

No.A22011/1/2016-Admn.I
GOVERNMENT OF INDIA
MINISTRY OF TOURISM
(Admn.I Division)

Transport Bhavan,
Parliament Street,
New Delhi-110 001

28th December, 2016

To,

The Chief Secretaries, All State / UT Governments.
The Secretaries, All the Ministries / Departments, Govt. of India

Sub : Filling up of the P 5 level post in UNWTO , Head Quarters at Madrid, Spain.

Sir/Madam,

It is proposed to fill up the P 5 level post in UNWTO, HQ, Madrid, Spain for a limited period of 1-2 years. This post is equated with Directors in the Government of India.

2. The mandatory qualifications/experience for the post are as under :

- (a) The officer must have worked for at least two years at the Centre under the Central Staffing Scheme
- (b) The officer should have at least two years' experience in tourism sector at the Centre or state.
- (c) The officer should be clear from vigilance angle
- (d) The officer should not have been debarred from central deputation.
- (e) 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 9 and above.
- (f) The officer should not be over 54 years of age
- (g) The officer should not have been posted on an assignment in a foreign/captive post of the Government of India, earlier
- (h) The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently
- (i) The officer should not be on study leave or long leave.

3. This post may be circulated amongst officers eligible, who possess the mandatory qualifications/experience, as stated above. Name of willing and eligible officers who can be spared by the State Governments / Ministries / Departments may be forwarded to Ministry of Tourism along-with Cadre clearance, Vigilance clearance, detailed Bio-data, Certified copies of APAR for the last five years.

R. S. Singh

Contd'P/2-

4. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Ministry by 28th January, 2017.

Yours faithfully,

R. L. Gupta
28/1/2017

(R L Gupta)

Under Secretary (Administration I)

Encl:

- (i) Bio-data proforma
- (ii) Proforma regarding documents / certificates to be furnished by the forwarding Authority.

Copy to :

1. Department of Personnel & Training {Kind Attn. Shri Chhatra Mani, Under Secretary, FA(UN)}, North Block, New Delhi.
2. NIC Cell, Ministry of Tourism, for placing the circular on the Ministry's website under "What's New in the Ministry?" category.
3. NIC Cell, Department of Personnel & Training for placing the circular on DOPT's website.

BIO-DATA PROFROMA

1.	Name, designation and address of the officer					
2.	Date of Birth (In Christian Era)					
3.	Service / Cadre to which the officer belongs					
4.	Present Pay Matrix/ Pay Band and Grade Pay of the officer					
5.	Year of allotment to the cadre					
6.	Whether the officer has been on Central Deputation under the Central Staffing Scheme (CSS) earlier, if so details thereof along with dates and the total period.					
7.	Whether the officer has been on foreign assignment earlier, if so, the details thereof along with dates and the total period.					
8.	Employment details (in descending order) up to Group-A level	Post / Designation and Name of the Employer	Equivalent post in the Govt. of India	Pay Scale	Description of duties	Remarks
9.	Other information, if any.					

(Signature of applicant)

Name:
Tel/Mob:
Email id:

FOR OFFICE USE ONLY

**DOCUMENTS / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER HEAD
OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by _____ are correct and he possesses educational qualifications and experience mentioned in Bio-data proforma.
2. It is certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her.
3. His / Her integrity is certified.
4. Details of Major / Minor Penalty (MMP) imposed, if any, during last 10 years duly signed & stamped by Competent Authority.
5. The up-to-date ACRs / APARs Dossier / Attested Photostat copies of ACRs / APARs (for the last 5 years) in respect of _____ is enclosed herewith.
6. Cadre Clearance
7. Details of Court Cases, if any

Place :

Date :

Signature
Name, Destination
Office Phone No.
Email id