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**No.18(1)/2010/DPO(ES)/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

26 Nov 2018

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

Sub: **Appointment of Deputy Planning Officer (Electronic Systems) 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 Deputy Planning Officer will fall vacant shortly in the Electronic System Division (ES) of the Directorate of Planning and Coordination (Dte of P&C), Department of Defence Production, Ministry of Defence. The ibid post is required to be filled by transfer on deputation. As per existing Recruitment Rules and Establishment norms of the Dte of P&C, for the All India/Central Govt civilian cadre, the applicant for the ibid post should be holding the regular post of Deputy Secretary/Joint Director or their equivalent counterpart in IOFS/DRDO/DPSUs. However, as far as officers of the Armed Forces are concerned, the applicant should be holding the substantive rank of Lt Col / Cdr / Wg Cdr from Army/Navy/Air Force respectively.

2. **QRs/JOB SPECIFICATIONS FOR THE POST OF DEPUTY PLANNING OFFICER - (ELECTRONIC SYSTEM)**

The job involves the following:-

- (i) Collection, study and analysis of information relating to various armoured and special vehicle projects, Armaments, Ammunition and Explosive in Electronic System projects 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.
- (ii) Carrying out technology scans in the field of Electronics Systems, being updated of the direction in which the technology is moving and State of the Art in different Sub System.
- (iii) Carry out technical assessment of the qualitative requirement, AON of Electronics proposals forwarded by the Service Headquarters for categorization and render advice on the proposals to the Department for formulation of

comments by the Department of Defence Production. Also offer, Technical support work relating to Electronic System Division in DDP, SMDIC, categorization and offset proposals related to Electronics System sector.

(iv) Represent Department of Defence Production in TEC, TOEC and CNC of projects.

(v) Represents Department of Defence Production in Feasibility Studies/IPMT for the 'Make' Projects.

(vi) Progress of projects which become the responsibility of the division. Analysis of production capacity, requirement of raw materials, intermediates and end products in defence factories.

(vii) Processing proposals for manpower, finances and projects of the production organization (DPSU) and organize Project Management Board Meeting.

(viii) Transfer of Technology including MToT in the scope of contact.

(ix) Close interaction with R&D organizations and production agencies.

(x) Analyse the proposals with a view for indigenization and 'Make-in-India' spirit.

(xi) Be a part of the Project Facilitation Team (PFT) for the Make II Projects and advise the DRDO teams on Technology Development Fund(TDF).

3. **Qualification & Experience**

The candidate must possess BE/B.Tech or equivalent degree. Further, he should preferably have some experience in the field of radar, communication and ground Electronic System.

4. **Mode/Eligibility:**

Transfer on Deputation of serving Central Govt officers, Serving Army/Air Force and Navy Service officers of the Indian Army/ Force and Navy respectively; and equivalent officers from IOFS, DRDO, DPSUs as per following stipulations given in Para 1 above of this vacancy circular :-

(i) Suitable officers of All India Services or officers holding the regular post of Deputy Secretary/Joint Director or their equivalent counterparts in Central Civil Services Group 'A'.

OR

(ii) Officers holding analogous posts in DRDO/IOFS/DPSUs.

OR

(iii) Serving Army/Air Force/Navy Officers holding the substantive rank of Lt Col / Cdr / Wg Cdr from Indian Army/Navy/Air Force respectively.

5. **Terms of Deputation:**

(a) **The period of deputation, as per existing Recruitment Rules of the Dte of P&C for the post Dy planning Officer, shall not ordinarily exceed four (4) years**, which may be extended in public interest as per rules on the subject. The deputation tenure, in any case, will not exceed 05 years. For computing the total period of deputation, the period of deputation, including the period of deputation in any other ex-cadre post, held immediately preceding this appointment shall 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 allowances from respective CDAs in the case of selection.

(c) The officer applying for the above deputation post must have a residual service of 05 years with effect from the date of issue of this vacancy circular.

(d) Officers, who volunteer for the post will not be permitted to withdraw their names later unilaterally.


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 **Joint Dir (Adm & Coord), Ministry of Defence, Directorate of Planning & Coordination, Room No. 90, 'B' Block, DHQ PO, New Delhi-110011 within 30 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(s) are correct and no disciplinary/vigilance 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](http://www.ddpmod.gov.in) under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of DPO(ES) in Dte of Plg & Coord, DDP".**

  
(Sushil Sharma)  
Gp Capt  
DPO(A&E)

Distribution:

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 website**)
6. DRDO (Dir/Personnel),  
DRDO Bhawan
7. DGQA/Adm-4, 'G' Block  
New Delhi – 11
8. 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
9. The General Manager-cum Chief  
Editor, Employment News  
East Block-IV, Level-7  
RK Puram, New Delhi-66
10. All Defence PSUs
11. 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 DPO (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

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Qualification/experience  
Possessed by the Officer

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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: -----