

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Director/Deputy Secretary and Under Secretaries on deputation (including short term contract) basis at G20 Secretariat – Regarding.**

The undersigned is directed to say that Ministry of Labour and Employment has proposed to fill up one post of Directors/Deputy Secretary and three 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:-

(1)	Name of the Post	Director/Deputy Secretary
	<b>a) No. of Post(s)</b>	01 (ONE)
	<b>b) Level in the paymatrix</b>	Level 13 / Level 12 in the Pay matrix
	<b>c) Essential qualifications:</b> Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Government Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:- (i) Director: holding analogous posts on regular basis in the parent cadre or department; OR with five years' service on regular basis in posts in Level-12 in the pay matrix or equivalent in the parent cadre or department; or (ii) Deputy Secretary: Holding analogous posts on regular basis in the parent cadre or department; OR with five years' service on regular basis in posts in Level-11 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 recognized University; and (ii) Five years' experience in handling any of the fields of social sector/skill development/employment matters/ Labour matters and policies or social security matters. (iii) Possessing good speaking and drafting skills in English.	

	<p><b>d) Desirable Experience</b></p> <ul style="list-style-type: none"> <li>(i) Experience of handling international matters.</li> <li>(ii) Possessing good analytical skills and have experience in policy making.</li> <li>(iii) Proficiency in digital communication.</li> </ul>
	<p>(i) <b>Nature of Duties:</b></p> <ul style="list-style-type: none"> <li>• 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 documents 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> </li> </ul>

(2)	Name of the Post	<b>Under Secretary</b>
	<b>a)</b> No. of Post(s)	03 (THREE)
	<b>b)</b> Level in the pay matrix	Level 11 in the pay matrix
	<p><b>c) Essential Qualifications:</b>  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 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 and Possessing the following Educational Qualifications and experience, namely :-</p> <ul style="list-style-type: none"> <li>(i) Graduation from a recognized University; and</li> <li>(ii) Five years' experience in any of the fields of social sector/skill development/employment matters/ Labour matters and policies or social security matters the field of Labour issues and policies or social security issues.</li> </ul>	
	<p><b>(d) Desirable Experience</b></p> <ul style="list-style-type: none"> <li>(i) experience of handling international matters.</li> <li>(ii) possessing good analytical skills and have experience in policy making.</li> <li>(iii) possessing good speaking and drafting skills in English.</li> <li>(iv) Knowledge of using computers/digital communication.</li> </ul>	
	<p><b>(e) Job Description:</b>  The selected candidate(s) will be dealing with the responsibilities of</p> <ul style="list-style-type: none"> <li>– agenda-setting and preparation of issue notes, preparing draft</li> </ul>	

	<p>outcome documents and reports,</p> <ul style="list-style-type: none"> <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>
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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 shortterm contract) including 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.

4. 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.

**5. Application must be sent as per proforma to Shri S.R. Datta, Under Secretary (Admn.1), Ministry of Labour & Employment, 1<sup>st</sup> Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi- 110001. This proforma can be downloaded from Ministry of Labour & Employment's website [www.labour.nic.in](http://www.labour.nic.in). The envelope contains the application duly filled in and supported by all relevant documents should be superscribed "Application for the post of..... on deputation (including short term contract) 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 Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended

from time to time.

8. The last date of receipt of application in the Commission is 6 weeks from the date of publication of the advertisement in Employment News.

  
27/06/2022  
(S.R.Datta)

Under Secretary to the Govt. of India  
Tel: 011-23766903  
E-mail Id : [sr.datta@nic.in](mailto:sr.datta@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 Departments of all Public Sector Undertaking/Semi Govt. Bodies/Statutory or autonomous Organizations.
4. Registrar of al Recognized Universities/Research Institutes
5. DGLW/CLC(C)/DGE/DGFASLI/DGMS/DGLB/VVGNLI/DTMBWED/EPFO/ESIC.
6. NIC/IT Cell, Ministry of Labour & Employment for uploading a copy of the circular on website of the Ministry of Labour & Employment.
7. Technical Director, NIC, DoP&T, Room No.11/A, North Block, New Delhi – 110 001 for posting in DoP&T website.

CURRICULUM VITAE PROFORMA

Paste here  
recent passport  
size Photograph

1. Name and Address :  
(in Block Letters)
2. Date of Birth :  
(in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
	Essential	1.		
		2.		
		3.		
	Desirable	1.		
		2.		
		3.		

6. Please state clearly whether in the :  
light of entries made by you above,  
you meet the requirement 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	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

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 you belong :

10. Additional details about present employment :

Please state whether working Under (indicate the name of Your employer against the relevant column) :

- a) Central Govt. :
- b) State Govt. :
- c) Autonomous Organization :
- d) Government Undertaking :

e) Universities :

f) Others (Specify) :

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. :
12. 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 :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to mention 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). :
15. Please state whether you are applying for deputation (ISTC)/ Absorption re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption" candidates of non- Government Organisations eligible only for Short Term Contract) :
16. Whether belongs SC/ST :
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports special projects (ii) Awards Scholarship Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient) :

I have carefully gone through the vacancy circular advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_  
Address \_\_\_\_\_

Signature of the candidate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Countersigned by Head of Department**

It is certified that the particulars mentioned above have been checked and verified from the official record.

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(Employer with Seal)