

Tele : 23012314

**No.18(1)/P-20/2015/PO(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

25 Mar 2019

To

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

Sub: **Appointment of 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 Planning Officer (Electronic Systems) in the Pay Band IV, (VI CPC), in the pay scale of Rs 37400-67000/- (Rupees Thirty-Seven Thousand Four Hundred Sixty-Seven Thousand) with Grade pay of Rs. 8700/- (Rupees Eight Thousand Seven Hundred only) in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence is would fall vacant 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. **QRs/JOB SPECIFICATIONS FOR THE POST OF PLANNING OFFICER - (ELECTRONIC SYSTEM)**

The job involves the following:-

- (i) Collection, study and analysis of information relating to Electronics & Communications and Radar 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) Carry out technical 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 Deaprtment 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 issues relating to Make Procedure in respect of Electronics System sector.

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

(v) Represent Department of Defence Production in Feasibility Studies/IMPT 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 contract.

(ix) Close interaction with R&D organizations and production agencies involved in production maintenance of Electronic System.

(x) Should be conversant with implementation of industrial policy and strategies for industrial development in conformity with the development needs and national objectives.

(xi) Should be conversant with knowledge of the responsibility of certifying the Quality of products to the manufacturer on behalf of purchaser, after ensuring the demonstration of the manufacturer's capability of consistently producing defect free products over a period of time.

(xii) Should be conversant with need to promote investment in the defence sector, both in R&D and production, thereby resulting in higher self-reliance and Indigenization.

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) **with preference to Air Force Officers.**

5. **Terms of Deputation:**

(a) As per Recruitment Rules for the post of Planning Officer, the period of deputation shall be of 05 years under normal circumstances. Thereafter, extension if any, will be given as per extant rules regarding extension and with the approval of the Competent Authority. 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 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), Ministry of Defence, Dte of Planning & Coordination, Room No. 90'A', 'B' Block, DHQ PO, New Delhi – 110011 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 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 PO(ES) in Directorate of Plg & Coord, DDP".**

  
(Sushil Sharma)  
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  
Loknaya 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 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

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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/<br>Organisation | Post Held | From | To  | Scale of Pay<br>and basic pay | Nature of<br>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: -----