

OFFICE MEMORANDUM

Subject: Filling up the post of Attaché (Coord), Embassy of India, Moscow.

The undersigned is directed to say that it is proposed to fill up one (1) post of Attaché (Coord) in the pay scale of Rs. 9300-34800/- + Rs. 4800/- (GP)/Rs. 15600-39100/- + Rs. 5400/- (GP) (pre-revised) in the Office of Counsellor(Coordination), Embassy of India, Moscow.

2. Only the regular Section Officers who fulfill the following eligibility criteria may apply:-

- i. Should be below the age of 55 years;
- ii. Do not have more than 3 dependent children whom he/she can take abroad on posting;
- iii. Have an intimate knowledge of the functioning of Ministry of Defence including service headquarters and good knowledge in finance and accounts;

3. **Persons having working knowledge of Russian Language, proficiency in Computer Operations and Typing will be preferred.**

4. Eligible Section officers, who are willing to be considered for the post, may submit their applications in the proforma at Annexure- I (along with the declaration in the proforma at Annexure-II) duly recommended by their Directors/Deputy Secretaries concerned **latest by 17/02/2017**. *The officers who have already applied for the said post in response to OM of even no. dated 08/08/2016 need not apply again as they will be considered on the basis of earlier applications.*

5. Applications received after the last date will not be considered. Officers who volunteer for the post will not be permitted to withdraw their names subsequently.

6. All officers willing to apply for the above said post are requested to ensure that their ACRs are complete in all respects.

  
(Parveen Dudeja)

Under Secretary to the Govt. of India

To

All regular Section Officers/Desk Officers of the Ministry of Defence (Sectt) [including Department of Defence Production, Defence Research & Development, D/o Ex-Servicemen's Welfare and MoD(Finance)]

Copy to :-

1. AFA(E) – for circulation among the eligible officers in MoD(Fin)
2. D(IT)/NIC - With the request to place this vacancy on the website of MoD

Part-A

Bio-data

1. Name and Address (in Block Letters) :
2. Date of birth (Completed years of age) :
3. Date of retirement :
4. Date of Appointment as regular Section Officer :
5. Present Posting :
6. Scale of Pay & Present Pay :
7. Educational Qualifications (with Div/Class) :
8. 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	Scale of Pay and Basic Pay	Nature of Duties (in detail)

10. Whether undergone training in Cash & Accounts. If so, give the Name of the Institute and period Of training :
11. a) Qualification, Proficiency and Experience in Russian Language :
- b) Experience in finance & accounting work :
- c) Whether knows typing, if yes, typing speed may be indicated :

12. a) Whether married or single :
- b) If married, specify the size of the family and age of children :
- c) Is your family vegetarian/non-vegetarian, orthodox, particulars about cooking arrangements etc. :
- d) Is your wife/husband educated. If so can he/she speak English. :
- e) Are you able/prepared to proceed to serve abroad without taking your family with you :
13. Additional information, if any, which You would like to mention in support Of your suitability for the post. :
14. Whether belongs to Scheduled Caste/ Scheduled tribe :

I hereby declare that the above particulars are correct to the best of my knowledge and belief. I further declare that once selected, I will not refuse to go abroad to join the post for which I am selected.

Date : \_\_\_\_\_

(Signature of the Applicant)

Address: \_\_\_\_\_

\_\_\_\_\_

Tel/Mob. No.: \_\_\_\_\_

e-mail: \_\_\_\_\_

DECLARATION

I, \_\_\_\_\_ holding the post of \_\_\_\_\_  
in the Ministry of Defence hereby declare that on the date of issue of circular calling  
for applications, i.e. \_\_\_\_\_, I do not have more than three children  
(dependent/independent/adopted out of the family). In the event of the above  
declaration being found to be incorrect, I shall be liable for disciplinary action under  
the relevant rules.

I also undertake to be governed by such rules and regulations as are  
applicable to officers posted abroad.

Date :

(Signature of the Applicant)  
Designation:  
Section:

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