

No. Q/PA.III/575/16/2019  
Ministry of External Affairs  
(Administration Division)

New Delhi, the 16<sup>th</sup> August 2022

VACANCY CIRCULAR

**Subject: Filling up of two posts of OSD (DPA-I) on deputation basis in Ministry of External Affairs.**

Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filling up two posts of OSD (**in Level 13**) on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

1.	Name of the post with Pay Level	:	<b>OSD – Level 13</b> of the Pay Matrix
2.	Period of Deputation	:	Initially for <b>three years</b> ; further extendable as per DoP&T guidelines.
3.	Job Description	:	<p>The officer is expected to carry out implementation of Government of India's projects in foreign countries, including but not limited to :</p> <ul style="list-style-type: none"><li>• General supervision, monitoring, administering and overseeing the projects in foreign countries being funded through the <b>Lines of Credit(LOCs)</b> administered through <b>Indian Development and Economic Assistance Scheme (IDEAS)</b> of the GoI.</li><li>• Formulating projects proposals for administrative and functional approval of the competent authority.</li><li>• Supporting and coordinating with respect to the full project cycle from agency identification and selection, tendering, award of work, contract management, project monitoring, post implementation impact assessment, etc.</li><li>• Contributing in drafting agreements/MoUs/tender documents and processing thereof for vetting and requisite approvals of competent authorities.</li><li>• Co-ordination within MEA, Exim Bank, with implementation agencies, project management consultants (PMCs), Missions and Posts abroad, other GoI Ministries/Departments, foreign Government Ministries/Organisations who are implementing the projects for timely and effective project implementation.</li><li>• Reviewing and reporting on progress of project implementation.</li><li>• Examination and Processing of financial proposals.</li><li>• Audit procedure and reports.</li><li>• Financial evaluation and accounting of Govt. of India projects, consultancy agreements.</li><li>• Handling Parliamentary matters, especially Parliamentary questions.</li><li>• General work of administrative/financial nature.</li><li>• Drafting of documents like tenders or MoUs.</li><li>• Provide guidance/inputs and recommendations based on</li></ul>

			<p>social, financial and managerial aspects of the proposed project.</p> <ul style="list-style-type: none"> <li>• Ensure that the fund operates under sound principles of financial propriety.</li> <li>• Effective implementation of MEA policies.</li> <li>• Lead his team and inculcate a culture based on professionalism, fairness, efficiency and accountability.</li> <li>• Manage, coordinate &amp; supervise in conceptualizing, planning, researching and implementing projects.</li> <li>• Researching, writing and preparing preliminary reports and assisting with the production of final reports.</li> <li>• Bring best practices and approach, innovative skills in the division to bring in more efficiency.</li> <li>• Any other task, as and when, assigned by the Head of the Division.</li> </ul>
4.	Eligibility	:	<ul style="list-style-type: none"> <li>• Officers working in Central Government Offices holding analogous posts in Level 13 of the Pay Matrix on regular basis.</li> </ul>
5.	Educational Qualification	:	<p>Post-Graduate/Graduate in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Post-Graduate/Graduate in Engineering Discipline(preferably in Civil/Mechanical/Electrical)</li> <li>• MBA</li> <li>• PG Diploma in Project Management</li> <li>• International Law [Science and Technology/Management or related disciplines are desirable]</li> </ul>
6.	Desirable Skills	:	<ul style="list-style-type: none"> <li>• Good managerial and interpersonal skills.</li> <li>• Able to liaise effectively with GoI/Pvt. companies/agencies or foreign government entities.</li> <li>• Excellent writing and speaking skills in English.</li> <li>• Familiar with Information Technology applications and tools.</li> <li>• Good writing and analytical skills and have experience in policy making.</li> <li>• Experience in speech writing, analytical writing and preparing negotiation strategy and</li> <li>• Familiarity with GoI rules and regulations.</li> </ul>
7.	Desired Experience	:	<ul style="list-style-type: none"> <li>• At least three years experience in Project Management in India/Overseas(PQ, Tendering, Project Administration/Monitoring/Execution, etc.)</li> <li>• Experience of handling infrastructure and capacity building projects within India/Overseas</li> <li>• Experience of convening, liasing/chairing meetings with various Line Ministries/Departments of GoI, Think Tank and International Organization.</li> </ul>
8.	How to apply	:	<p>Completed application should be sent through proper channel in the prescribed pro-forma to <b>Under Secretary (PA-III/Cadre), Ministry of External Affairs, Room No. 4092, Jawahar Lal Nehru Bhawan, New Delhi.</b> The duly completed application should be sent along with:</p> <ul style="list-style-type: none"> <li>• Upto-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer.</li> <li>• Cadre clearance</li> <li>• Vigilance Clearance</li> </ul>

			<ul style="list-style-type: none"> <li>• Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any.</li> <li>• Statement of Bio-data in the prescribed pro-forma (as per <b>Annexure</b>) in duplicate copy signed by the volunteering officer and forwarded through proper channel.</li> </ul>
9.	Pay & Allowances	:	Admissible as per guidelines of Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
10.	Travel	:	The selected officer may be required to travel within India and abroad.

Note: *It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.*

2. Applications of interested and eligible officers may be forwarded **latest by 8 September 2022 (Thursday)**. Advance copy of applications may be mailed at [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in). However, only those applications will be considered which are complete in all aspects and forwarded through proper channel. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer shall have to be relieved on immediate basis. Any queries regarding the application may be addressed to the undersigned.

  
**(Ajith John Joshua)**  
**Under Secretary to the Govt. of India**  
**Room No. 4086, Block-B**  
**Jawaharlal Nehru Bhawan**  
**New Delhi-110001.**  
**Telephone-23085368**  
**Email: [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)**

**Enclosure: Pro-forma**

To:

1. All Notice Boards in the Ministry of External Affairs.
2. XP Division (for uploading the circular on MEA website).
3. Department of Personnel & Training to circulate the vacancy circular.

**APPLICATION PROFORMA FOR THE POSTS OF OSD (DPA-I) IN THE MINISTRY OF EXTERNAL AFFAIRS (ON DEPUTATION)**

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail ID:
7. Service/Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organization	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

9. Details of current employment;

10. Basic Pay, Pay Scale & Grade Pay:
  
11. Details of courses/training programmes attended, if any:
  
12. Details of publication, if any:
  
13. Language known:
  
14. Details of previous ex-cadre deputation, if any:
  
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:
  
16. Remarks:

(Signature of candidate)  
Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department  
(with stamp)