

Tele: 23072314

**No.18(1)/2013/DPO(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: 02 Sep 2022

To

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

Sub: **Appointment of Dy 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 Deputy Planning Officer (General) i.e DPO(G) (In pay level-12/12A as per the 7<sup>th</sup> CPC for Service Officers) would fall vacant shortly in the General Division of 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 (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 assessment of the qualitative requirement, AON of proposals forwarded by the Service Headquarters for categorisation and render advice on the proposals to the department for formulation of comments by the DDP.
- (c) Compilation of 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.
- (d) Important/key policy issues related to Defence Production.

- (e) Represent DDP in Feasibility studies/IPMT/PFT for the "Make" Projects.
- (f) Progress of projects, which become the responsibility of the division and organizing various meetings/briefings on categorization of Capital Acquisition Proposals fielded in the categorization Committee meetings, key policy issues relating to defence production.

3. **Desirable factors**

The officer applying for the ibid post should preferably be familiar with the policy/procedural matters in the field of defence production, indigenization, 'Make-in-India' in defence sector, and Defence Procurement Procedure(DPP).

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/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 DPO(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)  
DDP, MoD  
New Delhi-110011
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 (Estt), 'B' Wing  
Sena Bhawan
  - (iii) P-1, JS (Trg) & CAO  
Africa Avenue, 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.

**BIO-DATA PROFORMA**

(Application for the post of DPO(G) in the Dte of P&C, DDP, MoD)

1. Name & address in Block letters :  
(along with Phone No. & e-mail ID)
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	Qualifications/experience Possessed by the offr
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/Insstt/ 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 :  
adhoc 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 apptt
  - (b) Period of apptt on deputation/contract
  - (c) Name of the parent office/organisation  
to which you belong.
10. Additional Details about Present employment.  
Please state whether working under:
- (a) Central Government
  - (b) State Government
  - (c) Autonomous organisation
  - (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-----  
-----

Mo No.-----

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)