

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 26th 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 form 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 **27th 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)	:			
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.