



**Advertisement No. 45/1/2022-ADMIN-I**  
**Government of India / भारत सरकार**  
**Ministry of New & Renewable Energy / नवीन एवं नवीकरणीय ऊर्जा मंत्रालय**  
**Atal Akshay Urja Bhawan, Lodhi Road, New Delhi – 110 003.**

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Dated: 8<sup>th</sup> August, 2022

**VACANCY CIRCULAR**

**Subject: Filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat – reg.**

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Ministry of New and Renewable Energy invites the application for filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat for a period till February, 2024. The required qualifications and eligibility criteria for the posts are given below:

1.	Name of the Post	Under Secretary
	a) No. of Post(s)	01
	b) Level in the pay matrix	Level 11 in the pay matrix
	<b>c) Essential Qualifications:</b> Officers under the Central Government or Autonomous Bodies or Universities or Recognized Research Institutions 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 post in Level-10 in the pay matrix or equivalent in the parent cadre or department and possessing the following Educational Qualification and experience, namely: i. Graduation from a recognized University; and ii. Five years' experience in handling matters and policies of Renewable Energy (RE) sector.	
	<b>d) Desirable Experience</b> i. Experience of handling international matters. ii. Possessing good analytical skills and have experience in policy making. iii. Possessing good speaking and drafting skills in English. iv. Knowledge of using computers/digital communication.	
	<b>e) Job Description:</b> The selected candidate(s) will be dealing with the responsibilities of <ul style="list-style-type: none"><li>• Agenda-setting and preparation of issue notes, preparing draft outcome document and reports,</li><li>• Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners,</li><li>• Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events,</li><li>• Any other task assigned by the Head of the Division</li></ul>	