

No. A-1208/1/2010-PA  
Government of India  
Ministry of Overseas Indian Affairs

New Delhi, 3<sup>rd</sup> May 2010

Sub: Applications for the post of Chief Executive Officer (CEO), Indian Council of Overseas Employment (ICOE)

Indian Council of Overseas Employment is a registered society under the Societies Registration Act of 1860. The Council is a two-tier body comprising Governing Council and an Executive Directorate. The Governing Council is headed by Secretary, Ministry of Overseas Indian Affairs and comprises experts, state Government nominees and central government nominees. It provides the broad policy framework for the programmes and activities of the Council in consonance with its objectives. The day-to-day management of the Council is vested in the Executive Directorate. The Executive Director is the Chief Executive Officer of the Council.

The Council have the autonomy and flexibility to build strong public-private partnerships, engage proactively in capacity building across stake-holders and best implement well calibrated strategies for better market access for Indian workers to benefit from overseas employment opportunities in the medium to long-term.

The post of **Chief Executive Officer (CEO)** Indian Council of Overseas Employment (ICOE) is proposed to be filled up on deputation basis. Applications are invited from eligible officers working in the Central/State Governments fulfilling the following terms & conditions:

**(i) Eligibility:**

Serving All India Services/Central Services Group 'A' officers, who have completed at least 25 years of service.

**(ii) Age:**

The applicant should not have attained the age of 57 years as on the date of vacancy i.e. 01.05.2010.

**(iii) Tenure:**

CEO, ICOE shall hold office for an initial period of 3 years from the date of joining office, he/she shall be eligible for reappointment for a further period of 3 years subject to overall tenure ceiling. Provided that no person shall hold office as CEO, ICOE after he/she attains the age of 60 years.

**(iv) Qualification and Experience:**

The prospective candidate will have:

- Experience in dealing with International Migration related issues.
- Relevant professional experience in development, finance, human resource and /or economics.
- Demonstrated skills in alliance building and relationship management across diverse partners.
- Excellent written and oral communication skills.
- Ability to represent the organization across media, government and national and international forums.

**Preferable:**

- Knowledge of the French/Spanish/German
- Proficiency in computer applications.
- Exposure and experience in financial accounting and reporting
- Conflict resolution and negotiation skills/ people skills/ other required soft skills.

**(v) Roles and Responsibilities:**

- Represent ICOE at national and international forum including government, ministries and departments.

- Promote and oversee partnerships with relevant academic/ research institutions to build a strong empirical and analytical research base on International Migration from India.
- Facilitate resource mobilization for ICOE through different agencies under the guidance of the Governing Council.
- Manage and organize publications of ICOE.
- Co-ordinate, with statutory bodies in ensuring procedural and legal compliance.
- Engage on bilateral and multilateral basis with related agencies to shape the pace and direction of the Migration and development policy agenda.
- Ensure effective implementation of ICOE's policies and programs as set out by the Governing Council.
- Provide leadership to the ICOE Team.

**(vi) Pay/ Remuneration:**

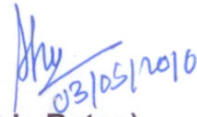
The CEO, ICOE will draw pay in the Pay Scale of Rs.67000 – (annual increment @ 3%) - 79000/- and in addition, allowances as admissible. The CEO will be entitled to housing/reimbursement of house rent.

2. The applications in respect of eligible officers who are interested and can be spared in the event of selection, may be forwarded, duly verified/counter verified along with the following documents:

- (i) Application in the prescribed performa (Annexure).
- (ii) Certified copies of up-to-date and complete Annual Confidential Reports (APAR/CR Dossier) of last five years.
- (iii) Integrity Certificate.
- (iv) Vigilance clearance including certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant.

- (v) List of minor/major penalty, if any, imposed on the applicant during the last 10 years.

3. Application along with the above documents should be forwarded through proper channel to Shri Shiv Ratan, Director (FS& Budget), Ministry of Overseas Indian Affairs, 914, Akbar Bhawan, Chanakyapuri, New Delhi-110021 **latest by 03.06.2010**. Applicants may send an advance copy to the above address.

  
03/05/2010  
**(Shiv Ratan)**  
**Director (FS & Budget)**

**Copy to:**

1. Deputy Secretary (SM), Department of Personnel and Training, New Delhi
2. DoPT website: Technical Director, NIC, Room No.11/A, North Block, New Delhi
3. MOIA website: [www.moia.gov.in](http://www.moia.gov.in)

**Application Performa  
Application for the post of CEO, ICOE**

1. Name of the Candidate :
2. Date of Birth :
3. Age as on 01.05.2010 :
4. Date of Superannuation :
5. Present Post held :
6. Name of the Organization where posted :
7. Present Pay and Scale of pay :
8. Details of Educational & Professional Qualification (in chronological order) :
9. Number of years of regular service :
10. Details of experience

Sl No	Post Held*	From to	Scale of Pay & Basic Pay	Nature of Duties	Experience	Remarks/ any other information relevant for the post

• **Relevant certificate to be attached**

11. Complete postal address

Permanent :  
Present :  
Tel (Office; Resi. and Mobile) :  
Email :

12. Whether any penalty imposed upon the applicant during the last 10 years  
If yes, details thereof
13. Whether any disciplinary action or inquiry is going on against the applicant as far their knowledge.  
If yes, details thereof
14. I certify the details furnished by me in column 1-13 are true and I am eligible for the post.

(Name & Signature of the Candidate)

Date:

Place:

**Certificate  
(To be filled by the employer)**

Certified that particulars furnished by Sh/Smt/Ms.....have been verified and found to be correct and that no disciplinary proceedings are either pending or being contemplated against him/her. It is also certified that the integrity of the candidate is bonafide.

Signature & Designation  
of the competent forwarding authority  
with telephone no & office seal

Date:

Place: