

**Most Immediate**

No.A-12018/4/2019-D(Estt.I/Gp.I)  
Government of India  
Ministry of Defence  
Dated 18<sup>th</sup> July, 2019

**OFFICE MEMORANDUM**

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. Officers who volunteer for the post will not be permitted to withdraw their names later.
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 publication of this OM, alongwith ACR Dossiers, vigilance clearance, cadre clearance, no major/minor penalty certificate and integrity certificate.

**Under Secretary  
D(Estt.I/Gp.I)  
Room No.315, 'B' Wing, 3rd Floor  
Sena Bhavan  
New Delhi-110 005**

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

  
(M Ravi)

Under Secretary to the Government of India

To

1. All DS/Directors of Ministry of Defence
2. D(IT)/NIC - With the request to place this vacancy on the website of MoD

| 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<br>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   |
| B. If so, 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/<br>Institution | Post held | From | To | Pay level &<br>Basic Pay | Nature of Duties (in<br>detail) |
|------------------------|-----------|------|----|--------------------------|---------------------------------|
|                        |           |      |    |                          |                                 |

**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.

Date:

(Signature of the forwarding authority)

Office:

Seal:

(\* Strike out whichever is not applicable.