

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhavan,  
Dr.R.P.Road, New Delhi  
Dated the 13<sup>th</sup> July, 2011

**CIRCULAR**


The Ministry of Corporate Affairs proposes to engage the services of a person on outsourcing basis for performing duties of a Protocol Officer in MCA (HQ) on monthly remuneration, which will be determined keeping in view the experience, qualification and last pay etc. drawn by the person. The person selected would be responsible for following items of work:-

S.No.	Nomenclature	Person to be engaged	Responsibilities
1.	Protocol Officer	01	<ul style="list-style-type: none"><li>i. Arrangement for meetings/conferences of foreign delegates with the representatives of the Ministry and other Departments.</li><li>ii. To facilitate the visits of the officers, domestic as well as international for getting various clearances i.e. political clearance, FCRA clearance, Booking of Tickets, getting Visa, co-ordination with visits in India as well as abroad.</li><li>iii. To process proposals for deputation abroad for seeking necessary approvals i.e. IFC, Secretary, Minister and Screening Committee etc.</li><li>iv. Any other item of work assigned by the Ministry.</li></ul>

2. Applications are invited from all Government Ministries/Departments/organization /agencies including Public Sector Undertakings.

3. Concerned Government Organization may send nominations of suitable officers of desired level alongwith the details of their work experience, work handled and monthly emoluments etc. While forwarding the application/nominations of person, the concerned Department may certify the integrity of the officer and also give vigilance clearance.

4. Applications/nominations should reach to the undersigned latest by 25/7/2011.

  
(J.S.GUPTA)

Under Secretary to the Government of India

Phone: 23389782

[usad@mca.gov.in](mailto:usad@mca.gov.in)

[usad1\\_mca@nic.in](mailto:usad1_mca@nic.in)