

No. O-Int./Circular/2025
भारत सरकार / Government of India
पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences
भारत मौसम विज्ञान विभाग / India Meteorological Department
मौसम विज्ञान के महानिदेशक का कार्यालय / Office of the Director General of Meteorology
मौसम भवन, लोदी रोड़ / Mausam Bhavan, Lodi Road
नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated : 03.11.2025

Circular

Subject : WMO Vacancy Notice No. 2420 and 2421

The details regarding the above vacancies are available on WMO e-recruitment and also attached herewith. Interested and eligible IMD officials may apply for these vacancies as per the General guidelines to apply for WMO vacancies which were circulated vide notice No. O-Int./Circular 2025 (E-46212) dated 22.07.2025. It is also requested to intimate the same to organisation Division at;

Email : organisation.imdhq@imd.gov.in


Dr. R.K. Giri
Sc.-F (Head Org.)
for DGM



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2420
DEADLINE FOR APPLICATION: 30 November 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Director, CREWS Secretariat	D1	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT Climate Risk and Early Warning Systems (CREWS) Secretariat			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. Pursuant to WMO Standing Instructions, the minimum age to be eligible for consideration for vacant positions is 18, and the maximum age must enable the candidate to serve for at least the term of the contract before reaching mandatory age of separation.	
DUTIES AND RESPONSIBILITIES Under the overall guidance of the Assistant-Secretary-General (ASG), and as the Director of the CREWS Secretariat, the incumbent will serve the Chair and Members of the CREWS Steering Committee, and work in collaboration with the CREWS Implementing Partners, to perform the following duties: (a) Serve as the Secretary to the CREWS Steering Committee, in particular: (i) Advise on and set the strategic framework for directing, coordinating, and overseeing the reception and consolidation of project proposals and funding requests from all implementing entities for submission, decision and review by the Steering Committee, ensuring alignment and quality input; (ii) Anticipate, advice on and deliver strategic policy and delivery advice to the Steering Committee, ensuring consistent high-quality evidence, contextually specific advice and options are delivered in a timely manner to the Steering Committee that aligns with advances the objectives of CREWS; (iii) Develop and deliver the CREWS risk management framework and advice, covering policy and programme financing for Steering Committee consideration and decision making; (iv) Shape, coordinate and oversee in close coordination with the Chair, the meetings of the Steering Committee ensuring delivery and alignment to SC vision and CREWS objectives including directing and delivering the drafting and circulating minutes of Steering Committee discussions; (v) Work with the Trustee to advance and implement at quality and to time funding requests approved by the Steering Committee; (vi) Lead, direct and develop communications and campaigns for the delivery and advancement of CREWS objectives, as agreed by the Steering Committee. (b) Lead, manage and develop successfully the objectives, activities and staff of the CREWS Secretariat; manage and monitor the budget to quality and time standards; ensure activities are carried out in a timely fashion, with good internal coordination; manage guide and train staff under his/her supervision; foster teamwork and communication within the CREWS Secretariat, with Executive Management within WMO and the CREWS Implementing Partners and across organizational boundaries;			QUALIFICATIONS <i>Education</i> Master's degree or equivalent in environmental management, meteorology, hydrology, climatology, disaster risk management, geography, international development or a closely related field. <i>Experience</i> - A minimum of fifteen (15) years of combined national and international progressive level experience in resources mobilization, partnership development, and project management preferably related to socially and environmentally sustainable development in Least Developed and Emerging economies. - Ten (10) years of relevant experience in a responsible position in an international organization in developing, or facilitating the development of programmes and projects and team management, including in LDCs and Small Island Developing States settings. - At least seven (7) years of experience in developing and/or assessing and analyzing corporate and national development strategies, plans and programmes. - Ability to identify innovative approaches and opportunities to funding in a challenging ODA setting. - Experience in designing and managing financing mechanisms, partnership strategies and building partnerships with a diversity of development actors. - Demonstrated experience with project/programme design, negotiation, marketing and partnership building. - Proven experience in resource mobilization and knowledge of funding mechanisms of various funding agencies as well as complex project management leadership and execution. - Proven ability to draft clearly and succinctly reports and documents. - Excellent interpersonal, communication and negotiation skills. <i>Other requirements</i> - Excellent supervisory, managerial, networking, financial management, strategic and operational planning and international dialogue and relations. - Sense of responsibility, maturity of judgement and initiative. - Sound knowledge of climate change policies, of the international cooperation needs of LDCs and SIDS, and of the	

- (c) Support and provide guidance to the CREWS implementing entities on the processes and requirements as laid out by the Steering Committee;
- (d) Report regularly to the Steering Committee and Donors with periodic financial reports submitted by the implementing entities;
- (e) Receive and consolidate annual reports on implementation results for submission and approval by the Steering Committee;
- (f) Work closely with the Trustee to ensure that the Trustee has all the information necessary to carry out its responsibilities;
- (g) Coordinate and manage fund raising efforts of CREWS as directed by the Steering Committee, and manage relationship with contributors, including answering queries from donors and facilitating the relationship between donors and the Trustee on financial issues;
- (h) Develop and negotiate strategic partnerships with relevant institutions and organizations including the private sector, the United Nations system, bilateral and multilateral funding agencies and organizations, in order to deliver CREWS strategic objectives;
- (i) Direct and convene the CREWS community (i.e., implementing entities, Steering Committee members) and represent the CREWS Secretariat at meetings, seminars, etc., and related partnership initiatives; participate in international, regional and national meetings and lead and hold discussions with representatives of other institutions regarding the CREWS Initiative;
- (j) Align CREWS programmes with international frameworks and partnerships on early warning, such as the Climate Change agreements under the United Nations Framework Convention on Climate Change (UNFCCC), the Sendai Framework and the 2030 Sustainable Development agenda and relevant regional and thematic fora;
- (k) Carry out other relevant duties as required.

evolving broader multilateral context.

- Ability to work in a multicultural environment and to foster diversity and team spirit.

COMPETENCIES

The Director, CREWS Secretariat must demonstrate managerial-level proficiency in the following competencies:

- Communication & Influence
- Collaboration & Team Dynamics
- Inclusive Mindset & Cultural Awareness
- Decision Making & Problem Solving
- Integrity & Accountability
- Innovation & Digital Agility
- Stakeholder Understanding & Engagement

Languages

Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

The position is funded from extra-budgetary resources.

New appointments on fixed-term contract of one year or more shall be subject to an initial one-year probation period.

SALARY AND ALLOWANCES

Annual net base salary on initial appointment is: US\$ 116095

Annual post adjustment on initial salary is: US\$ 102976 (in addition to the net base salary)

Additional Information:

Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public>. Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Date of issue of vacancy notice: 31 October 2025



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

VACANCY NOTICE NO: 2421
DEADLINE FOR APPLICATION: 30 November 2025

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Project Officer (two part-time positions) (establishment of a roster)	P3	Multiple Duty Stations, various	To be determined	Fixed-term - 1 year Part-time positions at 50%
ORGANIZATIONAL UNIT				
Infrastructure Department / Member Services Department			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. Pursuant to WMO Standing Instructions, the minimum age to be eligible for consideration for vacant positions is 18, and the maximum age must enable the candidate to serve for at least the term of the contract before reaching mandatory age of separation.	
DUTIES AND RESPONSIBILITIES			QUALIFICATIONS	
<p>Under the overall guidance of the Directors, and the scientific supervision of the Chief or Scientific Officer, Hydrological Monitoring Section, and the administrative supervision of the WMO Representative of the respective sub-regional offices, the incumbent will perform the following duties:</p> <p>(a) Coordinate and oversee the implementation of the Adaptation Fund (AF) - financed project(s) coordinated by WMO in the following countries: Cameroon, Central African Republic, Chad, The Gambia, Niger, Nigeria and United Republic of Tanzania;</p> <p>(b) Provide technical and coordination support to executing partners, and participating entities, with a focus on hydrological monitoring, early warning systems, covering innovative approaches and the full hydrological value chain;</p> <p>(c) Support project implementation, monitoring and evaluation, reporting in line with WMO procedures and Adaptation Fund requirements, including preparation of steering committee meetings, technical reports, work plans, annual reports, audits, and financial reports;</p> <p>(d) Ensure effective coordination and communication with stakeholders, including WMO technical departments, national project stakeholders, executing partners, and funding entities; conduct communications activities such as web site and newsletter updates;</p> <p>(e) Contribute to the application of environmental and social safeguards, gender considerations, sustainability of the project achievements, risk management within project activities according to the AF guidelines including mitigation measures;</p> <p>(f) Support planning, development, implementation, and coordination activities for projects with similar focus (e.g., hydrology-related projects funded by the Adaptation Fund, Green Climate Fund, World Bank, etc. in Africa);</p> <p>(g) Carry out other relevant duties as required.</p>			<p>Education Master's degree or equivalent in hydrology, water resources, geohydrology, meteorology, environmental science, disaster risk management, engineering or a related field. A first-level university degree with two additional years of qualifying experience will be accepted in lieu of a Master's degree.</p> <p>Experience - A minimum of five (5) years of combined national, regional and international progressively responsible experience in managing projects related to operational hydrology, water resources, hydrometeorology or a related field (measurements, data, forecasting and/or early warning services). - Experience in the administration and oversight of financial resources including project budget planning. - Experience with Adaptation Fund, Green Climate Fund, World Bank, African Development Bank or other big donor-financed project.</p> <p>Other requirements - Project management certification (PMP or Prince2) is an asset; - High sense of integrity, responsibility, and maturity of judgment; demonstrated ability to plan, organize and manage multiple workloads; - Strong analytical, organizational and problem-solving skills; - Excellent communicator and facilitator with a wide-range and multi-culture stakeholders including national governments, development partners, inter-governmental regional organizations, non-governmental organizations and private sector; - Ability to work in a multicultural environment and to foster innovation, diversity and team spirit; - Understanding of challenges related to the development and implementation of projects particularly in Least Developed Countries (LDCs), Small Island Developing States (SIDS) and Developing countries; - Field-level work in transboundary or developing country contexts (particularly in the Sahel or West/Central Africa or East Africa) is an asset.</p> <p>COMPETENCIES The Project Officer must demonstrate individual contributor proficiency in the following competencies: - Communication & Influence - Collaboration & Team Dynamics - Inclusive Mindset & Cultural Awareness</p>	

- Decision Making & Problem Solving
- Integrity & Accountability
- Innovation & Digital Agility
- Stakeholder Understanding & Engagement

Languages

While both posts require an excellent knowledge of English (both oral and written), one of them also requires a solid knowledge of French. Knowledge of other official languages of the Organization would be an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

One position will be based in Abuja, Nigeria. The second position will be based in Abuja, Nigeria or Nairobi, Kenya.

The positions are funded from extra-budgetary funding.

Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

Annual net base salary on initial appointment is: US\$ 35106

Annual post adjustment on initial salary in Abuja, Nigeria is: US\$ 19 519 (in addition to the net base salary)

Annual post adjustment on initial salary in Nairobi, Kenya is: US\$ 14 499 (in addition to the net base salary)

Additional Information:

Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public/>.

Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted.

Shortlisted candidates may be required to sit a written test and/or an interview. Selected candidates will be first rostered and then appointed when a project is established.

Date of issue of vacancy notice: 31 October 2025

No. O-Int./Circular/2025 (E-46272)
भारत सरकार / Government of India
पृथ्वी विज्ञान मंत्रालय / Ministry of Earth Sciences
भारत मौसम विज्ञान विभाग / India Meteorological Department
मौसम विज्ञान के महानिदेशक का कार्यालय / Office of the Director General of Meteorology
मौसम भवन, लोदी रोड़ / Mausam Bhavan, Lodi Road
नई दिल्ली-110003 (भारत) / New Delhi - 110003 (India)

Dated : 22.07.2025

Circular

Subject: General guidelines to apply for WMO/UN vacancies

With reference to the above cited subject, general guidelines to be followed by all IMD officers/officials while applying to a WMO/UN vacancy or any other International assignment as per DoPT order dated 20 June, 1991 is given below:

1. Application to obtain NOC may be submitted by the IMD officials desiring to apply for any post on the basis of Metnet Circular/WMO vacancies on IMD website or open advertisement by the international organisations.

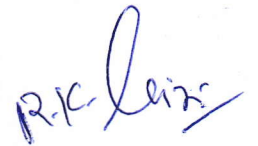
2. NOCs may be obtained through respective Establishment Division (DGM HQ) by the applicant before applying for the WMO vacancy/open advertisement vacancies. (pls see point 8.11 of DoPT order for more clarification)

3. Cadre controlling authority for IMD Officers/Officials for issuing NOC/permission:
For Group A Officers - Secretary MoES
For Group B/C officials- DGM, IMD

4. After obtaining the NOC from the Cadre Controlling Authority, the officials may apply for the said vacancies under intimation to Organisation Section, DGM HQ (with a copy of NOC).

5. If any official got selected for the said vacancies then the cadre clearance from the cadre controlling authority is to be obtained before an officer proceeds on the assignment.

This is issued with the approval of competent authority.



Dr. R.K. Giri
Sc.-F (Head Org.)
for DGM

**HANDBOOK
OF INSTRUCTIONS
ON FOREIGN ASSIGNMENTS**

Table of Contents

Chapter-I

Fundamental Instructions on Foreign Assignments

Sl. No.	Subject/Title of the Instruction	Pg. No.
1.	Consolidated Instructions on Foreign Assignment (CIFA) issued vide DOP&T's Letter No. 18/10/91-FA (UN), dated 20/06/1991.	<u>1</u>
2.	Guidelines for deputation of members of All India Services under Rule 6(2)(ii) of the respective cadre rules issued vide DOP&T's Letter No. 14017/33/2005-AIS (II) (Part I), dated 27/12/2006.	<u>14</u>
3.	Consolidated Deputation Guidelines for the members of All India Services issued vide DOP&T's Letter No. 14017/33/2005-AIS (II) (Part I), dated 28/11/2007.	<u>20</u>
4.	Consolidated guidelines on deputation/foreign service for members of the organized Gp. 'A' & Gp. 'B' Services of the Central Government issued vide DOP&T's O.M. No. AB-14017/2/07-Estt. (RR), dated 29/02/2008.	<u>26</u>
5.	Clarification on Consolidated Deputation Guidelines for the members of All India Services issued vide DOP&T's Letter No. 14017/33/2005-AIS (II) (Part I), dated 14/03/2008.	<u>35</u>
6.	Clarification on consolidated guidelines on deputation/foreign service for members of the organized Group A and the Group B Services of the Central Government issued vide DOP&T's OM No.AB-14017/2/2007-Estt.(RR) dated 24.04.2008.	<u>36</u>
7.	Clarification on Consolidated Deputation Guidelines for the members of All India Services issued vide DOP&T's Letter No. 14017/33/2005-AIS (II) (Part I), dated 09/02/2011.	<u>39</u>
8.	Clarification on Consolidated Deputation Guidelines for the members of All India Services issued vide DOP&T's Letter No. 14017/33/2005-AIS (II) (Part I), dated 11/01/2012.	<u>41</u>
9.	Clarification on Consolidated Deputation Guidelines dated 29.02.08 for members of the organized Group A and the Group B Services of the Central Government issued vide DOP&T's OM No.AB-14017/2/2007-Estt.(RR) dated 28.03.2012.	<u>42</u>

Chapter-II

Instructions on filling up of Foreign/Captive Posts of the GOI

10.	Extension of foreign assignment of officers on ground of their children's education being in the middle of the academic session issued vide DOP&T's Letter No. 15/1/2008-EO (MM-II), dated 16/03/2010.	<u>47</u>
11.	Approval of the competent authority for discontinuing the procedure of culling out of names of officers from the data-base maintained in DOP&T while filling up foreign/captive posts of the GOI.	<u>48</u>
12.	Approval of the competent authority fixing a tenure of three years on foreign/captive posts of the GOI by exceeding the limit of seven years outside the cadre.	<u>48</u>

Chapter-III

Instructions on Long-term International Assignments

13.	Introduction	<u>50</u>
14.	Directions of the competent authority of 2007 regarding deputation of AIS officers under Rule 6(1) and Rule 6(2) (ii).	<u>52</u>
15.	Approval of the competent authority allowing officers on central deputation to take up foreign assignment without physically reporting back to the cadre.	<u>52</u>
16.	Instructions regarding timely submission of proposals for extension of tenure of foreign assignments issued vide DOP&T's Letter No. 12/25/2005-FA (UN), dated 10/09/2008.	<u>53</u>
17.	Competent authority's approval regarding removing of the bar on accepting foreign assignments in respect of Director level officers issued vide DOP&T's Letter No. 8/1/2009-FA (UN), dated 07/10/2009.	<u>54</u>
18.	Approval of the competent authority allowing switching over from one Rule 6(2) (ii) assignment to another such assignment.	<u>55</u>

19.	Consolidated Deputation Guidelines for AIS Officers dated 28/11/2007- Clarification regarding 'Cooling Off' issued vide DOP&T's I.D. No. 34/7/2009-EO (MM-II), dated 26/04/2010. <i>(Please also see instruction on Page No. 63)</i>	<u>56</u>
20.	Checklist for the proposals of foreign assignments of AIS Offices under Rule 6(2) (ii) of the AIS (Cadre) Rules, 1954 issued vide DOP&T's Letter No. 12/34/2011-FA (UN), dated 12/05/2011.	<u>57</u>
21.	Checklist for the proposals of foreign assignments of Gp. A and Gp. B officers of the organized services of the Government of India issued vide DOP&T's O.M. No. 12/34/2011-FA (UN), dated 12/05/2011.	<u>60</u>
22.	Grant of cadre clearance and extension of tenure of foreign assignments of officers of the Organized Gp. A & Gp. B Services of the Government of India with the international organizations issued vide DOP&T's O.M. No. 12/76/2012-FA (UN), dated 04/09/2012.	<u>63</u>

Chapter-IV
Instructions on Short-term International Assignments

23.	Introduction	<u>65</u>
24.	Clarification regarding consultancy/short-term consultancy assignments by Government servants issued vide DOP&T's Letter No. 1/10/2001-FA (UN), dated 21/07/2004.	<u>66</u>
25.	Clarification regarding consultancy/short term consultancy assignments by government servants issued vide DOP&T's Letter No. 1/10/2001-FA (UN), dated 13/10/2004.	<u>68</u>
26.	Instructions regarding pro-bono short-term teaching assignments by Government servants issued vide DOP&T's Letter No. 18/10/96-FA (UN), dated 09/02/2005.	<u>70</u>
27.	Instructions regarding taking up long term as also short term consultancy assignments by government servants on return from study leave issued vide DOP&T's Letter No. 14/1/2005-FA (UN), dated 10/03/2005.	<u>72</u>
28.	Approval of the competent authority as regards terms and conditions for short-term consultancy assignments.	<u>74</u>

CHAPTER-I

FUNDAMENTAL INSTRUCTIONS ON FOREIGN ASSIGNMENTS

CONSOLIDATED INSTRUCTIONS ON FOREIGN ASSIGNMENT OF INDIAN EXPERTS

**GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
NEW DELHI**

**F.18/10/91-FA(UN)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)**

.....

NEW DELHI – 110 001, June 20, 1991

To

The Chief Secretaries of
all State Governments and Union Territories.

Subject: **Consolidated Instructions relating to Foreign Assignment of Indian Experts.**

Sir,

I am directed to say that in supersession of this Department's earlier instructions contained in letter No.1/10/87-FA(UN), dated the 29th of January, 1988, and all other letters on the subject, the following revised and comprehensive instructions will be operative from the date of issue.

DEPUTATION ON FOREIGN ASSIGNMENT:

Deputation of Indian Experts on assignments abroad will be classified into the following categories :

- (a) Foreign posts of the Government of India (GOI) under the various Ministries of the Government.
- (b) Bilateral assignments to the developing countries of Asia, Africa and Latin America.
- (c) Captive posts of GOI in the international organisations where recruitment is limited to the Indian officials.
- (d) International assignment to the UN and its agencies, other multinational organisations, the Governments and public institutes in the oil-rich and developed countries.

3. FOREIGN POSTS OF GOI:

These include the posts in the Indian Missions abroad under the administrative control of the Ministries of Finance, Commerce etc. (other than the Ministry of External Affairs), the overseas offices of the Ministry of Tourism, Ministry of Civil Aviation and other Ministries, the India Investment Centres and other similar public bodies.

3.1 Selection for these posts will be made through the Civil Services Board (CSB) according to the procedure prescribed for appointment under the Central Staffing Scheme of GOI. In order to ensure equality of opportunity and fairness in the selection procedure.

3.2 The officers appointed to the posts would be allowed a tenure of 3 years (and this period will not count towards the ceiling prescribed for assignments under the international organisations).

4. BILATERAL ASSIGNMENTS TO THE DEVELOPING COUNTRIES :

These cover assignments under the ITEC (Indian Technical & Economic Cooperation) and other similar programmes and contract appointments in the Governments and para-statal organisations in the developing countries of Asia, Pacific, Africa and Latin America and remunerated by the concerned developing countries (as distinguished from the oil-rich and developed nations) according to their salary scales.

4.1 As far as possible, all organized recruitment of experts at graduate professional level and above for bilateral assignments should be on a Government-to-Government basis. In addition, individual officials may also secure such assignments by making applications in response to open advertisements by the Governments and para-statal organisations of the developing countries following the prescribed procedure; sometimes direct offers may also be received from these organisations by experts in recognition of their past work in the relevant areas.

4.2 Selection for assignments under the ITEC programme would be made as per the scheme being operated by the Ministry of External Affairs and the Department of Personnel & Training. For these and other bilateral assignments on a Government-to-Government basis, the panel of experts maintained in the Department of Personnel & Training will be utilized for making selections. In addition, if necessary, suitable experts could be located in consultation with the relevant nodal Ministries and the State Governments.

5. CAPTIVE POSTS OF GOI IN THE INTERNATIONAL ORGANISATIONS:

These assignments include the posts of Executive Directors in the World Bank, the International Monetary Fund (IMF), the Asian Development Bank (ADB) etc., Advisers and Technical or Executive Assistants to the Executive Directors and other similar posts where recruitment is restricted to the Indian experts.

5.1 Selection for these posts would be made according to the procedure prescribed for appointments under the Central Staffing Scheme of GOI. However, the tenure of these officials in the international organisations will be subject to the provisions relating to the ceiling on tenure, cooling off requirement etc. prescribed (in subsequent paragraphs) for international assignments.

6. INTERNATIONAL ASSIGNMENTS :

This category covers the assignments under the international organisations like the UN and its specialised agencies, the World Bank, IMF, ADB and the Commonwealth Secretariat including the Commonwealth Fund for Technical Cooperation (CFTC) and other multinational public institutions. Included in this category are also assignments to the Governments, para-statal organisations and public institutions like Universities, Research and Academic Institutes in the oil-rich and developed countries.

6.1 The details concerning the selection procedure and terms relating to appointments including ceiling on tenure, cooling off requirement etc. in respect of international assignments have been outlined in the paragraphs that follow. Whenever some of these terms are also applicable to other categories of foreign assignments, this has been indicated at the appropriate place.

7. TYPES OF INTERNATIONAL ASSIGNMENTS

International assignments may be categorised by location and duration. As far as location is concerned (i) there are posts at the Secretariat or headquarters of an international organization which are subject to the country-quota restrictions. These may include key positions or posts of critical importance, which the Government would like its official nominees to hold. In case of a specific vacancy, the Government would field the most suitable candidate who in their view has a good chance of being finally selected for the post. (ii) Most international assignments are, however, project-related field jobs, operated in the developing countries under the auspices of the international organisations. These are professional jobs and final selection is usually made by the host country government in consultation with the international agency. There is no quota system governing these assignments, but the candidates are screened at various stages and selections are made on the basis of their professional qualifications and experience. The Government would, therefore, encourage the experts in various fields to apply for and secure these jobs by adopting a liberal approach.

7.1 From the point of view of duration, the assignments can be classified as (a) long-term jobs which are more than three months (90 days) in duration, and (b) short term consultancies with duration of three months (90 days) or less.

8. METHODS OF SELECTION AND RELATED MATTERS:

The primary criteria for permitting a government employee to undertake an assignment would be the convenience of the Government in sparing him from the point of view of the management of the service cadre to which he belongs and exigency of public service.

8.1 Subject to this overall condition, the Government and public sector employees may secure international and bilateral assignments through any of the following methods :-

- (i) nomination by the Government;
- (ii) direct offer from an international organization/ foreign Government due to past work;
- (iii) application made in response to open advertisement following the prescribed procedure; and
- (iv) by being picked up from the roster of an international organization.

8.2 The Department of Personnel & Training, the cadre controlling authority of various service cadres and the nodal Ministries for the international organisations will deal with

various aspects relating to the nomination, selection and appointment of the government employees to posts under the international agencies and foreign Governments. Each international agency is dealt with by a nodal Ministry; for instance the Ministry of Labour looks after the International Labour Organisation (ILO), the Ministry of Health liaises with the World Health Organisation (WHO) and the like.

8.3 Nomination by the Government: The Government may nominate suitable and qualified officers for posts under the international organisations or foreign Governments under any of the following circumstances:-

- (a) Vacancy notices or requests are received by the Governments (nodal Ministries and/ or the Deptt. of Personnel & Training);
- (b) Information regarding the possible vacancies and the details of the posts are made available by the Indian Missions abroad, individual officers and other sources including open advertisements and the Government decides to field candidates; and
- (c) The nodal Ministry/ the Department of Personnel & Training identifies key or important posts in the international organisations with a view to making nominations.

8.4 It would not be necessary for the Government to make nominations in respect of all the posts for which information or vacancy notices are received from time to time. The nodal Ministry/ the Department of Personnel & Training may decide the specific vacancy (ies) for which the Government would nominate its officers keeping in view the nature and importance of the post(s), the expertise available in the country and other related considerations. However, when an officer is nominated for a specific international assignment, he would be treated as the "official nominee" and the Government may use its available sources, including the diplomatic channel, for canvassing support for his candidature.

8.5 Broad-based selection procedures would be adopted for identifying the best and most suitable candidates(s) for nomination. When a nodal Ministry receives a vacancy notice or details of the posts for which it is decided to nominate Indian experts, it would expeditiously circulate the same to all the relevant Departments and agencies of GOI and the State Governments inviting suitable nominations. A copy of the vacancy circular or notice containing the details of the post should also be endorsed to the Department of Personnel & Training (Foreign Assignment Section), which may suggest candidates from out of the panel of experts maintained by it and/ or from among the members of the organized services under its administrative control including those on Central deputation.

8.6 The nodal Ministries will finalise the nominations for (i) the posts upto and

including P.4 level in the Secretariat or headquarters of an international organization, and (b) upto and including P-5 level in the project-related field jobs. In its task, the nodal Ministry will be assisted by a Foreign Assignment Selection Committee (FASC) which would screen the applications received and suggest a name or a panel of names. The FASC in each nodal Ministry will include, among others, the representative of the Ministry and the Establishment Officer to the GOI or his representative. The nodal Ministry will obtain cadre clearance from the concerned cadre controlling authorities before forwarding the name(s) to the international agency. The clearance of the Establishment Officer to the GOI would also be required if the officer concerned is working in a post under the Central Staffing Scheme.

8.7 Applications or nominations in respect of the (a) posts of P-5 level and above in the Secretariat of an international organization, and (b) all other posts above the P-5 level should be forwarded by the nodal Ministry concerned to the Deptt. of Personnel & Training (Office of the Establishment Officer) which would screen the applications and submit these to the Civil Services Board (CSB)/ Cabinet Secretary for final selection. Thereafter, the nominations would be sent to the concerned international organization.

8.8 Apart from the nodal Ministries, the Department of Personnel & Training may, when the time available for making nominations to an international agency is short, or in other special circumstances, obtain applications/ nominations from the concerned agencies in the Central and State Governments and make appropriate recommendations with the approval of the competent authorities.

8.9 The Government may nominate an officer or a panel of names for a vacancy in an international organization depending on the circumstances of each case. However, in respect of the vacancies identified as (a) key or important posts and (b) the posts considered to be of critical importance, the Government would nominate the best candidate available (as he has to compete with the nationals of other countries) rather than a panel of names. Since the objective is to secure the key international assignments for the Indian Experts, all qualified officers including those who have been on foreign assignment earlier would be considered for nomination, subject, however, to the condition that those who have completed the maximum period (ceiling) prescribed for international assignment would be required to resign/ seek retirement from Government Service on selection for the assignment.

8.10 **Direct offers:** In case of an offer of assignment by an international agency or friendly foreign government directly to a Government employee due to his past work or expertise, the expert has to take cadre clearance from the cadre controlling authority as well as from the Department of Personnel & Training before accepting the offer.

8.11 **Application against Open Advertisement:** The Government employees may apply in response to the open or public advertisement of vacancies by the international organisations and foreign Governments with the prior permission of the cadre controlling

authorities concerned. In rare cases, when the time available for submitting the application is short an officer may send his application to the concerned agency in advance with a copy to his cadre controlling authority and this may be confirmed or withdrawn subsequently depending on the decision of the authority. The cadre controlling authorities would consider each case only from the point of view of whether the officer could be spared or not; no other general considerations should be applied in taking a decision in the case. An officer may be permitted to apply in response to a public advertisement even if he has completed the permitted number of years he can spend on international assignments in his career. However, in such a case, he would have to resign or take retirement from Government service on selection. A Government employee applying for an international assignment in response to public advertisement will not be given the status of "official nominee" for the assignment. Correspondence relating to the grant or denial of permission will be between the officer concerned and the cadre controlling authority/ Government and the matter will not correspond with the international organization on the subject.

8.12 REGISTRATION ON THE ROSTERS MAINTAINED BY INTERNATIONAL ORGANISATIONS:

The Government employees may register their names in the rosters maintained by the international organisations by sending their applications directly to the concerned international agency, keeping their cadre controlling authorities and the relevant nodal Ministries informed. Cadre clearance would be sought when the international agency checks on the availability of the officer for a specific assignment. To cut down on the response time in respect of the vacancies circulated by the international organisations, the nodal Ministries may also maintain panels of experts.

8.13 FOREIGN ASSIGNMENT PANELS OF THE DEPARTMENT OF PERSONNEL & TRAINING

The Department of Personnel & Training maintains two data banks of Indian experts comprising (i) the panel for bilateral assignments including those under the ITEC and similar programmes, and (ii) the list of experts in various disciplines interested in international assignments. Applications for registration in the panel for bilateral assignments are invited from Indian nationals both in Government and outside in a prescribed form which is available for sale in the sales depots of the Publication Division of the Government of India. The applications received are processed and the data stored in a computer. The experts are registered in order of seniority based on the date of receipt of the valid application forms in the Department of Personnel & Training and nominations are made strictly in order of seniority and suitability. The registration remains valid for a period of 3 years. Applications for registration should invariably be forwarded through proper channel and the forwarding authorities should clearly recommend the applications for registration. This would mean that upon selection the employer would relieve the experts concerned for taking up the assignment.

14 For registering experts for international assignments, applications are invited in the prescribed forms available in the Department of Personnel & Training from Government employees and executives of the public sector enterprises and other government and semi-government organisations. These applications are to be forwarded with a clear recommendation by the concerned employers. Valid applications are registered under various categories of specialization to which applicants belong. When a request for assignment is received, experts registered under the relevant fields are recommended according to their seniority of registration and also on the basis of their suitability for the specific job.

9. CEILING ON DURATION OF ASSIGNMENT:

An officer may be permitted to remain on long-term assignments adding upto a maximum of five years during the first twenty-five years of his service. Beyond 25 years of service, there would be no ceiling. However, at that stage when an officer completes two years (24 months) of long term assignment undertaken either in one spell or in instalments, he would not be considered for empanelment for posts of Joint Secretary and equivalent under the Central Staffing Scheme for a period of two years upon his return from the assignment; in the case of an officer eligible to be empanelled as Additional Secretary/ Secretary or equivalent the corresponding period would be one year. If however, an officer is on a long-term assignment at the time of completing 25 years of service, he has to undergo the required cooling off period (two years) at the end of that assignment and only thereafter he will be eligible to take up another long term assignment which will be exempted from the ceiling prescribed for such assignments.

9.1 The provisions relating to the ceiling on deputation of assignment would be applicable to international assignments and the captive posts of GOI in the international organisations but not to the foreign post of GOI, bilateral assignments to the developing countries and the UN volunteers.

9.2 Over and above the five year ceiling mentioned above an officer may be allowed to undertake short-term consultancies for an international organization or foreign Government upto a maximum of twenty five (25) months during his entire career. None of these assignments would exceed three months (90 days) during a calendar year, provided further that the administrative Department/ Ministry under which he is working is in a position to spare his services without any substitute being posted in his place.

10. COOLING OFF REQUIREMENT:

An officer returning from a foreign assignment exceeding 180 days would not be eligible to go for a long-term assignment for a period of two years.

11. PRESCRIBED LEVELS FOR NOMINATIONS:

The United Nations and its specialized agencies as well as other international organisations generally indicate the salary level of the post at the time of an announcement of the vacancy. It has been decided that for the posts in the Secretariat of an international organization, some correspondence between the ranks of the officers of the Government with the salary levels in the international agency would be ensured at the time of making nominations. For the project-related field assignments, however, such correspondence would not be insisted upon as the levels for these assignments are usually flexible and the salary and other terms are negotiable depending on the experience and seniority of the officer/expert. In order to guide the Ministries and Departments of the GOI in this area various criteria have been indicated in the ANNEX which would be observed while determining the categories of officers to be considered for different levels of posts in the Secretariat of the UN, its specialized Agencies and other international organisations.

12. RESTRICTIONS ON OFFICERS DEALING WITH INTERNATIONAL ORGANISATIONS IN OFFICIAL CAPACITY :

The officers in a nodal Ministry of GOI/ office of a head of Department/ Attached and Subordinate offices of the Government / Indian Missions abroad who are directly dealing with an international organization in a coordinating or nodal capacity shall not be allowed to take up assignments in the Secretariat of the concerned organization for a period of two years after they have relinquished charge of their posts. At the same time, however, in very exceptional cases where a post at the headquarters/ secretariat of an international agency is considered to be a key post or a post of critical importance and the Government feels that a particular officer though dealing with the organization, is the most suitable and qualified and is likely to be accepted, the officer may be nominated for the post with the recommendation of the Civil Services Board (CSB)/ Cabinet Secretary and approval of the Prime Minister. Those assignments would typically include very high level posts in the international organisations, some of which are primarily filled through election or on considerations of regional representation on very high level of expertise.

12.1 The Government policy has always been that its officers should not lobby for international assignments. Serious view would be taken and appropriate action initiated against the officers and members of the official Indian delegations to international conference, who indulge in canvassing or lobbying for posts in the international organisations with which they have official dealings.

13. CADRE CLEARANCE:

In all cases of foreign assignments, cadre clearance from the cadre controlling authority is to be obtained before an officer proceeds on the assignment. For the officers working in the posts under the Central Staffing Scheme, clearance of the Department of

Personnel & Training (Establishment Officer to GOI) would also be required. The sole criterion for giving them clearance would be whether the officer under consideration can be spared from the point of view of management of the cadre or of exigencies of public service, subject, of course, to the provisions regarding ceiling on duration of foreign assignments, cooling off requirements etc. laid down in this letter. No other general consideration (like the period of an officer's absence from the cadre etc.) would be relevant to giving such clearance.

13.1 In cases where the Government nominates an officer for a specific vacancy, cadre clearance should be given at the time of nomination. In all other cases, this will be obtained when a communication is received from the international organization/ foreign Government that the officer concerned is being considered for appointment or that a tentative decision has been taken to make him an offer of appointment.

13.2 In respect of the employees working under the State Governments or their undertakings, the State Governments are empowered to decide whether to permit the expert to accept a foreign assignment or not. Matters such as retention of lien and protection of seniority in service will also be decided by them in accordance with the service rules applicable to these experts.

14. GENERAL GUIDELINES:

In the preceding paragraphs, the responsibilities of the various nodal Ministries, the cadre controlling authorities and the Department of Personnel & Training have been outlined. The cadre controlling authorities of the various services of the Government of India and the State Governments will mainly be responsible to ensure that the officers under their control apply for and secure foreign assignments strictly according to these guidelines. They will maintain data relating to the periods spent by these officers on foreign assignments and enforce the provisions relating to the ceiling prescribed for such assignments, cooling off requirements etc.

14.1 While the cadre controlling authorities and the nodal Ministries and Departments are competent to give various clearances as per these guidelines, any deviation proposed to be made therefrom would require prior consultation and clearance from the Department of Personnel & Training.

14.2 If a nodal or administrative Ministry/ Department is of the view that any category of expertise should be declared as "scarce" by the Government of India so as not to permit an easy exit of the Indian experts in that field for foreign assignment, it should send suitable proposals to the Department of Personnel & Training which would issue appropriate orders in this regard. When an Indian expert proposes to take up assignment abroad in any of the categories declared as "scarce", he would have to obtain a "No Objection Certificate" from the relevant administrative Ministry of the Government of India before taking up the assignment.

4.3 The persons deputed to the UN agencies and other international organisations or those on bilateral assignments may resign from service without returning to India and to their parent department if they choose to continue on foreign assignment beyond the permissible period. The Government personnel deputed on ITEC assignment cannot resign while serving abroad as the Government of India in the Ministry of External Affairs bears the salary and other expenses of such persons.

14.4 No person who –

- (i) is on assignment under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other Aid Programmes;
- (ii) is posted abroad in a foreign based office of a Ministry/ Department;
- (iii) goes on a specific contract assignment to a foreign government.

Should be allowed to retire voluntarily unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year. This restriction will, however, not be applicable in case of officers who are on deputation to the UN/International organisations.

14.5 Since deputation of Indian officials abroad contributes to mutual goodwill and understanding between India and the foreign country concerned, it would be largely in the public interest, if, as a rule, the lien of Government employee and public sector employee selected for a foreign assignment is retained.

14.6 The State Government are advised that their employees may be released for service abroad on foreign service terms in the public interest, after retaining the applicant's lien and protecting his seniority. However, the State Government may allow their employees to go abroad in accordance with the rules which are in force and applicable to the employees.

14.7 This order will take effect from the date of issue. All those who are on foreign assignment at present shall be governed by the provisions of this order in respect of the proposals for extension of their tenure of deputation etc.

14.8 All questions or doubts relating to interpretation of the instructions will be decided by the Department of Personnel & Training.

14.9 Hindi version of this letter will follow.

(NILMADHAB MOHANTY)
ESTABLISHMENT OFFICER AND
ADDITIONAL SECRETARY TO THE GOVERNMENT OF INDIA.

Copy for information and guidance to:-

1. All Ministries/ Departments of Government of India with the request that contents of the letter may be brought to the notice of all attached / subordinate/ public sector undertakings under their administrative control.
2. Comptroller and Auditor General of India, New Delhi.
3. Controller General of Defence Accounts.
4. Secretary, Union Public Service Commission.
5. Secretary, Lok Sabha Sectt., New Delhi.
6. Secretary, Rajya Sabha Sectt., New Delhi.
7. Vice-Chancellor of Universities/ Indian Institute of Technology.
8. Bureau of Public Enterprises, Mayur Bhavan, New Delhi.
9. Prime Minister's Office.
10. Copy forwarded to all attached and subordinate offices of Ministry of Personnel, Public Grievances and Pensions.
11. Copy to: All officers of the Ministry of Personnel, Public Grievances & Pensions and all Sections of the Department of Personnel and Training.

(Sd/-)
(SMT. A.C DUGGAL)
DEPUTY SECRETARY TO THE GOVT. OF INDIA.

Annex

LEVEL OF THE OFFICERS TO BE CONSIDERED FOR THE POSTS AT THE
SECRETARIAT OF THE UN AGENCIES AND OTHER INTERNATIONAL
ORGANISATIONS

- Note 1: The following correspondence between the level of posts in an international organisations and the level of Indian officers is relevant only as far as the posts at the Secretariat of an international organization are concerned. No correspondence is prescribed for field jobs on projects etc.
- Note 2: Officers may be permitted to take up assignments which are one level above or below the level prescribed.

Level of the post/salary scale of Indian experts eligible

- D 2 More than 17 years of IAS or equivalent service without any upper limit. Technical and other D1 officers who could be equated with Joint Secretaries or above to the Government of India; in other cases officers drawing more than Rs.5900-6700/-
- P 5 Officers between 14 and 17 years of IAS or equivalent service. Technical and other officers who could be equated with Directors in the Government of India. In other cases officers drawing Rs.4500 to 5700/-.
- P 4 Officers between 9 to 14 years of IAS or equivalent service. Technical and other officers who could be equated with Deputy Secretaries to the Govt. of India. In other cases officers drawing between Rs.3700 to 5000/-
- P 3 Officers between 6 to 9 years of IAS or equivalent service. Technical and other officers who may be equated with Under Secretaries to the Govt. of India. In other cases officers drawing pay between Rs.3000 to 4500/-.
- P 2 Officers between 4 to 6 years of IAS or equivalent service. Technical and other officers who may be equated with Junior Under Secretaries to the Govt. of India. In other cases drawing upto Rs.3000/-.
- P 1 Officers with upto 3 years of IAS or equivalent service. Technical and other officers who may be equated with attaches/ registrars, Section Officers.
-