

No.A-12039/05/2022-Estt.III
Government of India
Ministry of Science & Technology
Department of Science & Technology

ADVT. No DST / 07 / 2022-Estt.III

Applications are invited for filling up of '03' temporary posts (01 Director/Deputy Secretary and 02 Under Secretaries) on deputation (including short-term contract) basis for coordinating the work related to G-20 Secretariat in the Department of Science & Technology initially for a period till 29.02.2024. The required qualifications and eligibility criteria for the posts mentioned above are indicated below:-

(1)	Name of the Post	Director/Deputy Secretary
	a) No. of Post(s)	01 (One)
	b) Level in the pay matrix	Level 13/Level 12
	<p>c) Essential qualification: Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Government Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations fulfilling the following criteria:</p> <p style="margin-left: 40px;">i. For Director: holding analogous posts on regular basis in the parent cadre or department, OR with five years' service on regular basis in posts in Level-12 in the pay matrix or equivalent in the parent cadre or department OR with ten years' service on regular basis in posts in Level-11 in the pay matrix or equivalent in the parent cadre or department</p> <p style="margin-left: 40px;">ii. For Deputy Secretary: Holding analogous posts on regular basis in the parent cadre or department; OR with five years' service on regular basis in posts in Level-11 in the pay matrix or equivalent in the parent cadre or department</p> <p>and possessing the following Educational Qualifications and experience, namely:</p> <p style="margin-left: 40px;">i. Graduation from a recognized University; and</p> <p style="margin-left: 40px;">ii. Possessing good speaking and drafting skills in English.</p>	
	<p>d) Desirable Experience:</p> <p style="margin-left: 40px;">i. Experience of handling international matters.</p> <p style="margin-left: 40px;">ii. Possessing good analytical skills and have experience in policy making.</p> <p style="margin-left: 40px;">iii. Proficiency in digital communication.</p>	
	<p>e) Nature of Duties:</p> <ul style="list-style-type: none"> • The selected candidate(s) will be dealing with the responsibilities of <ul style="list-style-type: none"> - agenda-setting and preparation of issue notes, preparing draft outcome documents and reports, - inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners. - Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events - Any other task assigned by the Head of the Division 	

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