

**MOST IMMEDIATE/OUT TODAY**

**F.No. 3/1/2017-FA(UN)**

**Government of India**

**Ministry of Personnel, Public Grievances and Pensions**

**Department of Personnel & Training**

**North Block, New Delhi,**

**Dated the 2<sup>nd</sup> January, 2018**

To,

1. The Chief Secretaries,  
All State/ UT Governments.
2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp.  
'A' Services of the Govt. of India.

**Subject: Filling up of the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years- reg.**

Sir/Madam,

It is proposed to fill up the post of First Secretary (Legal), Permanent Mission of India (PMI), WTO, Geneva for a period of three years. The post is at Deputy Secretary/Director level.

2. The mandatory and desirable qualifications for the post are as under :

**(A) Mandatory Qualifications**

- (i) The officer must have worked for at least 2 years on central deputation or on any post at DS/Director level in a Central Ministry/Department.
- (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 have a degree in Law (LL.B.).
- (iv) The officer should be clear from vigilance angle.
- (v) The officer should not have been debarred from Central deputation.
- (vi) The officer should have at least 'Very Good' Service record. However, preference will be given to officers who have 'Outstanding' service record.
- (vii) The officer should not be over 54 years of age.
- (viii) The officer should not have been posted on an assignment in a foreign/captive post of Government of India, earlier.
- (ix) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
- (x) The officer should not be on study leave or long leave.
- (xi) 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.

**Services-II Branch**

**Diary No. 458**

**Date 12/01/18**

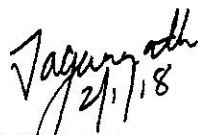
**(B) Desirable Qualifications**

- (i) Exposure to international negotiations in trade, commerce, industry and allied sectors.
- (ii) Work experience on legal documents and treaties.

3. This post may be circulated amongst officers eligible to be appointed at the level of Deputy Secretary/Director in the Government of India. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/ faxed to this Department along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR 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.

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 1<sup>st</sup> February, 2018.

**Yours faithfully,**

  
**(J. Srinivasan)**  
**Director (MM)**

**Copy to:**

- 1. Department of Commerce, Ministry of Commerce & Industry (Ms. Rita A. Teatota, Secretary), Udyog Bhawan, New Delhi.
- 2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" and Vacancy Circulars Category.
- 3. PS to Dir(MM):- With a request to upload this circular through bulk-email system.

**LIST OF OFFICERS OF CADRE CONTROLLING AUTHORITIES OF  
ORGANIZED GROUP 'A' CENTRAL SERVICES**

SN	Name of Joint Secretary/ Secretary	Name of the Service
1	Shri N. K. Srivastava, Addl. DGFT, Min. of Commerce, Room No. 9, Udyog Bhawan, New Delhi-110 001 Phone: 23063466 Email: nikanj.srivastava@nic.in	Indian Trade Service
2	Shri Sunil Kumar, Joint Secretary, Supply Division, Directorate General of Supply & Disposal (DGS&D), Udyog Bhawan, New Delhi. Phone : 23061837 Email: <a href="mailto:sunilk.ias@gov.in">sunilk.ias@gov.in</a>	Indian Supply Service Indian Inspection Service
3	Ms. Manju Kumar, DDG (P), Deptt. of Posts, Dak Bhavan, New Delhi. Phone : 23096098, 23096093, 23096184 Email: <a href="mailto:ddgp@indiapost.gov.in">ddgp@indiapost.gov.in</a>	Indian Postal Service
4	Shri Saurabh Kumar Tiwari, DDG (E&F) Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone: 23372136, Fax: 23739060 Email: <a href="mailto:ddgfeb-dot@nic.in">ddgfeb-dot@nic.in</a>	Indian P&T Accounts and Finance Service.
5	Shri S. K. Jain, DDG (Estt.) Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone: 23036166, 23710035, 23036361, Fax: 23351408 Email: <a href="mailto:ddgestt-dot@nic.in">ddgestt-dot@nic.in</a>	Indian Telecommunication Service
6	Shri Amit Yadav, Joint Secretary, Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone 23372399, Fax: 23372398 Email: <a href="mailto:jsa-dot@nic.in">jsa-dot@nic.in</a> .	Indian Radio Regulatory Service (IRRS)
7	Sh. D.P. De Sr. DDG (BW), Department of Telecommunications, Room No. 1115, K. L. Bhawan, Sanchar Bhavan, Ashoka Road, New Delhi, Tel: 23036166, Fax: 23329088 Mob: 9868132339, Email: <a href="mailto:srddgbw@gov.in">srddgbw@gov.in</a>	P&T Building Works Service

8	Shri Gyaneshwar Kumar Singh, Joint Secretary, Admn. Ministry of Corporate Affairs, Room No. 513, 5th Floor, B-Wing, Shastri Bhawan, New Delhi. Ph: 23383345 Fax: 23074212 Email: <a href="mailto:gyaneshwar.s@gov.in">gyaneshwar.s@gov.in</a>	Indian Company Law Service
9	Sh. Chandraker Bharti, Jt. Secy. (Aerospace) , Deptt. of Defence Production, Ministry of Defence, R.No.135-A, South Block, New Delhi. Ph: 23014932, Fax: 23014932 Email: <a href="mailto:c.bharti@nic.in">c.bharti@nic.in</a>	Defence Aeronautical Quality Assurance Service
10	Mrs. Kusum Singh, Jt. Secy. (Personnel & Co-Ord.), Room No. 96, Department of Defence Production, Ministry of Defence, South Block, New Delhi Phone: 23011553, Fax: 23019961 Email: <a href="mailto:jscoord-ddp@nic.in">jscoord-ddp@nic.in</a>	Defence Research & Development Service
		Indian Ordnance Factories Service.
		Indian Ordnance Factories Health Service.
11	Shri Sanjay Prasad Jt. Secy. (LS), Deptt. of Defence Production, Ministry of Defence Room No. 184-B, South Block, New Delhi Phone: 23013694, Fax: 23017862 Email: <a href="mailto:prasad4.up@nic.in">prasad4.up@nic.in</a>	Defence Quality Assurance Service
12	Shri Shamdev Jt. Controller General of Defence Accounts (AN), Office of Controller General of Defence Accounts, Ullan Batar Road, Near palam Airport, Delhi Cantt, New Delhi, Phone : 25674810 Email: <a href="mailto:shamd@nic.in">shamd@nic.in</a> , <a href="mailto:shamv93@gmail.com">shamv93@gmail.com</a>	Indian Defence Accounts Service
13	Shri Manish Thakur, JS (W), Ministry of Defence, Room No. 155, E-Block, South Block, New Delhi Phone : 23015444, 23018201, Fax: 23013787 Email: <a href="mailto:jse@nic.in">jse@nic.in</a>	Indian Defence Estates Service
		Indian Defence Service of Engineering(Military Engineering Service)
14	Shri Bharat Khara, Secretary (BRDB) & Joint Secretary (AIR), Department of Defence Room No. 97, South Block, New Delhi - 110011 Phone : 23011862, Fax: Email: <a href="mailto:b.khara@nic.in">b.khara@nic.in</a>	Border Roads Engg. Service

15	Ms. Devika Raghuvanshi, Joint Secretary (Navy), Ministry of Defence, South Block, New Delhi. Phone : 23014222 Email: <a href="mailto:devikar@nic.in">devikar@nic.in</a>	Indian Naval Armament Service
16	Mr. Sibi George, Jt. Secretary (Admn.) Ministry of External Affairs, 149/C, South Block, New Delhi Phone : 23014114 Fax : 23014743 Email: <a href="mailto:jsad@mea.gov.in">jsad@mea.gov.in</a>	Indian Foreign Service
17	Shri Sudhir Kumar/ Mr. Sanjeev Kumar Jt. Secy. (Admn.), C.B.D.T., Deptt. of Revenue, Ministry of Finance, 154-A, North Block, New Delhi. Ph: 23092262, 23094257, Fax: 23095436 Email: <a href="mailto:sudhir.kumar@nic.in">sudhir.kumar@nic.in</a>	Indian Revenue Service
		Indian Custom & Central Excise Service
18	Shri Anthony Lianzuala G.P. Gupta Controller General of Accounts Ministry of Finance, Mahalekha Nyantraka Bhavan, Block E, General Pool Office (GPO) Complex, INA, New Delhi Phone: 24617758	Indian Civil Accounts Service
19	Sh. Pankaj Gupta, Director (Admn) O/O Chief Adviser ( Cost) Deptt. of Expenditure, Ministry of Finance , 2nd floor, 'C' Wing, Loknayak Bhawan, Khan Market, New Delhi Phone: 24698435/24617075, Fax: 24615042 Email : <a href="mailto:gupta.pankaj@nic.in">gupta.pankaj@nic.in</a>	Indian Cost Accounts Service
20	Ms. Mala Dutt, Advisor (IES), Deptt. of Economic Affairs, M/o Finance, 51-B, North Block, New Delhi. Ph: 23092500 Email : <a href="mailto:mala.dutt@nic.in">mala.dutt@nic.in</a>	Indian Economic Service
21	Shri Purushotam Tiwari, Principal Director (Personel)., O/o Comptroller & Auditor General of India, Pocket 9, Deen Dayal Upadhyay Marg, New Delhi -110013 Phone : 23235312 Email: <a href="mailto:tiwaryp@cag.gov.in">tiwaryp@cag.gov.in</a>	Indian Audit & Accounts Service

22	Sh. Sudhir Kumar Jt. Secy. (Admn.), M/o Health & Family Welfare, 158-A, Nirman Bhawan, New Delhi. Phone: 23061740 Email: <a href="mailto:kumars14@nic.in">kumars14@nic.in</a>	Central Health Service
23	Shri K. Sanjay Murthy Jt. Secy. (Policy & Admn.), M/o Information & Broadcasting, Room No. 552 'A' Wing, Shastri Bhawan, New Delhi.-110001 Ph: 23073775 Fax: 23387823 Email: <a href="mailto:jsrna-moib@gov.in">jsrna-moib@gov.in</a>	Indian Information Service
25	Sh. Punit Kansal Jt. Secy. ( Broadcasting-II), M/o Information & Broadcasting, 657 'A' Wing, Shastri Bhawan, New Delhi-110 001 Ph: 23383857/23384785 Email : <a href="mailto:p.kansal@nic.in">p.kansal@nic.in</a>	Indian Broadcasting (Engg.) Service
		Indian Broadcasting (Prg.) Service
26	Shri R. K. Gupta, Jt. Secy (Admn.), M/o Labour & Employment, Room No. 107 A, Shram Shakti Bhawan, New Delhi. Phone: 23718119 Email: <a href="mailto:ramk.gupta@nic.in">ramk.gupta@nic.in</a>	Central Labour Service
27	Shri Ramayan Yadav, Additional Secretary & Legal Advisor, Deptt. of Legal Affairs, M/o Law & Justice 409, A-Wing, 4th floor, Shastri Bhawan, New Delhi. Phone: 23384204 , Fax: 23384505 Email: <a href="mailto:ramayan.yadav@nic.in">ramayan.yadav@nic.in</a>	Indian Legal Service
28	Dr. Niranjan Kumar Singh , Joint Secretary Ministry of Mines, 3rd floor, 322 'A' Wing, Shastri Bhawan, New Delhi-110 001 Phone: 23384886. Fax : 23388487 Email : <a href="mailto:jse-mines@nic.in">jse-mines@nic.in</a>	Geological Survey of India
29	Ms. Anju Bhalla, JS (Admn.), M/o Power, Shram Shakti Bhawan, Rafi Marg, New Delhi Phone: 23714168 Email: <a href="mailto:anju_bhalla@nic.in">anju_bhalla@nic.in</a>	Central Power Engg. Service
30	Sh. Chetan Prakash Jain, Executive Director Establishment (Gazetted Cadre), Room No. 216, Rail Bhawan, New Delhi Tele fax: 23384320, Mob: 9717647813 Email: <a href="mailto:cp.jain@gov.in">cp.jain@gov.in</a>	Indian Railway Personnel Service
		Indian Railway Traffic Service
		Indian Railway Accounts Service

		Indian Railway Service of Engineers (Civil)
		Indian Railway Store Service
		Indian Railway Service of Signal Engineers
		Indian Railway Service of Electrical Engineers
		Indian Railway Service of Mechanical Engineers
		Railway Protection Service
		Indian Railway Medical Service
31	<b>Ms. Leena Nandan</b> <b>JS (EIC)</b> <b>Ministry of Road Transport &amp; Highways, Room No.520,</b> <b>Transport Bhawan, New Delhi</b> <b>Phone: 23351280 Fax: 23311802</b> <b>Email: <a href="mailto:js-morth@gov.in">js-morth@gov.in</a> .</b>	Central Engg. Service (Roads)
32	<b>Smt. Anita Chauhan</b> <b>Jt. Secy. (Admn.),</b> <b>M/o Science &amp; Technology,</b> <b>Room No. 17 A, S &amp; T Block-I,</b> <b>New Mehrauli Road, New Delhi - 110016.</b> <b>Phone: 26516077</b> <b>Email : <a href="mailto:anitachauhan@nic.in">anitachauhan@nic.in</a></b>	Group 'A' Service of Survey of India
33	<b>Shri A.K. Yadav</b> <b>Jt. Secy. (Admn.),</b> <b>M/o Statistics &amp; Programme Implementation,</b> <b>414, 4<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi.</b> <b>Phone : 23746725, Fax: 23742567</b> <b>Email : <a href="mailto:js-mospi@nic.in">js-mospi@nic.in</a></b>	Indian Statistical Service
34	<b>Joint Secretary (UD),</b> <b>M/o Urban Development</b> <b>144, 'C' Wing, Nirman Bhavan,</b> <b>New Delhi.</b> <b>Phone: 23063255 Fax : 23062028</b> <b>Email : <a href="mailto:jsud@nic.in">jsud@nic.in</a></b>	Central Engg. Service,
		Central Elec. & Mech. Engg. Service
		Central Arch. Service.
35	<b>Sh. Akhil Kumar ,</b> <b>Jt. Secy. (Admn &amp; GW).),</b> <b>Ministry of Water Resources, River Development &amp;</b> <b>Ganga Rejuvenation,</b> <b>Shram Shakti Bhawan, New Delhi.</b> <b>Phone: 23710343</b> <b>Email : <a href="mailto:js-mowr@nic.in">js-mowr@nic.in</a></b>	Central Water Engg. Service

36	<b>Shri Rajesh Agrawal,</b> Joint Secretary & CVO, Ministry of Skill Development and Entrepreneurship Shram Shakti Bhawan Rafi Marg, New Delhi-110001, Phone no 011 23450828 Email: <a href="mailto:js-msde@gov.in">js-msde@gov.in</a>	Directorate General of Training (DGT)
37	<b>Shri D. Bhardwaj,</b> Joint Secretary & Legal Advisor, 411, 'A' Wing, 4 <sup>th</sup> Floor, Shastri Bhawan, New Delhi	Department of Legal Affairs (Indian Legal Service)
38	<b>Smt. Seema Bahuguna, Secretary</b> Department of Public Enterprises Block No.14, CGO Complex, New Delhi. Contact No. – 24366171	Department of Public Enterprises
39	<b>Shri Ajay Narayan Jha, Secretary</b> Ministry of Environment, Forests & Climate Change Indira Paryavaran Bhawan Jor Bagh, New Delhi	Ministry of Environment, Forests & Climate Change