Government of India
Ministry of External Affairs
Administration Division
South Block, Ministry of External Affairs, New Delhi March 2016

Vacancy Circular

Applications in the prescribed proforma (as per annexure of the advertisement) are invited from eligible candidates for filling up of posts of Under Secretary and Section Officers on deputation basis in the Ministry of External Affairs as per details given below:

1.	Name of the Post	:	Second Secretary (Interpreter)/Attache (Interpreter)
2.	No of Posts	:	Upto 10(in total) i).Under Secretary: Pay Band 3 [15,600-39,100] plus Grade Pay: Rs 5400
3.	Pay Band and Grade Pay	:	ii). Section Officer (Senior Scale): Pay Band 2: [15,600- 39,100] plus Grade Pay: Rs 4800
4.	Period of Deputation	:	Initially for 2 years; could be extended as per Department of Personnel & Training norms, based on functional requirements.
5.	Job Description	:	To work in the Missions/Posts in Afghanistan as interpreters
6.	Job Location	:	Embassy of India, Kabul Consulates in Herat, Kandahar, Jalalabad and Mazar-e-Sharif
7.	Eligibility/ Essential Criteria	:	a). Group A or B officers in GoI b). Officers should have good managerial and interpersonal

	skills c). Officers should have proficiency in Dari and Pashtoo languages.
8. Desirable Criteria	: a). Experience of interpretation in Dari and Pashtoo b). Degree in Dari or Pashtoo c). Certificate Course/Diploma in Interpretation Course or in Dari or Pashtoo
9. How to apply	: Completed application should be sent in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi The duly completed application should be sent alongwith: a). Up-to-date copies of ACRs/ APARs for the last five years duly attested on each page by a Group A officer b). Cadre clearance c). Vigilance clearance d). Details of minor/ major penalty imposed on the officer by the Competent Authority, if any
10. Pay & Allowances	: Pay and Allowances would be governed by extant rules applicable to other similar officers of GOI posted in Missions/Posts in Afghanistan
12. Accommodation	: Entitlement to Accommodation would be same as the officers of similar rank deployed in Missions/Posts in Afghanistan

The last date for receiving application is June 15, 2016. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Cadre Controlling Authorities may ensure that the applications of only those officers are forwarded who can be spared on being selected. Any clarification regarding the application may be sought from Ms. Apoorva Srivastava, Director (ADP) at diradp@mea.gov.in .



Sibi George
Joint Secretary (Administration)
Tel: 2301 4114

Annexure

Paste your passport size photo here

1. Name & Designation:

2. Date of Birth:

3. Gender

4. Educational Qualifications:

5. Mobile No.:

6. Email 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/ Organisation	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed
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- 9. Details of current deployment:
- 10. Basic Pay, Pay Scale & Grade Pay:
- 11. Details of courses/ training programmes attended, if any:
- 12. Details of publication, if any:
- 13. Languages 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, it 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)