

Tele : 23072314

No.18(1)/2025/PO(ES)/DP(A&C)

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

Date: 16 Jan 2025

To

As per distribution list given at page 4 of this vacancy circular

Sub: **Appointment of Planning Officer (Electronic System) in the Directorate of Planning and Coordination, Department of Defence Production, Ministry of Defence on deputation basis**

I am directed to state that 01 (One) post of Planning Officer (Electronic System) (In pay level-13 as per the 7th CPC) in the Dte of Planning and Coordination, Deptt 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 Col/ Gp Capt/ Capt, from Army/Air Force/Navy respectively.

2. **Job specification for PO (ES):**

- (i) Carry out technical assessment of SQRs, RFIs, Capital Acquisition proposals forwarded by the SHQs & ICG related to Electronic System and render technical advice in regard to Industry Capabilities, indigenization and suitable category of acquisition.
- (ii) Carry out technical scan of industries in the field of Electronic System.
- (iii) Suggest policy measures, amendments in existing policies/ procedures to promote indigenization & ease of doing business in defence sector.
- (iv) Technical support work relating to Electronic System Division in DDP.
- (v) Examination and render advice on offset proposals related to Electronic Technology.
- (vi) Represent Department of Defence Production in TEC, TOEC and CNC of projects and various other committees as required.
- (vii) Represents Department of Defence Production in Feasibility Studies/PFT for the 'Make' Projects & TDF Projects and advice on resolving issues while execution of these projects.

(viii) Maintain close interaction with Indian Navy, Coast Guard, R&D organizations, production agencies, Indian Industries and other organization.

3. **Essential/Desirable Qualification**

(a) BE/B Tech in Electronics

OR

(b) The officer should be from Corps of Signals.

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).

OR

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

5. **Terms of Deputation:**

(a) As per Recruitment Rules for the post of Planning Officer, the period of deputation shall ordinarily be not exceeding 05 years. 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 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 **Jt Dir (Adm & Coord), Directorate of Planning & Coordination, Ministry of Defence, 5th 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 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 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 under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of PO(ES) in Directorate of Plg & Coord, DDP".**

202 16/01/2025
(Radha Raman Kumar)
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, 2nd 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 (ES)

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 -----

Mob No-----

Dated: -----

INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY

1. This is to certify that the integrity of Mr/Ms/Col/Capt/Gp Capt _____ 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)