

Tele: 23072314

**No.18(1)/2014/PO(G)/DP(A&C)**

Govt of India, Ministry of Defence  
Deptt of Defence Production  
Dte of Planning & Coordination  
5<sup>th</sup> Floor, C-Block  
Defence Office Complex  
KG Marg, New Delhi – 110001

Dated: 14 Nov 2022

To

As per distribution list given at page 3 of this vacancy circular

Sub: **Appointment of Planning Officer (General) in the Dte of Planning and Coordination, Deptt of Defence Production, MOD, on deputation**

I am directed to state that 01 (One) post of Planning Officer (General) in the Pay Band IV, (VI CPC), in the pay scale of Rs 37400-67000/- (Rupees Thirty-Seven Thousand Four Hundred Sixty-Seven Thousand) with Grade pay of Rs. 8700/- (Rupees Eight Thousand Seven Hundred only) in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence would fall vacant. The ibid post is required to be filled by transfer on deputation. However, as per establishment norms of P&C Dte, in respect of service officers, the applicant should be of the rank of Col/ Gp Capt/ Capt, from Army/Air Force/Navy respectively.

2. **QRs/JOB SPECIFICATIONS FOR THE POST OF PLANNING OFFICER (General)**

- (a) Collection, study and analysis of information relating to Capital Acquisition by Service Headquarters in the Department of Defence Production (DDP) as well as in other Ministries of the Government with a view to obtaining an up-to-date picture of the likely availability of various products, technologies and production capacities of relevance to defence items in the country as a whole.
- (b) Carry out technical scans to examine the direction in which the technology is moving and State of the Art technology available in different Systems/Sub Systems.
- (c) Carry out technical assessment of the qualitative requirement, proposals for AoN, forwarded by the Service Headquarters for categorization and render advice on the proposals to the Department. Knowledge & understanding of Defence Procurement procedure, Defence Production

Policy, Joint Venture guideline, Make India' concept and other policy matters pertaining to Deptt of Defence Production.

- (d) Processing capital acquisition proposals coming up for consideration before Categorization Committees, Defence Production Board, Defence Acquisition Council in coordination with various wings in DDP, MoD and Service HQs/ HQ IDS.
- (e) Policies related to promotion of Indigenous Defence Production & encouraging participation of Indian Industry, MSMEs & Startups.
- (f) Progress of projects, which become the responsibility of the division. Analysis of production capacity, requirement of raw material, intermediates and products in defence factories.
- (g) Transfer of Technology including MToT, RFI, RFP and knowledge of other relevant aspects of contracting process.
- (h) Close interaction with R&D organization, production agencies and Defence Public Sector Undertakings (DPSUs) & Indian Industries.
- (i) To deal with all the issues related to 'Make in India' drive launched by Government of India and to promote/implement this theme in defence manufacturing sector.

3. **Desirable factors**

- a) Overall Performance of the officer must be well above average. Technical Staff Course/DSC Qualification is desirable. The officer should not have been permanently superseded for promotion.
- b) LMDC qualification.
- c) Weapons and Equipment related appointments. Appointments dealing with perspective plans, policy matters, Indigenous units be preferred.

4. **Mode/Eligibility:**

Transfer on Deputation of serving government officers/employees of PSUs as below :-

- (i) Suitable officers of All India Services, IOFS or officers holding analogous posts in Central Civil Services Group 'A'.

OR

- (ii) Officer holding analogous posts in DRDO/Army/Air Force/Navy (Gp Capt and equivalent).

5. **Terms of Deputation:**

(a) The period of deputation ordinarily will not exceed 05 years. For computing the total period of deputation, including the period of deputation in any other ex-cadre post, held immediately preceding this appointment would also be taken into account.

(b) The pay of the officer selected on deputation will be regulated as per existing government orders/instructions. Service Officers on deputation shall continue to draw their pay and allowance from their respective CDAs in the case of selection.

6. **How to Apply:**

Application as per the attached Proforma duly recommended by the concerned administrative authorities and ACR Dossier/ authenticated copies of last 5 years ACRs/APARs of eligible/willing officer(s) who can be spared in the event of their selection for the full tenure may be forwarded so as to reach **Dy Dir (Adm & Coord), Directorate of Planning & Coordination, Ministry of Defence, 5<sup>th</sup> Floor, Room No. 501, C Block, Defence Office Complex, KG Marg, New Delhi-110001** within 45 days of the date of issue of this circular. **The candidates who apply for the post will not be allowed to withdraw their candidature subsequently and undertaking be furnished accordingly.**

7. The application should be forwarded as per attached proforma only. Record of service in respect of service officer can be submitted wherever considered desirable.

8. The administrative authority should render a certificate to the effect that the particulars furnished by the Officer are correct and no disciplinary/vigilance case is pending/ contemplated against the Officer. An integrity certificate and a Statement of major/minor penalty, if any, imposed during the last 10 years, as per enclosed proforma, is also required to be forwarded.

9. All addressees are requested to give wide publicity to this circular. **Service HQrs as well as DoO(C&S) are also requested to upload/advertise the above vacancy circular on their respective websites. The same is also being uploaded by this Dte on the website of Department of Defence Production, Ministry of Defence [www.ddpmod.gov.in](http://www.ddpmod.gov.in) under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of PO(G) in Dte of Plg & Coord, DDP".**



(A K Singh)  
Dy Dir (Adm & Coord)

Distribution:

1. IHQ of MoD (Army)  
MS Branch/MS-3B  
South Block, New Delhi
2. Wg Cdr PO-1(Dep Int)  
Room No-328(C.)  
Air HQ, Vayu Bhawan
3. NHQ/DOP, 'C' Wing  
Sena Bhawan, New Delhi- 11
4. Director G  
DoO(C&S)  
K G Marg  
New Delhi-110001
5. HQ IDS  
Kashmir House  
New Delhi-110011
6. All Ministries/Deptt of Govt of India **(Through DDP's website)**
7. DRDO (Dir/Personnel),  
DRDO Bhawan
8. DGQA/Adm-4, 'G' Block  
New Delhi – 11
9. Cadre Controlling Authority:-
  - (i) Under Secretary, CS-I  
Division, DOPT, 2<sup>nd</sup> Floor  
Loknayak Bhawan  
New Delhi
  - (ii) Dir (E), 'B' Wing  
Sena Bhawan
  - (iii) P-1, JS (Trg) & CAO, 'E'  
Block, New Delhi – 11
10. The General Manager-cum Chief  
Editor, Employment News  
East Block-IV, Level-7  
RK Puram, New Delhi-66
11. All Defence PSUs
12. NIC (Defence) Coordinator - The vacancy circular is being emailed for uploading the same on DDP's website as per para 9 of the aforesaid vacancy circular.

**BIO-DATA PROFORMA**  
(Application for the post of PO(G))

1. Name & address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt Rules :
4. Educational Qualifications :
5. Whether Education and other Qualification required for the post are satisfied (if any qualifications have been treated as equivalent to the prescribed in the rules, state the authority for the same).

Qualifications/experience required

Qualification/experience Possessed by the Officer

Essential: (a)  
(b)  
(c)

Desirable (a)  
(b)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Institution/ Organisation	Post Held	From	To	Scale of Pay and basic pay	Nature of duties
(a)	(b)	(c)	(d)	(e)	(f)

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/organization to which you belong.
10. Additional Details about Present employment. Please state whether working under:
- (a) Central Government
  - (b) State Government
  - (c) Autonomous organization
  - (d) Government Undertaking
  - (e) University
11. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay drawn:
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belong to SC/ST:
15. Remarks.

Signature of the Candidate

Address -----  
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Dated: -----

**INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY**

1. This is to certify that the integrity of Mr/Ms/Lt Col/Cdr/Wg. Cdr \_\_\_\_\_ is beyond doubt.
2. That the officer has not been imposed penalty of any kind for delinquencies relating to his/her service in the last ten years.

Or

The officer has been imposed a penalty (nature of penalty) for (nature of delinquency) during (period).

(COMPETENT AUTHORITY)