

**6(1)/2013/D(EPC)**  
**Ministry of Defence**  
**Department of Defence Production**

New Delhi, 16 Sep, 2018


**Office Memorandum**

Subject: **Filling up the post of Director, Defence Exhibition Organisation in the Ministry of Defence**

As approved by the Competent Authority, it is proposed to fill up an ex-cadre post of Director in the Defence Exhibition Organization under the Ministry of Defence immediately on deputation basis. The details of eligibility conditions, job requirements, qualification etc. for the post are mentioned in **Annexure-I** to this O.M. Pay of the selected officer will be regulated in accordance with the relevant Government orders.

2. Officers, who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Annexure-II and up-to-date CR Dossier or clean photocopy of the APAR duly attested on each page by a Gazetted Officer.

3. Applications, in duplicate, of eligible officers, who are willing to be considered for the post and who could be spared immediately for a period of at least five years, may be sent to the undersigned in the prescribed proforma as in **Annexure-II** latest by 22 Oct 2018.



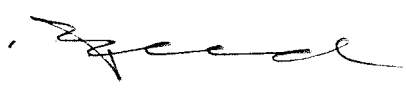
(R A Sharma)  
Joint Dir (A&C)  
Tele No. 23012314  
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To

1. JS(G/Air) In respect of Army & Air Force Officers
2. JS(O/N) In respect of Naval Officers
3. JS(E) In respect of Officers of other services
4. DGOF & Chairman/OFB
5. CMD of DPSUs
6. DGQA
7. Rep of Nic in DDP : Requested to host the Vacancy Circular on DDP website

Annexure - I

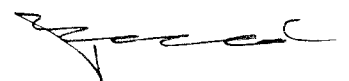
- A. POST : Director, Defence Exhibition Organisation, Department of Defence Production, Ministry of Defence
- B. MODE OF RECRUITMENT: By transfer on deputation
- C. ELIGIBILITY :
  - (i) Officers of the All India Services, Central Services, Central Services (Class-I) and Central Secretariat Services, who are eligible to hold the post Deputy Secretary to the Government of India.
  - (ii) Joint Director or Deputy Director with 5 years Regular service in the grade belonging to the Armed Forces HQrs Civil Service.
  - (iii) Lt. Col (Army) or Colonel (Army) or officers of Equivalent rank from the other two Defence Services Viz Air Force and Navy.
  - (iv) Officers of the Central Govt. and Defence PSUs/OFB organization holding Analogous posts.
- D. JOB REQUIREMENT : The officer will be in-charge of Defence Exhibition Organisation, New Delhi. He will also be responsible for organizing participation in the India or abroad in which the Ministry of Defence, Deptt of Defence Production may decide to participate. He will also be required to take such supportive action for promotion of export of Defence stores, as may be required from time to time.
- E. QUALIFICATIONS :
  - (i) Essential
    - (a) An officer must be a Graduate in Arts, Commerce, Science or Engineering with good Knowledge of defence organization and the equipment in use in the Armed Forces.
    - (b) The officer should have minimum 5 years of residual services.
  - (II) Desirable
    - (a) A Master's Degree in Business Administration (MBA) or equivalent
    - (b) Good personality and a very high Degree of organizational ability with plenty of initiative and original ideas for presentation of exhibitions.
    - (c) Well developed public relations skills with capability to deal effectively with different organizations within the Government and outside.



(d) Experience of organizing/participation in National and International exhibitions.

(e) Experience of work in an advertising Agency/Commercial display organization of exhibition organization.

F. PERIOD OF DEPUTATION: For a period of 5 years. The officer could be considered for permanent absorption.



Annexure-II**Bio-Data of Person sponsored for the post of Director, DEO in the Ministry of Defence**

1. Name :
2. Date of Birth  
(Completed years of age) :
3. Designation :
4. In case of Armed Forces Personnel- date of  
Retirement/transfer to reserve :
5. Office where working :
6. Scale of pay and present pay :
7. (a) Service to which belongs :
- (b) Substantive appointment held, if any :
8. Qualifications :
9. Particulars of service (commencing with the present post)

Period		Post held (to date)	Scale	Office	Classification of the Post
From	To				

10. Particulars of experience with reference to job requirements indicated in Annexure-I during last 5 years (indicate the nature of work done during the last five years)

11. Date of return from last ex-cadre post, if any
12. Whether belongs to Scheduled Caste/Scheduled Tribe.

Date:

(Signature of applicant)



C E R T I F I C A T E

( to be furnished by the employer )

Office/Ministry/Department \_\_\_\_\_

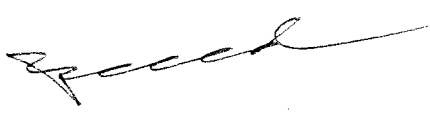
Certified that Shri /Smt/Kum. \_\_\_\_\_

is an \*All India Service/\* Central Service (Class-I)/\* Central Secretariat Service/\* Joint Director or Deputy Director with 5 years regular service/\*Lt Col or Colonel or equivalent rank from other two Defence Services viz Air Force and Navy/ \*Central Government/ \*Defence PSUs officer holding analogous posts on regular basis. Also certified that the particulars of experience given by the applicant in column 10 are correct and that no disciplinary/vigilance case is either pending or contemplated against the officer.

( Signature of Forwarding authority )

OFFICE :

SEAL :



\* Strike out whichever is not applicable