

Government of India, Ministry of Communication & IT, Department of Posts
Dak Bhawan, Parliament Street, New Delhi-01

Applications from the eligible retired and serving officers of the Indian Postal Service are invited for filling up a temporary post of Interim-Secretary General for ad-hoc Secretariat of South Asian Postal Union(SAPU) at New Delhi for a period of one year or till the regular SAPU Secretariat comes into existence, whichever is earlier. The eligibility conditions for the post are given in the Annexure-III of this advertisement. The role, responsibility and the pay and remuneration payable to the interim Secretary General are given at Annexure-IV of this advertisement. The applications in the prescribed format(Annexure -V) alongwith the testimonials should reach the office of Deputy Director General(International Relations and Global Business), Department of Posts,Room No.409, Dak Bhawan, Parliament Street, New Delhi-110001(Phone No.011-23096090, 23036962 and Fax No.011-23096104) by 13th of January, 2012. The applications of the eligible candidates will be considered by a three member inter-ministerial selection committee.

Eligibility conditions for the post of Interim Secretary-General for ad-hoc Secretariat of SAPU

1. He/She should be a serving/retired officer of the rank of Secretary to the Department of Posts or of the rank of Member Postal Services Board, India. He/She will have work experience as Member of the Postal Services Board or should have worked as Member of the Postal Services Board or as Director General of the Department of Posts.
2. The age of the candidate should not be more than 65 years as on 1st February, 2013.
3. Should have extensive field experience in Postal Operations, Personnel Management and Business Development.
4. Experience of having worked/participated in inter-governmental organization and participation in international meetings of inter-governmental organizations such as UPU/Restricted Unions during last five years of active government service.
5. ACRs of last five available years of service to be considered
6. A serving officer will have to resign from the government service in the event of selection as interim Secretary General.
7. The candidate should be free from vigilance angle.

JOB DESCRIPTION

**ROLE AND RESPONSIBILITIES OF INTERIM SECRETARY GENERAL
OF SOUTH ASIAN POSTAL UNION**

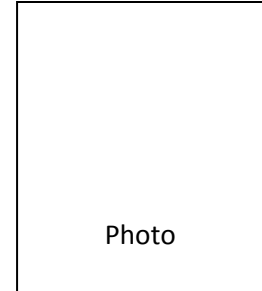
- To complete various activities required for setting up of the Postal Union;
- Convening the Congress of the Union;
- Preparation of rules and procedures to be followed during the Congress; (based on SAARC and UPU procedures)
- To document the requirements for conducting Congress meetings in the spirit of SAARC;
- Preparation of a model structure for the permanent Secretariat in consultation with member countries(based on the existing structures in the SAARC, UPU and Restricted Unions) and financing of the Union;
- Preparing documents on the methodology of decision making to be adopted by the Union's various bodies;
- Projecting a budget for the Union;
- Preparation of a business plan for SAPU;
- Drafting proposal to be presented in congress;
- Liaison with the Postal Administrations of member countries for preparing Resolutions for Congress;
- Assessment of various venues for organizing the Congress and prepare a DRAFT proposal;
- Preparation of a DRAFT of Congress program and circulation amongst member countries;

REMUNERATION

INR 80,000/- PER MONTH (FIXED) PLUS ALLOWANCES AS ADMISSIBLE UNDER GOVERNMENT OF INDIA RULES)

APPLICATION FORM FOR THE POST OF INTERIM SECRETARY GENERAL
OF THE AD-HOC SECRETARIAT OF SOUTH ASIAN POSTAL UNION

1. Name
2. Date of Birth (in figures & words)
3. Address for communication
4. E-mail and contact number
5. Educational Qualifications (Graduation onwards)
6. Date of joining Indian Post Office service
7. Batch of service
8. Date of superannuation from government service (for retired applicants)
9. Experience details



Sl. No.	Position held	Ministry/ Department	Place of posting	Experience acquired	Tenure	

10. Details of work/participation in an International Committee/ Meeting of an Inter-governmental organization (UPU/ Restricted Unions) in the last 5 years
11. Please append a brief write up in not more than 50 words on 'How do you find yourself suitable for the assignment'
12. Any other information

DECLARATION :

I _____, hereby declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed or withheld there from.

(Full signatures)

Date :

Place :