

**भारत सरकार**  
**Government of India**  
**इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय**  
**Ministry of Electronics & Information Technology**  
**इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003**  
**Electronics Niketan, 6, C G O Complex, New Delhi-110003**  
**Website: [www.meity.gov.in](http://www.meity.gov.in)**

संख्या  
No.....2(7)/2022-Pers.I

दिनांक  
Date.....5.8.2022

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Under Secretary on deputation (including short term contract) basis at G20 Secretariat - Regarding.**

The undersigned is directed to say that the Ministry of Electronics and Information Technology intends to fill up **two (02)** posts of Under Secretaries on deputation (including short term contract) basis at G20 Secretariat initially for a period of **one year** which could be extended as per the requirement. The required qualifications and eligibility criteria for the posts mentioned above are indicated below:-

Name of the Post	<b>Under Secretary</b>
No. of Post(s)	02 (Two)
Level in the Pay Matrix	Level 11 in the Pay Matrix

**Essential Qualifications:**

Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations

AND

holding analogous posts on regular basis in the parent cadre or department;

OR

with **five** years' service in the grade rendered after appointment thereto on regular basis in posts in **Level-10** in the pay matrix or equivalent in the parent cadre or department;

OR

with **six** years' service in the grade rendered after appointment thereto on regular basis in posts in **Level-8** in the pay matrix or equivalent in the parent cadre or department;

OR

with **seven** years' service in the grade rendered after appointment thereto on regular basis in posts in **Level-7** in the pay matrix or equivalent in the parent cadre or department

**AND** possessing the following Educational Qualifications and experience, namely -

1. Graduation from a recognized University; and
2. Five years' experience in the fields of Electronics/ Information Technology, policy issues. Preference will be given to the candidates possessing experience in International Trade/ Relations, Multilateral cooperation and/ or International Organizations, International negotiations & documentation in the field of digital economy/ ICT/ digital trade.

**Desirable Experience**

1. experience of handling international matters.
2. possessing good analytical skills and have experience in policy making.
3. possessing good speaking and drafting skills in English.
4. Knowledge of using computers/digital communication.

Job Description:

The selected candidate(s) will be dealing with the responsibilities of:

1. agenda-setting and preparation of issue notes, preparing draft outcome documents and reports;
2. Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners;
3. Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events;
4. Any other task assigned by the Head of the Division.

2. Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not to exceed four years.

3. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

4. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the enclosed format to the undersigned at the above mentioned address so as to reach on or before six weeks from the date of publishing the advertisement in the Employment News. The envelope containing the application duly filled in and supported by all relevant documents should be superscribed "Application for the post of Under Secretary on deputation (including short term contract) basis at G20 Secretariat."

5. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer. It may also be confirmed that in the event of selection, the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

6. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

7. Candidates once selected will not be allowed to withdraw his/her name on a later date.



(P. Victor Albuquerque)  
Joint Director (Pers.)  
Tel. No. 011-24364757

To,

1. All Ministries/Departments in the Government of India.
2. The Chief Secretaries of all State Governments.
3. Department of Personnel & Training: For uploading on their web portal.
4. NIC Cell, MeitY: For uploading on the web portal of MeitY.

## APPLICATION FOR THE POST OF \_\_\_\_\_

Affix recent Passport  
size photographPART - ICURRICULAM VITAE

1. Name in full  
(in Block letters)
2. Name and Address  
(In Block Letters)
3. Father's name
4. Sex : Male / Female
5. Nationality
6. Date of Birth  
(*Proof of Date of Birth  
must be enclosed*)
7. Age: \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D  
(*As on closing date  
of application*)
8. Marital Status
9. Whether belong to  
SC/ST/OBC/PH/General  
(*in case of SC/ST/OBC/PH  
proof shall be enclosed*)
10. Address for correspondence :  
(with pin code)  
(*Tel.No., Mobile No. FAX & e-mail, if any*)
11. Permanent Address
12. Academic & Professional Qualifications:  
(Beginning with Graduation)

		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer	Percentage of marks in Aggregate and Division
Essential	1.			
	2.			
	3.			
Desirable	1.			
	2.			

*(Specify the gap, if any, with reasons in Education career)*

13. Field of Specialization:

14. Resume of Research work and publications:  
(One set of reprints to be furnished, if available)

15. International and/or National Honours/Awards/Recognition received from reputed organisations/institution:

16. International level Scientific Paper and National level Scientific Paper published:  
(One set of reprints to be furnished, if available)

17. Employment history in chronological order (descending order, starting from current job) & experience:  
(Attach separate sheet in following format, if necessary)

Name & address of employer/Organisation / Institution	Period of service		Designation of the post held	Scale of pay and Basic Pay (with Pay Band & GP)	Detailed description of work	Reasons for leaving each post
	From	To				

18. Professional Training:

Organization	Details of Training	Period	
		From	To

19. Achievements in the career which may support your candidature

20. Details of present employment

i.	Designation of the post held	
ii.	Scale of pay of the post	
iii.	Total emoluments per month now drawn (with break up - Basic, GP, HRA, DA, TA etc.)	
iv.	Whether present post is held on regular/tenure/Deputation or ad-hoc basis and since when	

v.	If on deputation, details of post held on Regular basis / scale of pay and since when
vi.	Name of the Organization with full address indicating Name and Designation of the contact person and Telephone / FAX number
vii.	Whether working in the same Department and in the feeder grade or feeder to feeder grade
viii.	Category of the Organization : (a) Government / State Government (b) PSU / Autonomous Body (c) Private

21. A Vision Statement as to how you plan to execute your duties in G20 Secretariat:  
 (Separate sheet may be annexed, if required)

22. Any other information :

**Note: Candidates are requested to enclose the copies of documents for substantiating their all the above given information.**

**Declaration:** I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/distorted. If at any time, I am found to have concealed/distorted any material information my appointment shall be liable to summary termination without notice.

Place : \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name of the applicant : \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## PART - II

### Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent; to the Government of India are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.  
(Strike out whichever is not applicable)

Dated:

Signature of Head of Office \_\_\_\_\_

Place:

Name and Designation \_\_\_\_\_

Seal