No. 4/37/2026-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
******

Kartavya Bhawan-3, New Delhi
Dated, the 18 November, 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 First Secretary (Level-12)/ Counsellor (Level-13), Permanent Mission of India (PMI), World Trade Organization (WTO), Geneva (a Deputy Secretary/Director level Foreign Post of GoI) under the Department of Commerce– reg.**

Sir/Madam,

It is proposed to fill up the post of **First Secretary (Level-12)/ Counsellor (Level-13), Permanent Mission of India (PMI), World Trade Organization (WTO), Geneva** (a Deputy Secretary/Director level Foreign Post of GoI)) for a **period of three (3) years** under the Department of Commerce **vice Ms. Tanu Singh, Indian Trade Service (2012),** who is having approved tenure to this post up to **17th June, 2027**.

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

(B) Mandatory Qualifications:

(i) The officer must have worked for at least 2 years at the Centre under Central Staffing Scheme.
(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 be clear from vigilance angle.
(iv) The officer should not have been debarred from Central deputation.
(v) The officer should have at least "Very Good" service record. However, preference would be given to officers who have "Outstanding" service record with a grading of 9 & above.
(vi) The officer should not be over 54 years of age.
(vii) The officer should not have been posted on an assignment in a foreign/captive post of the GoI, earlier.
(viii) The officer should not have been nominated for foreign training or should not be on training or foreign assignment currently.
(ix) The officer must not be on study leave or long leave.
(x) The officer should be at least one batch below the batch of officers who are currently empanelledto hold the post of Joint Secretary or its equivalent with the Central Government.

(B) Desirable Qualifications:

(i) Exposure to International negotiations in Trade, Commerce, Industry and allied sector.

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@nic.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 (5) 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 the Minister-in-Charge concerned** and along-with the 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 17 **December, 2026.**

Enc: As above.

Yours faithfully,

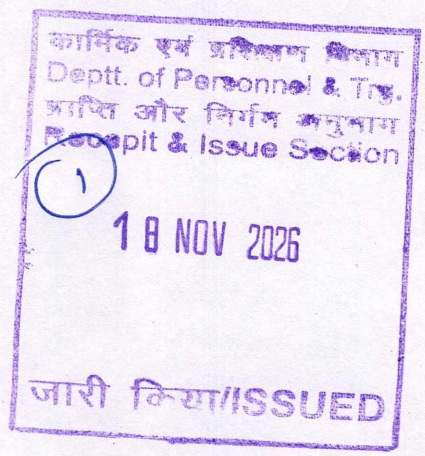
18/11/26

(Annies Kanmani Joy)
Director (SM)
Email: dirsm@nic.in

O/C

Copy to:

1. Department of Commerce (Sh. Rajesh Agarwal, Secretary), Vanijya Bhawan, New Delhi.
2. NIC Cell, DoPT, for placing thisVacancy Circular on the Departmental Website under "What's New?" Category.
3. PA to Director (SM): With a request to upload this circular through bulk-email 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.