



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.

Dated: 8th August, 2022

VACANCY CIRCULAR

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

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
	c) Essential Qualifications: 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.	
	d) Desirable Experience 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.	
	e) Job Description: 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 document 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	