F.No. 75/6/2008-TA/TC
Government of India
Ministry of Commerce & Industry
Department of Commerce
TA/TC Section

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Udyog Bhawan, New Delhi
Dated the 01st Sept., 2008

OFFICE MEMORANDUM

Subject: Filling up of the post of Research Officer in the WTO Wing of PMI, Geneva by transfer on deputation basis.

Services of suitable officer are required for the post of Research Officer in the WTO Wing of PMI, Geneva, as per details mentioned Annexure-I. Pay of the officer selected will be regulated in accordance with the Ministry of Finance Office Memorandum No.F.10(24)-E.III(B)/60 dated the 4th May, 1961 as amended from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations which are accompanied by the requisite personal data as in the enclosed Annexure-II will be considered.

3. Applications of only those who satisfy the requirement mentioned in para-1 of the Department of Personnel and A.R. Office Memorandum No.5/11/76-CS.III dated the 19th May, 1976 need be forwarded to this Department.

4. As the requirement is urgent, it is requested that names of suitable officers who are eligible, willing and can be spared immediately may be recommended latest by the 01.10.2008 along with up-to-date Character Rolls and Vigilance Clearance of the recommended officers, direct to this Section by due date. Applications received after the last date and also without CRs and vigilance clearance or otherwise found incomplete will not be considered.

5. Incomplete applications, in any respect, will not be considered.

( Dr. R.K. Mitra )
Director
To

1. All Ministries/Department of the Government of India.
2. The U.P.S.C., Under Secretary(Admn.), New Delhi.
3. All Sections/Desks/Grade "A" & "B" Officers of CSSS(now merged) in the Ministry of Commerce. Applications however, are to be sent through proper channel.
4. The Office of the DGFT(Deputy DGFT), Admn., New Delhi, (10 spare copies) with the request that applications of suitable officers who are eligible and are interested may please be forwarded to this Department immediately.
5. NIC, Department of Commerce. It is requested that the vacancy circular may be uploaded on the official website of DoC.
6. Notice Board.
Post: Research Officer in the WTO Wing, Permanent Mission of India, Geneva.

Ministry / Department: Department of Commerce.

Pay Scale: Rs. 6,500 – 10,500/-(Revised)

Eligibility/Conditions: Transfer on deputation.

Officer holding analogous post or with at least 3 years service in the post in the scale of Rs. 5500 – 175 – 9000(Revised) or equivalent under the Central Government.

Experience Qualifications: The candidate should preferably have experience of dealing with the work related to multilateral trade policy, etc.

Job Description: Research Officer will assist India’s Representatives in PMI, Geneva in all their work relating to WTO and UNCTAD.

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 the Ministry.

III) Attend routine meetings of WTO and UNCTAD apart from other meetings: preparation of notes and reports of these meetings.

Period of Deputation: Ordinarily not exceeding 3 years.
PROFORMA

APPLICATION FOR APPOINTMENT TO THE POST OF RESEARCH OFFICER (ON DEPUTATION) IN THE WTO WING, PERMANENT MISSION OF INDIA, GENEVA, UNDER DEPARTMENT OF COMMERCE

1. Name of the applicant:

2. Present official address (with Tele/Fax no.):

3. Name & Address of parent Organization (with Tele/Fax no.):

4. Date of Birth (Christian Era):

5. Present post held and whether it is a cadre post or ex-cadre post:

6. Date of appointment in the grade:

7. Rank in Civil list/Select list of the cadre with year:

8. Scale of pay and present basic pay with Date of Next increment:

9. Date of return from last ex-cadre post, if any:

10. Educational and other special qualifications, if any:

11. Nature of Present Employment:

   (I) Central/state/autonomous/Govt Undertaking:

   (II) Ad-hoc/Temp/QP/Pmt.:

   (III) If on Deputation/contract:

12. Details of the Previous employment in chronological order:
13. Experience (A separate sheet may be attached)

14. Whether SC/ST

UNDEARTAKING

I hereby declare that the above particulars are correct to the best of my knowledge and belief. I undertake that in the event of my selection to the post of Research Officer in the WTO Wing of Permanent Mission of India, Geneva on transfer on deputation/Transfer basis, I will not withdraw my candidature.

Place:

Date:

(Signature of the applicant)