

Government of the India  
Ministry of Tourism  
(Administration-I Division)

Transprt Bhavan,  
1- Parliament Street,  
New Delhi-110001  
Dated: 23.08.2022

File No.A-11013/02/2022-Adm.I

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Under Secretaries on deputation (including short term contract) basis at G20 Secretariat-Regarding.**

The Undersigned is directed to say that Ministry of Tourism, Govt. of India has proposed to fill up two posts of Under Secretaries on **deputation (including short term contract)** basic at G20 Secretariat initially for a period of one year which could be extended as per the requirement. The required qualification and eligibility criteria for the posts mentioned above are indicated below:-

Name of the post	<b>Under Secretary</b>
No. of Post(s)	02(Two)
Level in the pay matrix	Level 11 in the pay matrix
<b><u>Essential Qualification:</u></b>	
Officers under the central Government or state Governments or Union Territory Administration or Public Sector Undertakings or universities or Recongnized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:	
(i) holding analogous posts on regular basis in the parent cadre or department; or	
(ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in Level-9 or Level-10 in the pay matrix or equivalent in the parent cadre or department; or	
(iii) with six years service in the grade rendered after appointment thereto on regular basis in posts in Level-8 in the pay matrix or equivalent in the parent cadre or department; or	
(iv) with seven years service in the grade rendered after appointment thereto on regular basis in posts in Level-7 in the pay matrix or equivalent in the parent cadre or department; and	
Possessing the following Educational Qualifications and experience, namely-	
(i) Graduation from a recongnized University; and	
(ii) Five years' experience in the field of tourism or public relations or publicity or hospitality, policy issues. Preference would be given to the candidates possessing in International Trade/Relations, Multilateral Co-operation and/ or International Organizations, International negotiations & documentation.	

**Desirable experience:**

- (i) Experience of handling international matters.
- (ii) Possessing good analytical skills and have experience in policy making.
- (iii) Possessing good speaking and drafting skills in English.
- (iv) Knowledge of using computers/digital communication.

**Job Description:**

The selected candidate(s) will be dealing with the responsibilities of:

- (i) agenda-setting and preparation of issue notes, preparing draft outcome documents and reports; Preparation of presentation.
- (ii) Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G 20 Cell of MEA and with G20 tracks, working groups, international organizations, engagement groups and knowledge partners;
- (iii) the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events; Prepare related docs.
- (iv) Any other task assigned by the head of the Division

2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. Period of deputation (including short term contact) including period of deputation (including short term contact) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not to exceed four years.

4. The maximum age limit for appointment by deputation (including short term contact) shall be not exceeding 56 years as on the closing date of receipt of applications.

5. The **Application complete in all respect must be sent as per** proforma attached to Shri Prashant Ranjan, Director (Admn.), Room No. 123, Transport Bhawan, Sansad Marg, New Delhi-110001. **This proforma can be downloaded from Ministry of Tourism's website [www.tourism.gov.in](http://www.tourism.gov.in).** The envelope contains the application duly filled in and supported by all relevant documents should **be superscribed** " Application for the post of Under Secretary on deputation (including short term contact) basis at G20 Secretariat."

6. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority: