

No.12/4/2022-FA(UN)
Government of India
Ministry of Personnel, Public grievances and Pensions
Department of personnel & Training

North Block, New Delhi
Dated 10th January, 2023

- To,
1. Secretaries,
All Ministries/Department of the Government of India
 2. The Chief Secretaries,
All State/UT Governments

Sub: Proposal of MEA for circulation of vacancy notification of Commonwealth Secretariat inviting nominations for the position of Adviser and Head of Gender Section at Commonwealth Secretariat-reg

Sir/Madam,

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/20/2022 dated 27/12/2022 (copy enclosed) has informed this Department that Commonwealth Secretariat has sought nomination of candidates for the position of Adviser and Head of Gender Section at Commonwealth Secretariat, Headquarters.

2. Vacancy notice of the Commonwealth Secretariat thereby inviting nominations for the post of Adviser and Head of Gender Section at Commonwealth Secretariat containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The last date to apply for the above position is **13th January, 2023**. The applications are required to be submitted through website <http://thecommonwealth.org/jobs>. Detailed description of the job and additional relevant information is available on the website <http://thecommonwealth.org>.

3. Officers of the level of Joint secretary in the Government of India and the State Governments may consider to apply for the above post by following the due procedure duly laid down in Commonwealth Secretariat Vacancy notification enclosed herewith. As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department.

Yours faithfully,



(Nidhi Srivastava)

Deputy Secretary to the Government of India
Email-dirsm@nic.in

Copy for information to:

Ms. Soumya Gupta, Deputy Secretary (FSP & Cadre), I.D. Note No. A/PA-I/575/20/2022 dated 06/01/2023, Ministry of External Affairs, Room No. 37, South Block, New Delhi