

X-7/15/2024-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg,  
New Delhi 110001

Dated: August 30, 2024

**CIRCULAR**

**Subject:- Regarding posting of Secretariat Assistant in the Regional Office of Universal Postal Union (UPU) Regional Office, New Delhi**

With reference to the establishment of Regional Office of Universal Postal Union (UPU) in New Delhi, it has been decided to post one Official of Postal Assistant grade/level as Secretariat Assistant to provide assistance to Field Project Expert in the Regional Office of UPU, New Delhi.

2. Willing officials of Postal Assistant grade who wish to work at Regional Office of UPU, New Delhi are hereby requested to go through the 'TERMS OF REFERENCE' attached with this letter and to submit their willingness duly recommended from their Controlling Authority/Unit Head in proforma attached as Annexure-A to Personnel Division through email at [sospb2dakbhawan@gmail.com](mailto:sospb2dakbhawan@gmail.com) latest by 06.09.2024 with the subject of email 'WILLINGNESS FOR APPOINTMENT AS SECRETARIAT ASSISTANT IN UPU REGIONAL OFFICE, NEW DELHI'. The official having experience in International Postal Relations and Inter-Agency affairs shall be given preference.

Encl: As above.

*V. Prasad*  
30/8/24

(Vangara Prasad)

Assistant Director General (SPN)

Copy to:

1. GM, CEPT Mysuru- with a request to upload this circular on India Post Website
2. Notice Board (e-office) for information to all concerned
3. ADG (IR)

Terms of Reference (Secretariat Assistant to Field Project Expert, Regional Office of UPU, New Delhi)

As part of the agreement signed between DoP and UPU, the obligations of Department of Posts include-

- A) To place at the Field Project Expert's disposal, a secretary with appropriate training and sound experience of office work, and pay the salary, as well as any other relevant emoluments;
- B) To remain a staff member of Department of Posts and retain his right of employment with the latter;
- C) Not to be considered a staff member of the UPU
- D) Official posted as Secretariat Assistant in UPU Regional Office, New Delhi shall draw pay & allowances from Postal Directorate at the rate applicable for New Delhi Station
- E) Service rendered as Secretariat Assistant in Regional Office, New Delhi shall not be considered as foreign service/ deputation to International Organization
- F) To continue paying its contribution into Department of Posts' pension scheme. In this regard, the Secretariat Assistant to Field Project Expert shall be responsible for paying his own contribution into the Department of Posts' pension scheme

## DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Field Project Expert, Regional office of UPU, New Delhi, the duties to be performed are as follows:

- Provide administrative support to the organizational unit with respect to communications, meetings, and organization of the work.
- Organizes and participates in hybrid and in-person meetings with internal and external collaborators as necessary.
- Draft routine daily e-mail correspondence and physical correspondence.
- Enters data and takes on appropriate actions, and performs other administrative functions as required.
- Manages stocks of office supplies for the organizational unit; makes the necessary arrangements for maintenance and repairs in respect of equipment, furniture, etc.

- Prepares and coordinates all documentation related to the work of the organizational unit, as necessary; produces reports, presentations and statistics linked to the work of the organizational unit; identifies complex, sensitive subjects, and priority issues to be brought to the Head of the organizational unit attention.
- Performs other related duties as assigned.

## COMPETENCIES

Effective Communication; Organizational Commitment; Teamwork and Collaboration, Analysis, Judgement and Decision Making

## TECHNICAL COMPETENCIES

Advanced proficiency in Microsoft Office applications and especially in Excel, Power Point, and Word

## QUALIFICATIONS REQUIRED

### Education:

Complete secondary education with a diploma/ Degree or Complete equivalent technical or commercial studies with a diploma/ Degree

### Experience:

A minimum of five years of experience in the postal sector. Experience in international postal relations, and inter-agency affairs is preferable.

### Language:

Knowledge of English at advanced Level

### Tenure:

Initial 2 years with possibility of renewal subject to satisfactory performance and approval of UPU.

ANNEXURE- 'A'

PROFORMA FOR SEEKING WILLINGNESS FOR SECRETARIAT STAFF  
IN UNIVERSAL POSTAL UNION (UPU) REGIONAL OFFICE, NEW DELHI

1.	Name of the Official	
2.	Date of Birth	
3.	Employee Id	
4.	Date of Initial Appointment in Department	
5.	Cadre in which initially appointed	
6.	Present Cadre	
7.	Date of Joining in Present Cadre	
8.	Name of Unit and Circle, presently working	
9.	Name of Examination through which recruited/Year of DPC	
10.	Education Qualifications	
11.	Experience in International Postal Relations, and Inter-Agency affairs, if any	
12.	Technical/ Professional qualification, if any	
13.	Computer Proficiency along with details, if any	
14.	Languages Known	
15.	Details of any specific project handled within the Department	
16.	Details of achievement in Service Career	
17.	Details of training undertaken	
18.	Other Specific Knowledge	

I \_\_\_\_\_ working as \_\_\_\_\_ hereby declares that information provided by me is true to the best of my knowledge.

Date:

(Signature of applicant)