

Tele : 23012314

No.18(1)/2013/DPO(A&E)/DP(A&C)

Govt of India, Ministry of Defence
Deptt of Defence Production
Dte of Planning & Coordination
Room No. 90 'B' Block
New Delhi – 110011

To

Dated: 22 Oct 2019

As per distribution list (Page-03)

Sub: **Appointment of Dy Planning Officer (A&E) in the Dte of Planning and Coordination, Department of Defence Production, Ministry of Defence**
On deputation basis

I am directed to state that 01 (One) post of Dy Planning Officer (A&E) in the Pay Band III, VI CPC, in the pay scale of Rs 15600-39100/- (Rupees Fifteen Thousand Six Hundred to Thirty Nine Thousand One Hundred) with Grade pay of Rs. 7600/- (Dy Secy & Equivalent (Level-12, 7th CPC) in the Central Government Civil Ministry/Establishment/DPSUs) in the Directorate of Planning and Coordination, Department of Defence Production, Ministry of Defence has fallen 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 Lt Col / Cdr / Wg Cdr from Army/Navy/Air Force respectively.**

2. Job specification for DPO (A&E):

- (a) Monitoring all projects in connection with Armament, Ammunition, Explosives & Missiles right from inception stage to commissioning.
- (b) Arrange transfer of technology in the scope of contract.
- (c) Close interaction with user R&D organization and production agencies.
- (d) All matters involving indigenous production.
- (e) Organize Project Management Board meetings.

3. Desirable Qualification

- Officer should have B.Tech degree.
- Officer must have worked in missiles/Armament system.
- Officers having undergone Specialized/Advance Courses in armament and weapon systems would be preferred.

2.

4. Mode/Eligibility:

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

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

OR

(ii) Officer holding analogous posts in DRDO/OFS/Army/Air Force/Navy.

OR

(iii) Appointment on Short term contract of officers holding analogous posts in Public Sector Undertakings.

5. Terms of Deputation:

(a) The period of deputation will ordinarily not exceed 04 years, which shall be extended in public interest. For computing the total period of deputation, 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 respective CDAs in the case of selection.

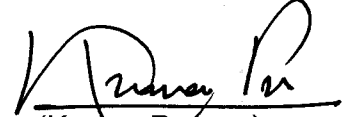
6. How to Apply

Application as per the attached proforma duly recommended by the concerned administrative authorities and ACR Dossier/authenticated copies of last 5 years' ACRs 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), Ministry of Defence, Dte of Planning & Coordination, Room No. 90, 'B' Block, DHQ PO, New Delhi – 110011 within 45 days from the date of this circular.** The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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 Officers(s) are correct and no disciplinary case is pending/contemplated against the officer(s).

9. All addressees are requested to give wide publicity to this circular. **Service HQrs as well as OFB 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 under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of DPO(A&E) in Dte of Plg & Coord, DDP".**


(Kumar Pranav)
Dy Dir (Adm & Coord)

Distribution:

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| 1. IHQ of MoD (Army)
MS Branch/MS-3B
South Block, New Delhi | 2. Air HQ/JDPO-1(Dep), VB
Room No-343, New Delhi – 11 |
| 3. NHQ/DOP, 'C' Wing
Sena Bhawan, New Delhi- 11 | 4. Director G & HRD
OFB, 10-A, SK Bose Road
Kolkata-700001 |
| 5. All Ministries/Deptt of Govt of India (Through DDP's websites) | |
| 6. DRDO (Dir/Personnel),
DRDO Bhawan | 7. DGQA/Adm-4, 'G' Block
New Delhi – 11 |
| 8. <u>Cadre Controlling Authority:-</u> | |
| (i) Under Secretary, CS-I
Division, DOPT, 2 nd Floor
Loknayak Bhawan
New Delhi | (ii) Dir (E), 'B' Wing
Sena Bhawan |
| (iii) P-1, JS (Trg) & CAO, 'E'
Block, New Delhi – 11 | |
| 9. All Defence PSUs | |
| 10. 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. | |

4.

BIO-DATA PROFORMA
(Application for the post of DPO (A&E))

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 (a)	Post Held (b)	From (c)	To (d)	Scale of Pay and basic pay (e)	Nature of duties (f)
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8. Nature of present employment
i.e. Ad-hoc or Temporary or
Quasi-permanent or Permanent.

5.

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 -----

Dated: -----