

No. Q/PA.III/575/25/2024
Ministry of External Affairs
(Administration Division)

New Delhi, 7th August 2024

VACANCY CIRCULAR

Subject: Filling up of the post of Executive Engineer (Civil) on deputation basis in DPA-III Division of Ministry of External Affairs.

Applications in the prescribed pro-forma (as per Annexure of the advertisement) are invited from eligible officers for filling up the post of Executive Engineer (Civil) (**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 | : | Executive Engineer (Civil) – 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 56 years as on 01.08.2024. |
| 4. | Job Description | : | <p>The selected officer will be required to work in the DPA-III Division, MEA. He/She shall act as single window for all public infrastructure/procurement & supply work pertain to DPA-III Division and assigned to him/her. His/Her duties will entail, but would not be limited to, the following:</p> <ul style="list-style-type: none">• Advise/Drafting/Vetting related to Tender Documents, Contract Documents of Infrastructure sectors such as roads, bridges, railway etc.• Drafting Statements and examining the quality of proposals received from host governments for project feasibility & Examination of specifications.• Drawing up feasibility reports and vetting of Detailed Project Reports (DPR) and Technical aspects of project management.• To monitor implementation of infrastructure projects of MEA in compliance with the tender parameters viz. Examining and appraising the Bid Process Management, including empanelment of vendors, Tender Evaluation and Contract Management.• Scrutinising the hard and soft infrastructure implications, under the realm of policy and financial framework. To maintain a status report of all ongoing Projects etc. to suitably alert the officers concerned and Drafting letters of intent and purchase orders.• Regular monitoring and follow up of specific contractual issues entrusted to him/her and Finalisation of Tenders including evaluation of bids.• The officer would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the deputation period .• Undertaking travel domestic or abroad as deemed fit for fulfilment of duties of the consultant.• From time to time, also undertake research on specific project issues & any other contractual matter assigned by the Head of Division. |
| 5. | Eligibility/Essential Criteria | : | Officers working in Central Public Works Department of the Ministry of Housing and Urban Affairs holding the post of Executive Engineer (Civil) on regular basis in Level 11 of the Pay |

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|----|--------------------|---|---|
| | | | Matrix will be considered eligible against corresponding post. The officer shall possess a degree in Civil Engineering. |
| 6. | Desirable Criteria | : | Detailed knowledge of Infrastructure projects, advanced engineering, project management practices, project procurement and bid process management with minimum 08 years of experience and familiarity with Government of India GFR/Manuals/Guidelines Experience in working with externally funded projects in relevant areas. |
| 7. | How to apply | : | 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: a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer. 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 15th September 2024.** 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.



(Awadhesh Kumar)
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. Central Public Works Department of Ministry of Housing and Urban Affairs to circulate the vacancy circular.

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

APPLICATION PROFORMA FOR DEPUTATION IN THE MINISTRY OF EXTERNAL AFFAIRS

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail ID:
7. Service/Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

| Department/ Institution/ Organization | Post held | From | To | Scale of Pay and basic therein | Nature of duties performed |
|---|-----------|------|----|-----------------------------------|-------------------------------|
| | | | | | |

9. Details of current employment;
10. Basic Pay, Pay Scale & Grade Pay:

11. Details of courses/training programmes attended, if any:

12. Details of publication, if any:

13. Language known:

14. Details of previous ex-cadre deputation, if any:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

16. Remarks:

(Signature of candidate)
Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with stamp)