

F No. 7(25)/2011-D(IOFS)
Government of India
Ministry of Defence
Department of Defence Production

Room No. 338, B Wing,
South Block, New Delhi
Dated 13.10.2016

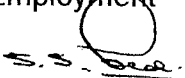
Office Memorandum

Subject: Filling up the post of Member (Finance), Ordnance Factory Board in the pay scale of Rs.75,500-80,000(HAG +) on deputation basis.

The undersigned is directed to say that it is proposed to fill up one post of Member (Finance) in the Ordnance Factory Board in the pay scale of Rs. 75,500-80,000(HAG+) on deputation basis by the Officers of the Organised Central Account Services holding analogous post on regular basis in the pay scale of Rs. 75,500-80,000(HAG+)/ Rs.67000-79000/-. The nature of duties of the post and other particulars including eligibility conditions are given in **Annexure – I. Applications from eligible officers are invited through this OM.** The pay and other conditions of service of the selected officers will be regulated in accordance with DOP&T OM No. 2/29/91-Estt(Pay-II) dated 05.01.1994, as amended from time to time.

2. Application of only such Officers will be considered that are routed through proper channel and are accompanied with (i) bio-data in the prescribed Proforma at Annexure-II; (ii) the APAR dossier of the officer with APARs of at least last five years or clear photocopies of the APARs of the officer of at least five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the APARs for the past years; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; (vi) **He/she should not be more than 56 years of age on closing date of the application;** and (vii) a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed Proforma to '**Under Secretary(IOFS), Department of Defence Production, Ministry of Defence, Room No. 338, Sena Bhavan, New Delhi – 110001.** Applications not accompanied with the required certificates/documents stated in para 2 above will not be entertained. Date of receipt of Application is 45 days from the date of publication in the "Employment News".


(S.S. Bēdi)

Under Secretary to the Government of India
Tele No. 2301 2838

To,

- 1) All Ministries/Departments of the Government of India
- 2) Department of Personnel & Training (Establishment Officer), New Delhi.
The circular may be put up on the web-site of DOP&T.
- 3) Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi
- 4) Controller General of Defence Accounts, R K Puram, New Delhi
- 5) Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi.
- 6) Financial Commissioner, Railway Board, New Delhi.
- 7) Director General of Audit, Posts & Telecommunications, Shyam Nath Marg, New Delhi -110054.
- 8) Director of Accounts (Postal), Old Secretariat, Delhi 110054
- 9) UPSC, Dholpur House, Shahjahan Road, New Delhi
- 10) Financial Advisor, Defence (Finance), South Block, New Delhi
- 11) Technical Director, NIC, Ministry of Defence for uploading the circular on this Ministry's web-site, immediately.
- 12) Shri Niranjn Lal, Director/G, Ordnance Factory Board, Kolkata with the request to upload the circular on the web-site of Ordnance Factory Board: www.ofbindia.gov.in

msd
9-4/10/16


(S.S. Bedi)

Under Secretary to the Government of India
Tele No. 2301 2838

NOTIFICATION

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION

**FILLING UP ONE VACANCY OF MEMBER (FINANCE), ORDNANCE
FACTORY BOARD, KOLKATA IN THE PAY SCALE OF RS. 75,500-
80,000(HAG+) ON DEPUTATION**

One (01) vacancy in the grade of Member (Finance) in the office of the Ordnance Factory Board, Kolkata (under Ministry of Defence) is proposed to be filled up on deputation basis by the officers of the organised Central Account Services holding analogous post on regular basis in the pay scale of Rs. 75,500- 80,000/- (HAG+)/ Rs.67,000-79,000/-initially for a period of three years which may be extended up to five years. The details prescribed for the post is in **Annexure-I**. The Proforma of application is in **Annexure-II** and can be downloaded from the website www.ofbindia.gov.in.

ANNEXURE-I

- | | | |
|----|-------------------------|---|
| 1. | Name of the post | Member(Finance) |
| 2. | No. of Post | 01 |
| 3. | Classification | Group – 'A' Gazetted |
| 4. | Pay Scale | Rs. 75,500-80,000(HAG+) |
| 5. | Qualification | Officers of the Organised Central Accounts Services holding analogous posts on regular basis in the pay scale of Rs. 75,500-80,000(HAG+)/ Rs.67,000-79,000/-. |

Note: Period of Deputation including period of Deputation in another ex-cadre post held immediately preceding his appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed five years. **The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.**

6. **Duties** Member (Finance) is involved with costing, budgeting, pricing of issues and finalization of procurement besides overseeing the accounting and auditing functions which are discharged on his behalf by Principal Controller of Accounts (Factories) and Chief Internal Auditor respectively. He is required to have a holistic view of both planning, production requirement and financial inputs required for achieving the targets.
7. **Posting** Presently the post is at Kolkata.
8. **To whom Application should be addressed** Under Secretary(IOFS), Department of Defence Production, Ministry of Defence, Sena Bhavan, New Delhi – 110001
9. **Period of Deputation** Initially for a period of three years which may be extended up to five years. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of Central Government shall ordinarily not exceed five years. **The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.**
10. **Date of Receipt Of application** Within 45 days from the date of notification in the "Employment News".
11. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
12. **All Ministries/Departments are requested to circulate the vacancy to all eligible officers under their administrative control.**

BIO DATA PROFORMA

1. Name and Address in Block Letters
2. Date of Birth(in Christian era)
3. Date of Retirement under Central/State Government Rules
4. Educational Qualification
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

		Qualifications/experience required	Qualification/Experience possessed by the Officer
Essential	(1) (2) (3)		
Desired	(1) (2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of the Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Org.	Post(s) Held		Scale of pay and Basic Pay	Nature of Duties
	From	To		

8. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.

9. In case the present employment is held on deputation/contract basis, please state-
- a) The date of initial appointment
 - b) Period of appointment on deputation/contract
 - c) Name of the parent office/organisation to which officer belongs to.

10. Additional details about **present employment**

Please state whether working under-

- a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organisation
 - d) Government Undertakings
 - e) Universities
11. Whether in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn
13. Additional information, if any, which the candidate would like to mention in support of his suitability for the post.
Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST
15. Remarks

Signature of the
candidate _____

Address _____

Date _____

Countersigned _____

(Employer)