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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

16/55/2022-प्रशासन./E.Office.140680

दिनांक:06/03/2026

सेवा में,

निदेशक/प्रभारी निदेशक  
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

क्र. सं.	संदर्भ संख्या एवं दिनांक	मंत्रालय का नाम	विषय
1.	सं. 2(13)/2025-Coir (4031822)/27 दिनांक:14.02.2026	सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, कॉयर अनुभाग, कर्तव्य भवन, नई दिल्ली	कॉयर बोर्ड, कोच्चि में सचिव पद पर प्रतिनियुक्ति के आधार पर नियुक्ति हेतु आवेदन प्राप्त करने की अंतिम तिथि के विस्तार के संबंध में।
2.	सं. 4/7/2026-FA(UN) दिनांक:26.02.2026	कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग, नई दिल्ली	नागरिक उड्डयन मंत्रालय के अधीन अंतर्राष्ट्रीय नागरिक उड्डयन संगठन (ICAO), मॉन्ट्रियल, कनाडा की परिषद में भारत के प्रतिनिधि (संयुक्त सचिव स्तर) के पद को भरने के संबंध में।

भवदीय,

Digitally signed by  
Jaibir Singh

Date: 06-03-2026

18:13:16 सिंह

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

- महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
- परिषद के सभी प्रभाग प्रमुख
- उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहा. महानिदेशक(वित्त)
- डॉ. मनजीत सिंह चाल्गा, वैज्ञानिक-डी. को आईसीएमआर वेबसाइट पर अपलोड करने के अनुरोध के लिए

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,  
अंसारी नगर, नई दिल्ली - 110 029, भारत  
V. Ramalingaswami Bhawan, P.O. Box No. 4911,  
Ansari Nagar, New Delhi - 110 029, India

Tel: +91-11-26588895 / 26588980 / 26589794  
+91-11-26589336 / 26588707  
Fax: +91-11-26588662 | icmr.nic.in

**[Secy-go] Extension Notice - Filling up the post of Secretary, Coir Board, Kochi, Kerala on deputation basis- reg.**

DG. ICMR OFFICE

Diary No 1242717

Date 17/02/2026 (SRK)

Sr. P. N. G. (A)

Shaubhik Bhardwaj &lt;shaubhik.b@gov.in &gt;

Sat, 14 Feb 2026 12:23:34 PM +0530

To "secy-go" <secy-go@ismgr.nic.in>, "chiefsecretaries" <chiefsecretaries@ismgr.nic.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "cs-arunachal" <cs-arunachal@nic.in>, "Dr Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "csoffice.cg" <csoffice.cg@gov.in>, "cs-goa" <cs-goa@nic.in>, "csguj" <csguj@gujarat.gov.in>, "cs-haryana" <cs-haryana@nic.in>, "Chief Secretary" <cs-hp@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "DR A JAYATHILAK IAS" <chiefsecy@kerala.gov.in>, "cs" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "Cso-meg" <Cso-meg@nic.in>, "Cs-mizoram" <Cs-mizoram@nic.in>, "Sentiyanger Imchen" <csngl@nic.in>, "csori" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Cs-skm" <Cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "Cs" <Cs@telangana.gov.in>, "Cs-tripura" <Cs-tripura@nic.in>, "Chief Secretary Uttar Pradesh" <csup@nic.in>, "Cs-uttaranchal" <Cs-uttaranchal@nic.in>, "Westbengal" <Westbengal@nic.in>, "Chiefsecy" <Chiefsecy@gmail.com>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "admn-chandigarh" <admn-chandigarh@nic.in>, "dd" <dd@daman.nic.in>, "devcom-d" <devcom-d@nic.in>, "csdelhi" <csdelhi@nic.in>, "Advisor To The Administrator UTL" <lk-advisor@gov.in>, "pondicherry" <pondicherry@nic.in>, "Cs-jandk" <Cs-jandk@nic.in>, "Advisor-Ig-ladakh" <Advisor-Ig-ladakh@gov.in>

Cc "Shri Das" <secretary-msme@nic.in>, "Vipul ARI" <js.ari@nic.in>, "chairman" <chairman@coirboard.org>, "Nayantara Sasikumar" <n.sasikumar@nic.in>, "Rahul Kumar Jain" <hod-msme@nic.in>, "secretary" <secretary@coirboard.org>, "Deputy Secretary MM DoPT" <dir.mm@nic.in>, "Randhir Kumar" <randhirkumar.yadav@gov.in>, "Mukesh Sinha" <mukesh.sinha73@gov.in>, "admo officer" <admo officer@coirboard.org>

AO - Admn.  
Respected Madam / Sir

The undersigned is directed to forward herewith M/o Micro, Small & Medium Enterprises, Government of India's **Extension Notice dated 14.02.2026** regarding filling up the post of Secretary, Coir Board, Kochi, Kerala (Pay Level 12) on deputation basis for further necessary action at your end.

Regards  
Section Officer (Coir)  
Ministry of Micro, Small & Medium Enterprises  
Government of India  
2nd Floor, CCS Building No. 3,

Mr. Sumit

Kartavya Path, New Delhi - 110 001

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Secy-goi mailing list -- [secy-goi@ismgr.nic.in](mailto:secy-goi@ismgr.nic.in)  
To unsubscribe send an email to [secy-goi-leave@ismgr.nic.in](mailto:secy-goi-leave@ismgr.nic.in)

### 1 Attachment(s)

Extension Notice - Post of Sec...  
1.4 MB

No. 2(13)/2025-Coir (4031822)/27  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Coir Section

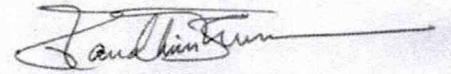
\*\*\*\*\*

Hall No. 32110, 2<sup>nd</sup> Floor,  
Kartavya Bhawan No. 3, New Delhi  
Dated - 14.02.2026

**Subject: Extension of last date for receipt of applications for the post of Secretary, Coir Board, Kochi on deputation basis - reg.**

Reference is invited to this Ministry's vacancy circular of even number dated 18.08.2025 (published in Employment News on 06.09.2025) inviting applications for filling up the post of Secretary, Coir Board, Kochi on deputation basis and extension notice dated 18.12.2025.

2. In order to ensure a wider pool of eligible candidates, it has been decided to extend the last date for receipt of applications till **Tuesday, 10<sup>th</sup> March, 2026**.
3. The candidates who have already applied for the post need not apply again.
4. A few aspects concerning the eligibility conditions for the post are clarified below in the light of the Recruitment Rules prescribed for the post and in consultation with the Department of Personnel and Training:
  - i. Officers holding posts in a higher pay level (Level-13 and above) on regular basis shall **not** be considered eligible to apply.
  - ii. Officers of Autonomous Bodies/Statutory Bodies/Public Sector Undertakings shall **not** be considered eligible to apply.
  - iii. Officers appointed/promoted under non-functional upgradation schemes (e.g., NFU/MACP/DACP) resulting in higher pay levels shall **not** be considered eligible to apply if they are effectively holding a higher pay level (Level-13 and above)
5. All other terms, conditions and stipulations mentioned in the vacancy circular for the post dated 18.08.2025 shall remain unchanged.



(Randhir Kumar)

Under Secretary to the Government of India

Tel. No. 011 - 24011308

Email: randhirkumar.yadav@gov.in

Copy to:-

1. Secretaries to all the Ministries/Departments of Government of India.
2. Chief Secretaries of all State Government/Union Territories.
3. Chairman, Coir Board, Coir House, M.G.Road, Kochi, Kerala - 682016 with the request to upload on the website of Coir Board for wide circulation.
4. NIC, M/o MSME with the request to place this vacancy circular on the website of Ministry for wide circulation.
5. PS to Director (MM), DoPT - For uploading through bulk email system and on DoPT's website for wide publicity.

No. 2(13)/2025-Coir (4031822) | 316.  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Coir Section

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Hall No. 32110, 2<sup>nd</sup> Floor,  
Kartavya Bhawan No. 3, New Delhi  
Dated - 18.12.2025

**Subject: Extension of last date for receipt of applications for the post of Secretary, Coir Board on deputation basis - reg.**

Reference is invited to this Ministry's vacancy circular of even number dated 18.08.2025 (published in Employment News on 06.09.2025) inviting applications for filling up the post of Secretary, Coir Board on deputation basis.

2. In order to ensure a wider pool of eligible candidates, it has been decided to extend the last date for receipt of applications to 15.01.2026.
3. The candidates who have already applied for the post need not apply again.
4. All other terms and conditions mentioned in the vacancy circular dated 18.08.2025 shall remain unchanged.

  
(Randhir Kumar)

Under Secretary to the Government of India  
Tel. No. 011 - 24011308

To

All concerned (through website of Ministry/Coir Board)

Work Hall No. 32110, 2<sup>nd</sup> Floor,  
CCS Building No. 3,  
Kartavya Path, New Delhi - 110001  
Dated - 18.08.2025

**VACANCY CIRCULAR**

**Subject: Filling up the post of Secretary in the Coir Board, Kochi, Kerala on deputation basis- reg.**

The undersigned is directed to inform that it has been decided to fill up the post of Secretary, Coir Board (*Pay level 12 as per 7<sup>th</sup> CPC*) under the Ministry of Micro, Small and Medium Enterprises, Government of India on deputation basis.

**2. The classification, method of recruitment, age, eligibility criteria, duties and responsibilities and period of deputation, etc. are attached as Annexure - I.**

3. It is requested that the applications (three copies) of willing and eligible candidates who can be spared immediately on selection, may kindly be forwarded to Shri N Raja Swamy, Under Secretary (Coir), Ministry of Micro, Small and Medium Enterprises, Government of India, Work Hall No. 32110, 2<sup>nd</sup> Floor, CCS Building No. 3, Kartavya Path, New Delhi - 110001, in hard copy within 45 (Forty five days) from the date of issue of advertisement in the Employment News/Rozgar Samachar in the prescribed format (**Annexure - II**) along with all the requisite documents i.e. attested copies of latest 05 years APARs (each page attested by an officer not below the rank of Under Secretary), DE/Vigilance Clearance, Statement showing major/minor penalty, if any, imposed on the officers during the last 10 years, Integrity Certificate and Cadre Clearance etc. Further, soft copy (PDF format) of application along with relevant documents may also be emailed within prescribed time limit at [nraja.swamy@nic.in](mailto:nraja.swamy@nic.in) and [shaubhik.b@gov.in](mailto:shaubhik.b@gov.in). The extension of last date of receipt of application, if any, will be notified / uploaded in the website of Ministry.

4. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/ minor penalty has been imposed on the officers during the last 10 years. Applications received after due date or without the above mentioned requisite documents or otherwise found incomplete will not be considered and summarily rejected. Advance copy of the application will not be entertained. The candidate, in the event of his/her selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

*N. Raja Swamy* 18/8/25

5. The deputation will be governed in accordance with the provisions contained in DOPT O.M Number 6/08/2009- Establishment (Pay-II) dated 17.6.2010, and OM No. 2/11/2017-Establishment (Pay-II) dated 24.11.2017 and 15.03.2021 as amended from time to time.

*N. Raja Swamy*  
18/8/2025  
(N Raja Swamy)

Under Secretary to the Government of India

Copy to:-

1. Secretaries to all the Ministries/Departments of Government of India.
2. Chief Secretaries of all State Government/Union Territories.
3. Chairman, Coir Board, Coir House, M.G.Road, Kochi, Kerala - 682 016 with the request to publish the advertisement in Employment News / Rozgar Samachar /National daily/Regional language newspaper and to place vacancy circular on the website of Coir Board for wide circulation.
4. NIC, M/o MSME with the request to place this vacancy circular on the website of Ministry for wide circulation.
5. PS to Director (MM), DoPT - For uploading the vacancy circular through bulk email system and uploading on DoPT's website for wide publicity.

<b>Name of the post</b>	Secretary, Coir Board
<b>Number of posts</b>	One (1)
<b>Classification</b>	Group A
<b>Scale of pay</b>	Level - 12 (78800 - 209200) of Pay Matrix of 7 <sup>th</sup> CPC
<b>Method of recruitment</b>	Deputation
<b>Age</b>	Not exceeding 56 years as on closing date of receipt of applications.
<b>Eligibility Criteria</b>	Officers of All India Services or any other Central Services Group 'A' or the State Services Group 'A' holding posts equivalent to that of Deputy Secretary to the Govt. of India or be eligible for appointment to posts equivalent to that of Deputy Secretary to the Govt. of India.
<b>Duties and responsibilities</b>	The Secretary, Coir Board is a statutory post and the duties and responsibilities vested with Secretary, Coir Board are the statutory duties envisaged in Coir Industry Act, 1953, Coir Industry Rules, 1954 and Coir Board Bye-laws, 1955 as well as those delegated by Chairman, Coir Board.
<b>Period of deputation</b>	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in other organization/department of the Central Government shall ordinarily not exceed four years.

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## Bio-Data Proforma

1.	Name and address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	i) Date of entry into service					
	ii) Date of retirement under Central/State government Rules					
4.	Educational Qualifications					
5.	Whether eligibility criteria is satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	<b>Qualification/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualification/experience possessed by the officer</b>			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential of the post.					
7.	Details of employment, in chronological order, Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned Only Pay Band and Grade Pay/Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:					
	Office/Institution			Pay/Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or permanent					
9.	In case the present employment is held on deputation/contract basis, please state-					
	a)The date of initial appointment	b)Period of appointment on deputation /contract	c) Name of the parent office/organization to which the applicant belongs.		d) Name of the post and Pay of the post held in substantive capacity in	

				the parent organization.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance Vigilance Clearance and Integrity Certificate.			
9.2	Note:- information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10.	If the post held on deputation in the past by the applicant date of return from the last deputation and other details.			
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column:</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>			
12.	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale			
13.	Total emoluments per month now drawn			
	Basic Pay in the PB		Grade Pay	Total Emoluments
14.	In case the applicant belongs to an Organization which is not following the Central government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed.			
	Basic Pay with Scale of Pay and rate of increment		Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
15A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post.(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)			
15B.	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects			

	(ii) Awards/Scholarships/Officers Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the selection Committee at the time of selection for the post. The information/detail provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Sh/Smt.....

ii) His/Her integrity is certified

iii) His/Her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

.....

(Cadre Controlling Authority with Seal)

**Fwd: [Secy-go] Filling up the post of Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation —reg**

**SAFAL CHETRI CHETRI** <chetri.s@icmr.gov.in >

Fri, 27 Feb 2026 1:32:32 PM +0530

To "Administration ICMR"<admn-hq@icmr.gov.in>

Cc "M. S. Rawat"<rawatms.hq@icmr.gov.in>

Thanks & Regards,

Safal Chetri  
Senior Administrative Officer  
Indian Council of Medical Research  
Ansari Nagar, New Delhi - 110 027

==== Forwarded message =====

From: Jagdish Rajesh <rajeshj.hq@icmr.gov.in>

To: "SAFAL CHETRI CHETRI" <chetri.s@icmr.gov.in>

Date: Fri, 27 Feb 2026 13:05:29 +0530

Subject: Fwd: [Secy-go] Filling up the post of Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation —reg

==== Forwarded message =====

सादर/ Regards

जगदीश राजेश/ JAGDISH RAJESH

उपमहानिदेशक (प्रशासन)/ Deputy Director General (Admin)

भारतीय आयुर्विज्ञान अनुसंधान परिषद/ Indian Council of Medical Research

अंसारी नगर, नई दिल्ली/ Ansari Nagar, New Delhi.

==== Forwarded message =====

From: DG ICMR <secy-dg@icmr.gov.in>

To: "Anu Nagar" <anu.nagar1@gov.in>, "RICHA KHODA" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>

Cc: "Jagdish Rajesh" <rajeshj.hq@icmr.gov.in>, "Office DHR" <secy-dhr@gov.in>

Date: Fri, 27 Feb 2026 11:24:01 +0530

Subject: [Secy-go] Filling up the post of Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation —reg

==== Forwarded message =====

==== Forwarded message =====

From: Devendra Kumar Meena <asodkm.16@gov.in>

To: "Secy-go" <secy-go@ismgr.nic.in>

Cc: "MAYANK VERMA" <verma.mayank@gov.in>

Date: Fri, 27 Feb 2026 10:45:53 +0530

No. 1378  
5/3/26

Mr. Sumit

Subject: [Secy-goi] Filling up the post of Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation –reg

===== Forwarded message =====

Sir/Madam,

Please find the enclosed **O.M. No. 4/7/2026-(FA-UN)** dated **26.02.2026** on the subject cited above for necessary action.

With Warm regards,  
Devendra Kumar Meena  
Assistant Section Officer, EO (FA-UN)  
Department of Personnel & Training  
North Block, New Delhi

---

Secy-goi mailing list -- [secy-goi@ismgr.nic.in](mailto:secy-goi@ismgr.nic.in)  
To unsubscribe send an email to [secy-goi-leave@ismgr.nic.in](mailto:secy-goi-leave@ismgr.nic.in)

**1 Attachment(s)**

ICAO VC.pdf  
88 KB

No. 4/7/2026-FA(UN)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

\*\*\*\*\*

Kartavya Bhawan-3, New Delhi.  
Dated the 26<sup>th</sup> February, 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 Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation –reg.

Sir/Madam,

It is proposed to fill up the post of Representative of India on the Council of International Civil Aviation Organization (ICAO), Montreal, Canada (Joint Secretary level) under the Ministry of Civil Aviation vice Sh. Angshumali Rastogi, IRSME (1995).

2. The mandatory and desirable qualifications for the above post are as under:

**(A) Mandatory Qualification-**

- (i) The officer should be holding a post of Joint Secretary to Government of India or a post equivalent in rank in Government of India/State Government.
- (ii) The selected officer will not be permitted to take up foreign assignments, or study leave, or training till the expiry of the assignment.
- (iii) The officer must be below 54 years as on the date of vacancy.
- (iv) The officer should not have been on an assignment to foreign/captive post of the Government India earlier.
- (v) The officer should not be under debarment from Central Deputation.
- (vi) The officer should be clear from vigilance angle and his/her integrity is certified.
- (vii) The officer should have experience of working for at least 12 months in the field of Civil Aviation.

**(B) Desirable qualifications**

- (i) Experience in dealing with UN bodies and multilateral organizations.
- (ii) Familiarity with developments and policies in global as well as Indian Civil Aviation sector.
- (iii) Experience in dealing with international conventions relating to Civil Aviation.
- (iv) Experience of at least 2 years at the Centre under Central Staffing Scheme.

3. This post may be circulated amongst eligible officers and names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed [dirsm@nic.in] to this Department in the format prescribed and attached herewith along-with **Cadre clearance, Vigilance clearance, detailed Bio-data and APAR Dossier/certified APAR gradings for the last five years**. It may also be ensured that the "Cooling Off", 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 the Minister-in-Charge concerned and along with cadre clearance. Further, the Competent Authority may relax any of the conditions of eligibility in deserving cases.

4. It is requested that the applications of the eligible candidates may please be forwarded, so as to reach this Department by **27<sup>th</sup> March, 2026**.

Yours faithfully,



(Sakshi Mittal)  
Director (SM)

Email: dirsm@nic.in

**Copy to:**

1. Ministry of Civil Aviation (Shri Samir Kumar Sinha, Secretary), Rajiv Gandhi Bhawan Safdarjung Airport, New Delhi.
2. NIC Cell, DoPT, for placing the circular on Departmental Website under "What's New?" Category.
3. PA to Deputy Secretary (SM): With a request to upload this circular through bulk-email 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)	:			
<b>Sl. No.</b>	<b>Period</b>	<b>Post held/Organization</b>	<b>Cadre post/Deputation post</b>	<b>Place of Posting</b>	<b>Brief Description</b>
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.