



Advertisement No. 45/1/2022-ADMIN-I
Government of India / भारत सरकार
Ministry of New & Renewable Energy / नवीन एवं नवीकरणीय ऊर्जा मंत्रालय
Atal Akshay Urja Bhawan, Lodhi Road, New Delhi – 110 003.

Dated: 8th August, 2022

VACANCY CIRCULAR

Subject: Filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat – reg.

Ministry of New and Renewable Energy invites the application for filling up the post of Under Secretary on deputation/short term contract basis for G-20 Secretariat for a period till February, 2024. The required qualifications and eligibility criteria for the posts are given below:

1.	Name of the Post	Under Secretary
	a) No. of Post(s)	01
	b) Level in the pay matrix	Level 11 in the pay matrix
	c) Essential Qualifications: Officers under the Central Government or Autonomous Bodies or Universities or Recognized Research Institutions holding analogous posts on regular basis in the parent cadre or department; or with five years' service in the grade rendered after appointment thereto on regular basis in post in Level-10 in the pay matrix or equivalent in the parent cadre or department and possessing the following Educational Qualification and experience, namely: i. Graduation from a recognized University; and ii. Five years' experience in handling matters and policies of Renewable Energy (RE) sector.	
	d) 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.	
	e) Job Description: The selected candidate(s) will be dealing with the responsibilities of <ul style="list-style-type: none">• Agenda-setting and preparation of issue notes, preparing draft outcome document and reports,• Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working groups, international organizations, engagement groups and knowledge partners,• Further, the selected candidate will also have to handle the responsibilities of organizing G20 meetings and events,• 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/short term contract, including period of deputation/short term contract 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/short term contract shall not exceed 56 years as on the date of closing of receipt of applications.
5. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority:
 - i. The Annual Performance Appraisal Report (photocopies of the ACRs/APARs with each page attested) for the last five years;
 - ii. Cadre Clearance,
 - iii. Vigilance Clearance and Integrity Certificate, and
 - iv. Statement showing Major or Minor penalties, if any, imposed during the last ten years.
6. The Officer selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT's O.M. No. 2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. Applications must be sent in the prescribed proforma to Sh. Yoginder Singh, Under Secretary (Admin), Ministry of New & Renewable Energy, 4th Floor, Atal Akshay Urja Bhawan, Lodhi Road, New Delhi -110003. This proforma can be downloaded from Ministry of New and Renewable's website www.mnre.gov.in. The envelope containing duly filled application and supporting documents should be superscribed "Application for the post of Under Secretary on deputation/short term contract basis at G20 Secretariat."
8. The last date of receipt of application in the Ministry is six (06) weeks from the date of publication of this advertisement in the Employment News.

11
6/1/11

(Yoginder Singh)
Under Secretary to the Govt. of India.
E-mail id: yoginder.s@nic.in

To,

1. All Ministries/Departments of the Govt. of India
2. Chairman/Head of Departments of all Autonomous Organizations.
3. Registrar of all recognized Universities/Research Institutes
4. NISE/NIWE/NIBE.
5. NIC cell, MNRE (for uploading a copy of the circular on the website of the Ministry).
6. Technical Director, NIC, DoP&T, Room No. 11/A, North Block, New Delhi-110001 for posting on DoP&T's website.