No. 04/27/2026-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)
***

Kartavya Bhawan-3, New Delhi
Dated: the 02nd September, 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 Deputy Chief of Mission (DCM), Embassy of India, Brussels (a Joint Secretary Level Foreign Post of Government of India) for a period of three years under the Department of Commerce –reg.

Sir/Madam,

It is proposed to fill up the post of Deputy Chief of Mission (DCM), Embassy of India, Brussels (a Joint Secretary Level Foreign Post of Government of India) for a period of three years under the Department of Commerce vice Dr. M. Balaji, IAS (TN: 2005), who is having approved tenure to this post up to 26th April, 2027.

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

(A) <u>Mandatory Qualifications:</u>

(i) The officer must have been empanelled to hold Joint Secretary or equivalent posts at the Centre.

(ii) The officer should be at least 03 batches below the batch next to be considered for empanelment at the Additional Secretary level.

(iii) The officer must have worked for at least two years at the Centre under Central Staffing Scheme.

(iv) The Selected Officer will not be permitted to take up other foreign assignment, or Study Leave or Training till the expiry of the assignment.

(v) The officer must be below 54 years of age as on the date of vacancy.

(vi) The officer should not have been posted on an assignment to a Foreign/Captive post of the Government of India, earlier.

(vii) The officer should not be under debarment from Central Deputation.

(viii) The officer should be clear from Vigilance angle and their integrity is certified.

(ix) The officer should have prior working experience of Commerce or Agriculture or Industry in the State Government or in the Government of India;

(x) The officer should have experience in an Economic Ministry of the Government of India.

(B) <u>Desirable Qualifications:</u>

(i) Experience in Bilateral/International negotiations/Cooperation.

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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@gov.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 (05) 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 Minister-in-Charge concerned** and along-with 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 **01st October, 2026**.

Yours faithfully,

Encl.: As above.

02/09/26

(Annies Kanmani Joy)
Director (SM)
E-mail: dirsm@gov.in

Copy to:-

1. Department of Commerce (Shri Rajesh Agrawal, Commerce Secretary), Ministry of Commerce and Industry, Vanijya Bhavan, New Delhi.
2. NIC Cell, DoPT for placing this circular on the Departmental Website under "What's New?" Category.
3. PA to Director (SM): With a request to upload the circular through bulk e-mail 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.