

Government of the India
Ministry of Tourism
(Administration-I Division)

Transprt Bhavan,
1- Parliament Street,
New Delhi-110001
Dated: 23.08.2022

File No.A-11013/02/2022-Adm.I

OFFICE MEMORANDUM

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

The Undersigned is directed to say that Ministry of Tourism, Govt. of India has proposed to fill up two posts of Under Secretaries on **deputation (including short term contract)** basic at G20 Secretariat initially for a period of one year which could be extended as per the requirement. The required qualification and eligibility criteria for the posts mentioned above are indicated below:-

Name of the post	Under Secretary
No. of Post(s)	02(Two)
Level in the pay matrix	Level 11 in the pay matrix
<u>Essential Qualification:</u>	
Officers under the central Government or state Governments or Union Territory Administration or Public Sector Undertakings or universities or Recongnized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:	
(i) holding analogous posts on regular basis in the parent cadre or department; or	
(ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in Level-9 or Level-10 in the pay matrix or equivalent in the parent cadre or department; or	
(iii) 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	
(iv) 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-	
(i) Graduation from a recongnized University; and	
(ii) Five years' experience in the field of tourism or public relations or publicity or hospitality, policy issues. Preference would be given to the candidates possessing in International Trade/Relations, Multilateral Co-operation and/ or International Organizations, International negotiations & documentation.	

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.

Job Description:

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

- (i) agenda-setting and preparation of issue notes, preparing draft outcome documents and reports; Preparation of presentation.
- (ii) Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G 20 Cell of MEA and with G20 tracks, working groups, international organizations, engagement groups and knowledge partners;
- (iii) the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events; Prepare related docs.
- (iv) Any other task assigned by the head of the Division

2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. Period of deputation (including short term contact) including period of deputation (including short term contact) 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.

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

5. The **Application complete in all respect must be sent as per** proforma attached to Shri Prashant Ranjan, Director (Admn.), Room No. 123, Transport Bhawan, Sansad Marg, New Delhi-110001. **This proforma can be downloaded from Ministry of Tourism's website www.tourism.gov.in.** The envelope contains 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 contact) basis at G20 Secretariat."

6. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority:

- i. The confidential Reports (photocopies of the CRs/APARs with each page attested) for the last five years.
- ii. Cadre clearance.
- iii. Vigilance Clearance and integrity Certificate, and
- iv. Statement showing Major or Minor penalties, if any, imposed during the last ten years,

7. The deputation will be governed in accordance with the DoPT OM No. 6/8/2009-Est (Pay II) dated 17.06.2010 as amended from time to time.

8. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/ information will be summarily rejected and no further correspondence will be made in this regard. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service record and meeting eligibility criteria.

9. The last date of receipt of application in the commission is 6 weeks i.e. 45 days from the date of publication of the advertisement in Employment News.

(Fakhre Alam)
Director (Admn.)
E-mail Id: adadmin1@nic.in

To

1. All Ministries/Departments of the Government of India
2. Chief Secretaries of the state Governments/Union Territories.
3. Chairman/Head of the Departments of all public Sector Undertaking/Semi Govt. Bodies/Statutory or autonomous Organizations.
4. Registrar of all Recognized Universities/ Research institutes.
5. The Under Secretary (CS-I Division), DoPT, 2nd Floor, A Wing, Lok Nayak Bhawan, Khan Market, New Delhi—with the request to publish on the website of DoPT.
6. The CMD, ITDC, Scope Complex, 6th Floor, Core-8, 7 Lodhi Road, New Delhi-03
7. The CMD IRCTC, B -148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001.
8. PS to HM (T), Transport Bhawan, New Delhi
9. Addl. PS to MoSs (Tourism), Transport Bhawan, New Delhi
10. PS to Secretary (Tourism), Ministry of Tourism, New Delhi
11. PS to DG (T)/ AS (T), Ministry of Tourism, New Delhi
12. PS/PA to ADG (T)/ ADG (MR)/EA (T)/ FA (T)/CFC, M/o Tourism, New Delhi.
13. NIC/PMU (IT) Cell, Ministry of Tourism for uploading a copy of the circular on website of the Ministry of Tourism.

Bio-data /Curriculum Vitae (CV) proforma

1.	Name and address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	i)Date of entry into service		
	ii)Date of retirement under Central /State government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualification/ experience possessed by the officer	
	Essential	Essential	
	A)Qualification:-	A)Qualification:-	
	B) Experience	B) Experience	
	Desirable	Desirable	
	A)Qualification:-	A)Qualification:-	
	B) Experience	B) Experience	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable qualification as mentioned by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.			
5.2 In the case of Degree and Post Graduate Qualification Elective/ main subject and subsidiary subjects may be indicated by the Candidate.			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
7.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.		
	Office Institution	Post held on regular basis	From to *Pay Band and Grade Pay / Pay Scale of the post held on regular basis Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP /		

	MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:			
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	from	to
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation / contract basis, please state-			
	a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance , Vigilance Clearance and Integrity Certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.			
10.	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column: a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13.	Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14	Total emoluments per month now drawn			
	Basic Pay in the PB	Grade Pay	Total Emoluments	
15.	In case the applicant belongs to an Organization which is not following the Central			

	government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
	Pasic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up details)
		Total Emoluments
16A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)	
16B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.# officers under Central/ State Government are only eligible for Absorption. Candidates of non-Government Organization are eligible only for short Term Contract)	
	# (The option for STC/Absorption/Reemployment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment)	
18.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / detail provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Sh./Smt.
- ii) His / Her integrity is certified.
- iii) His / Her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Cadre Controlling Authority with Seal)