

Tele : 23072314

**No.18(1)/2013/DPO(A&E)/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: 19 Jan 2023

To

As per distribution list (Page-04)

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 Deputy Planning Officer (Armament & Explosive) (In pay level-12/12A as per the 7<sup>th</sup> CPC) would fall vacant in the Directorate of Planning and Coordination (Dte of P&C), Department of Defence Production, Ministry of Defence. As per existing Recruitment Rules and Establishment norms of the Dte of P&C, the post will be filled by transfer on deputation from officers of the Armed Forces holding the substantive rank of Lt Col/Cdr/Wg Cdr from Army/Navy/Air Force respectively or All India Services of civilian cadre, holding the regular post of Deputy Secretary/Joint Director or their equivalent counterpart in IOFS/DRDO/DPSUs.

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

4. **Mode/Eligibility:**

Transfer on Deputation of serving Service Officers of the Indian Army/Air Force and Navy and All India Gp A officers holding analogous posts in Central Govt/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 analogous posts in Central Civil Services, Gp 'A' or holding regular analogous posts in DRDO/IOFS/DPSUs.
- (ii) Serving Service Officers holding the substantive rank of Lt Col / Cdr / Wg Cdr in 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. 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 04 years with effect from the date of issue of this vacancy circular.

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. 501, 5<sup>th</sup> Floor, 'C' Block, Defence Office Complex, K G Marg, New Delhi – 110001 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 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 DPO(A&E) 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)  
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3. NHQ/DOP, 'C' Wing  
Sena Bhawan, New Delhi- 11
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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 DPO (A&E) in the Dte of P&C, DDP, MoD)

- 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. :

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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Mo.No-----

Dated: -----