Office Memorandum

Subject: Filling up the posts of Director/DS and Under Secretary on deputation (Including Short Term Contract) basis at G20 Secretariat – Regarding.

The undersigned is directed to refer to this Ministry's O.M. of even number dated 23rd June 2022 (copy enclosed) on the subject mentioned above. The advertisement of the said posts was also published in Employment News dated 2-8 July 2022. The last date of applying the above mentioned posts is 14th August 2022.

2. It is requested that the said vacancies may be widely circulated in your organization and eligible officers may be encouraged to apply for the same before the last date of application i.e. 14.08.2022.

Encl: As above.

(S.V. Ramana)
Deputy Secretary to the Govt. of India
Tele: 011-23766903
E-mail Id: sr.datta@nic.in

To:
1. All Ministries / Departments of the Government of India
2. Chief Secretaries of the State Government / Union Territories
3. Chairman / Head of Departments of all Public Sector Undertakings / Semi Govt. Bodies / Statutory or autonomous organization.
4. Registrar of all Recognized Universities / Research Institute.
5. DGLW/CLC(C)/DGE/DGFASLI/DGMS/DGLW/VVGNLI/DTNBWED/EPFO/ESIC
6. NIC/IT Cell, Ministry of Labour and Employment
7. Technical Director, NIC, DoP&T, Room No. 11/A, North Block, New Delhi-110001 for posting in DoP&T website.
OFFICE MEMORANDUM

Subject: Filling up of the post of Director/Deputy Secretary and Under Secretaries on deputation (including short term contract) basis at G20 Secretariat — Regarding.

The undersigned is directed to say that Ministry of Labour and Employment has proposed to fill up one post of Directors/Deputy Secretary and three posts of Under Secretaries on deputation (including short term contract) basis at G20 Secretariat initially for a period of one year which could be extended as per the requirement. The required qualifications and eligibility criteria for the posts mentioned above are indicated below:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Director/Deputy Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) No. of Post(s)</td>
<td>01 (ONE)</td>
</tr>
<tr>
<td>b) Level in the paymatrix</td>
<td>Level 13 / Level 12 in the Pay matrix</td>
</tr>
</tbody>
</table>
| (c) Essential qualifications: 
  Officers under the Central Government or State Governments or Union Territory Administration or Public Sector Undertakings or Government Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations: 
  (i) Director: holding analogous posts on regular basis in the parent cadre or department; OR with five years’ service on regular basis in posts in Level-12 in the pay matrix or equivalent in the parent cadre or department; or 
  (ii) Deputy Secretary: Holding analogous posts on regular basis in the parent cadre or department; OR with five years’ service on regular basis in posts in Level-11 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 recognized University; and 
(ii) Five years’ experience in handling any of the fields of social sector/skill development/employment matters/ Labour matters and policies or social security matters. 
(iii) Possessing good speaking and drafting skills in English.