

No. 04/30/2026-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

Kartavya Bhawan-3, New Delhi
Dated: the 02nd September, 2026

To,

1. **The Chief Secretaries,
All State Governments/Union Territories.**
2. **The Secretaries,
All Ministries/Departments of the Government of India.**

Subject: Filling up the post of Minister (Economic), High Commission of India (HCI), London, UK (a Joint Secretary Level Foreign Post of Government of India) for a period of three years under the Department of Commerce –reg.

Sir/Madam,

It is proposed to fill up the post of **Minister (Economic), High Commission of India (HCI), London, UK** (a Joint Secretary Level Foreign Post of Government of India) for a period of three (03) years under the Department of Commerce vice Ms. Nidhi Mani Tripathi, IAS (MN: 2001), who is having approved deputation tenure to the aforesaid post up to 08th April, 2027.

2. The following eligibility criteria (Mandatory and Desirable Qualifications) have been laid down for making selection to the aforesaid post:

(A) Mandatory Qualifications:

- (i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.
- (ii) The officer must be at least three batches below the batch next to be considered for empanelment as Additional Secretary to the Government of India.
- (iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.
- (iv) The officer must be clear from Vigilance angle.
- (v) The officer must 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 with a grading of 08 and above.
- (vii) The officer must be below 54 years of age, as on the date of vacancy.
- (viii) The officer must not have been on an assignment to a Foreign/Captive post of the 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 have prior working experience of Commerce or Agriculture or Industry in the State Government or in the Government of India;
- (xii) The officer should have experience in an Economic Ministry of the Government of India.

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(B) Desirable Qualifications:

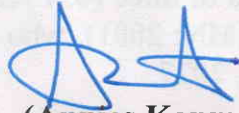
- (i) Experience and/or familiar exposure to International Trade.
- (ii) Experience in Bilateral/International trade negotiations.

3. The aforesaid post may be circulated amongst the eligible officers, and the names of willing and eligible officers, who can be spared by the State Government/Ministry/Department may be forwarded/e-mailed (**dirsm@gov.in**) to this Department/DoPT in the **format prescribed** and attached herewith along-with their **Cadre clearance, Vigilance clearance, Detailed Bio-data and APAR Dossier/certified APAR grading for the last Five (05) years**. It may also be ensured that the 'Cooling-Off' period, after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation. In case, the officer is currently on deputation under Central Staffing Scheme, the nomination may be forwarded **with the approval of Minister-in-Charge concerned** and along-with Cadre Clearance (issued by their parent cadre/organization only). Further, the Competent Authority may relax any of the conditions of eligibility in deserving cases.

4. It is requested that the applications of eligible candidates may please be forwarded, so as to reach this Department by **01st October, 2026**.

Yours faithfully,

Encl.: As above.

 02/09/26
(Annies Kanmani Joy)
Director (SM)
E-mail: **dirsm@gov.in**

Copy to:-

1. Department of Commerce (Shri Rajesh Agrawal, Commerce Secretary), Ministry of Commerce and Industry, Vanijya Bhavan, New Delhi.
2. NIC Cell, DoPT for placing this circular on the Departmental Website under "What's New?" Category.
3. PA to Director (SM): With a request to upload the circular through bulk e-mail system.

Brief format regarding particulars of an officer for filling up of Foreign/Captive posts of the Government of India

1.	Name of the officer		:		
2.	Service, Batch and Cadre (If an AIS officer)		:		
3.	Date of Birth		:		
4.	Contact Telephone No. (O) (R) (M)		:		
5.	Domicile of the officer		:		
6.	Category of the officer		:		
7.	Educational Qualifications		:		
8.	Date of joining the Government service		:		
9.	Present Designation and Pay Scale		:		
10.	Period of continuous appointment on the present post		:		
11.	Date of Superannuation		:		
12.	Whether Spouse is working in a Government Service; A. Service of Spouse (If reply to above is Yes); B. Cadre of Spouse (If an AIS Officer);		:		
13.	Complete Experience/Posting Profile (Attached a separate sheet wherever required)		:		
Sl. No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance angle		:	Yes/No	
15.	Whether the officer has been on Central/Foreign deputation earlier. If so, please provide details of organization, nature of deputation and period (dates) of deputation		:		
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme		:		

17. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

**Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars**

Note:

Columns 1-13 to be filled in by the applicant.
Columns 14-16 to be filled in by Ministry/Department/CCA concerned.