

No. 4/25/2023-FA (UN)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

\*\*\*\*\*

North Block, New Delhi,  
Dated, the 25<sup>th</sup> October, 2024

OFFICE MEMORANDUM

**Subject:** Filling up of the post of First Secretary (Level-12)/Counsellor (Level-13), Permanent Mission of India (PMI), World Trade Organisation (WTO), Geneva under the Department of Commerce – DOPT's Vacancy Notification No. 4/25/2023-FA (UN), dated 22.02.2024.

The undersigned is directed to refer to this Department's Vacancy Notification/Letter of even no. dated 22.02.2024 (copy enclosed) on the subject cited above and to say that DOP&T's above-referred vacancy notification/letter dated 22.02.2024, stands 'WITHDRAWN' with the immediate effect.

  
(Deepak Sharma)

Under Secretary to the Government of India  
Email: s.deepak@nic.in

To

- (i) The Chief Secretaries/Administrators,  
All State Governments/Union Territories.
- (ii) The Secretaries,  
All Ministries/Departments of the GOI.

Copy for information to:

- 1) Department of Commerce, [Sh. Mahender Chaudhary, Under Secretary], Vanijya Bhavan, New Delhi w.r.t. O.M. No. A-22012/2/2024-TA/TC, dated 21/10/2024.

  
(Deepak Sharma)

Under Secretary to the Government of India

(21)

No. 4/25/2023-FA(UN)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training  
\*\*\*\*\*

North Block, New Delhi,  
Dated, the 22<sup>nd</sup> February, 2024

To

1. The Chief Secretaries,  
All State Governments/Union Territories.
2. The Secretaries,  
All Ministries/Departments of the Government of India.

**Subject:** Filling up of the post of First Secretary (Level-12)/Counsellor(Level-13), Permanent Mission of India (PMI), World Trade Organisation (WTO), Geneva under the Department of Commerce-reg.

Sir/Madam,

It is proposed to fill up the post of First Secretary (Level-12)/Counsellor (Level-13), Permanent Mission of India (PMI), World Trade Organisation (WTO), Geneva under the Department of Commerce vice Sh. Aashish Chandorkar, who will complete his approved tenure to this post on 02.09.2024, for a period of three (3) years.

2. The Mandatory and Desirable qualifications for the above post are as under:-

**(A) Mandatory Qualifications:**

- (i) The officer must have worked for at least two (2) years at the Centre under the Central Staffing Scheme.
- (ii) The officer should have experience in **Trade, Commerce, Industry and allied sectors** either at the Centre or in the State Government/Cadre.
- (iii) The officer should be clear from vigilance angle.
- (iv) The officer should not have been debarred from Central Deputation.
- (v) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record with a grading of 9 and above.
- (vi) The officer should not be over 54 years of age.
- (vii) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier.
- (viii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (ix) The officer should not be on study leave or long leave.
- (x) The officer should be at least one batch below the batch of officers who are currently empanelled to hold the post of Joint Secretary or its equivalent with the Central Government.

**(B) Desirable Qualifications: -**

- (i) Exposure to international negotiations in Trade, Commerce, Industry and allied sectors.

Contd.....

11

2. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded with the approval of the Minister-in-Charge concerned and along with cadre clearance. Further, the Competent Authority may relax any of the conditions of eligibility in deserving cases.

3. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **22<sup>nd</sup> March, 2024**.

Yours faithfully,



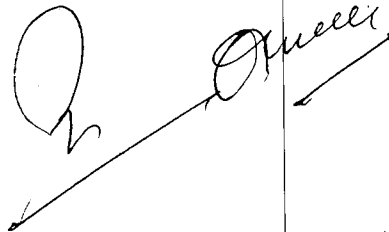
(Debasweta Banik)

Deputy Secretary to the Government of India

Email: dirsm@nic.in

Copy to:

1. Department of Commerce (Shri Sunil Barthwal, Secretary), Vanijya Bhawan, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email system.



DEPT. OF PERSONNEL & TRAINING  
प्रति और निरम जगुवा  
Receipt & Issue Section

23 FEB 2024

जारी किया/18311/2024

