

No. Q/PA.III/575/30/2025
Ministry of External Affairs
(Administration Division)

New Delhi, 30th March, 2026

VACANCY CIRCULAR

Subject: Filling up of 02 posts of Under Secretary on deputation basis in Ministry of External Affairs.

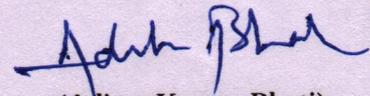
Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filling up of two* posts of Under Secretary (**in Level 11**) on deputation basis in the Ministry of External Affairs, New Delhi as per the details given below:

| | | | |
|----|---------------------------------|---|--|
| 1. | Name of the post with Pay Level | : | Under Secretary – Level 11 of the Pay Matrix |
| 2. | Period of Deputation | : | Initially for two years ; could be extended as per extant rules prescribed by DoP&T on the subject. |
| 3. | Age Limit | : | The maximum age limit for appointment on deputation shall not exceed 50 years as on 01.03.2026. |
| 4. | Job Description | : | To work in specialized Divisions of the Ministry of External Affairs at Headquarters. This may include temporary duties on foreign tours as part of ongoing duties at New Delhi. |
| 5. | Eligibility/Essential Criteria | : | Officers working in Central Government Offices holding analogous posts in Level 11 of the Pay Matrix on regular basis will be considered eligible against corresponding post. |
| 6. | Desirable Criteria | : | <p>For 1st vacancy:</p> <p>(a) Degree in Law (B.A. LL.B/ LL.B)</p> <p>(b) Experience in handling court cases</p> <p>(c) Experience in drafting and filling Affidavits/ Counter Affidavits and Status Reports (The Affidavits and Status Reports filed before the Hon'ble Courts are to be signed by an officer not below the rank of Under Secretary)</p> <p>(d) Liaison with Central Government Counsels/ Sr. Panel Counsels and briefing them on the case (The Advocate on Record (AOR) insists upon the presence of an officer during the briefings and not Consultants from the Division).</p> <p>For 2nd vacancy:</p> <p>(I) Officers should have good managerial and interpersonal skills.</p> <p>(ii) Officers should be able to liaise effectively with other organizations/Ministries/departments/think tanks.</p> <p>(iii) Officers should have good noting and drafting skills and communication abilities.</p> <p>(iv) Officers should have served as Under Secretary/Deputy Secretary or equivalent level in Ministries/departments/attached/subordinate offices in the Government of India.</p> <p>(v) Previous experience of handling issues relating to International Cooperation/Foreign Trade/International Multilateral Organizations in Government of India.</p> <p>(vi)Requisite experience in policy formulation/implementation.</p> |
| 7. | How to apply | : | <p>Completed application should be sent through proper channel in the prescribed pro-forma to Administrative Officer(PA-III), Ministry of External Affairs, Room No. 4093, Jawahar Lal Nehru Bhawan, New Delhi. The duly completed application should be sent along with:</p> <p>a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer.</p> |

| | | | |
|----|------------------|---|---|
| | | | b) Cadre clearance c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any. e) Statement of Bio-data in the prescribed pro-forma (as per Annexure) in duplicate copy signed by the volunteering officer and forwarded through proper channel. |
| 8. | 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. |
| 9. | 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 30th April, 2026**. Advance copy of applications may be mailed at aopa3@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.



(Aditya Kumar Bhati)
 Administrative Officer (PA-III)
 Room No. 4093, Block-B
 Jawaharlal Nehru Bhawan
 New Delhi-110001.
 Telephone-23088369
 Email: aopa3@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.
4. All Ministries/Departments of the Central Government (through DoPT)

(आदित्य कुमार भाटी)
 (Aditya Kumar Bhati)
 प्रशासनिक अधिकारी (पी.ए.-III)
 Administrative Officer (PA-III)
 विदेश मंत्रालय, नई दिल्ली
 Ministry of External Affairs, New Delhi