

F. No. A-22013/1/2019-TA/TC
Government of India
Ministry of Commerce & Industry
Department of Commerce
TA/TC Section

Udyog Bhawan, New Delhi
Dated the 20th June 2019

OFFICE MEMORANDUM

Sub: Filling up of the post of Research Officer, Permanent Mission of India (PMI) to the World Trade Organization (WTO), Geneva (Switzerland) on deputation basis- reg.

The Permanent Mission of India (PMI) to the World Trade Organization (WTO), Geneva under the Department of Commerce, Ministry of Commerce & Industry requires services of eligible and willing officers for appointment to the post of Research Officer.

2. The scale of pay, number of posts, classification, method of recruitment, age limit, eligibility criteria, job description and the period of deputation are given in **Annexure-I** attached to this Office Memorandum.
3. The pay of the officer selected for appointment on deputation will be regulated in accordance with extant orders of Government of India on the subject in force from time to time.
4. It is requested that the above vacancy may be circulated to all concerned in the Ministry/Department and eligible offices. The applications of suitable officers, who can be spared in the event of their selection, may be forwarded through proper channel in the prescribed proforma in triplicate (as per the specimen given in **Annexure-II** attached to this OM), along with (i) photo copies of APAR/ACRs of the applicants for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent; (ii) a certificate from the employer that no disciplinary/vigilance case is either pending or being contemplated against the officer; (iii) a statement indicating the details of major/minor penalties, if any, imposed on the officer during the last 10 years; (iv) Integrity Certificate duly signed by the competent authority; and (v) Cadre Clearance by name to the undersigned within the period of 6 weeks

from the date of publication of the advertisement in the Employment News. It may also be made clear that the officer, who volunteers for the post, will not be allowed to withdraw his/her candidature subsequently. Applications received after the last date or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.


(Mahender Chaudhary)

Under Secretary to the Govt. of India

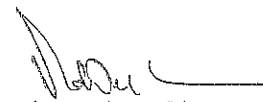
Tel. No. 2306 1933

Room No. 511, Udyog Bhawan
New Delhi

Encl: a/a

To

1. All Ministries/Departments of the Government of India.
2. The President's Secretariat, Rashtrapati Bhawan, New Delhi.
3. The Vice-President's Secretariat, 6, Maulana Azad Road, New Delhi
4. The Prime Minister's Office, South Block, New Delhi
5. The Comptroller and Auditor General of India, I.P. Estate, New Delhi.
6. The Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
7. The Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
8. All Attached/Subordinate Offices of the Department of Commerce.
9. All Sections/Desk/Units in the Department of Commerce with the request that the vacancy may be circulated in the Organizations under their control if eligible officers are posted in such organizations.
10. Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
11. Notice Board.


(Mahender Chaudhary)

Under Secretary to the Govt. of India

Name of the Post	Research Officer, Permanent Mission of India to the World Trade Organization, Geneva (Switzerland)
Number of Post	One (1)
Classification	General Central Service Group "A", Gazetted, Ministerial
Scale of Pay	Level-10 (Rs. 56100-177500)
Age Limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
Method of recruitment	Deputation *
Eligibility Criteria	<p>Officers under the Central Government:</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or Department; or</p> <p>(ii) with two years' service rendered after appointment to the post on a regular basis in the Level-8 in the Pay Matrix (Rs. 47600-151100) or equivalent in the parent cadre or Department; or</p> <p>(iii) with three years' service rendered after appointment to the post on a regular basis in the level-7 in the Pay Matrix (Rs. 44900-142400) or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing three years' experience in the field of International trade and trade policies and have completed on-line e-learning course or academic course on international trade conducted by World Trade Organisation (WTO) or similar organisation.</p>
Job Description	<p>The job responsibility to the post of Research Officer in Geneva is to assist India's Representative in Permanent Mission of India (PMI) to the World Trade Organization (WTO), Geneva in all WTO related work and United Nations Conference on Trade and Development (UNCTAD) including (i) preparation of analytical notes and summaries, etc. on various trade policy issues relating to WTO and UNCTAD, (ii) Collection and analysis of data and information from WTO : UNCTAD Secretariat and from other sources; preparation of briefs, position papers, etc. for use of delegations in Geneva and Ministry; and (iii) attend routine meetings of WTO and UNCTAD apart from other meetings; preparation of notes and reports of these meetings;</p> <p>In addition to above task, following task is also being attended by Research Officer posted in PMI to the WTO, Geneva: (i) Parliament Questions co-ordination; (ii) Supervision of work of Documentation Clerk including dispatch of WTO documents to the Ministry on regular basis (iii) Maintenance of the library with latest notifications, reports, circulars and other important documents as and when issued by the WTO Sectt. (iv) General upkeep of the office. Co-ordination with Chancery in meeting the Office requirements as also requirements of Officers from time to time; and (v) Logistic arrangements for conferences in Geneva and outside (in Switzerland). Handling stay and other arrangements of delegations from the Headquarters/abroad for various meets and events related to the WTO.</p>
Period of Deputation	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation/department of Central Government shall ordinarily not to exceed three years.

BIO-DATA/CURRICULUM VITAE PROFORMA

(to be submitted in triplicate)

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		Qualifications/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			
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.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
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

<p>* 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 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 below;</p>			
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 organisation
<p>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.</p> <p>9.2 Note: Information under Column (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/organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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/Level	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic 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. 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 of the post. The information/details 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.

Address _____ (Signature of the candidate)

Date _____

Certification by the Employer/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 Shri./Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs 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

((Employer/Cadre Controlling Authority with Seal)