

Tele: 23012314

No.18(1)/2016/DPO(G)/DP(A&C)
Govt of India, Ministry of Defence
Deptt of Defence Production
Dte of Planning & Coordination
Room No.12, 'H' Block
New Delhi – 110011

Dated: 14 May 2018

To

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

Sub: **Appointment of Dy Planning Officer (General) in the Directorate of Planning and Coordination, Department of Defence Production, MOD, on deputation**

I am directed to state that 01 (one) post of Deputy Planning Officer will fall vacant shortly in the General Division 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, in accordance with the existing establishment norms of the Directorate, the applicant should be holding the substantive rank of Lt Col / Cdr / Wg Cdr from Army/Navy/Air Force respectively.**

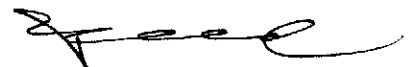
2. Job specification for DPO(G)

(a) Collection, study and analysis of information relating to Capital Acquisitions 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 categorization and render advice on the proposals to the Department for formulation of comments by the Department of Defence Production.

(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 relating to Defence Production



(e) Represent Department of Defence Production in Feasibility Studies/IPMT/PFT for the 'Make' Projects..

(f) Progress of projects, which become the responsibility of the division, and

(g) Organising various meetings/briefings on categorization of capital acquisition proposals fielded in the Categorization Committee meetings, key policy issues relating to defence production and Raksha Mantri Production Committee (RMPC) etc.

3. Desirable factors

The officer applying for ibid post should preferably be familiar with 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 at Para 1 above:

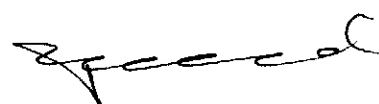
- (i) Serving service officers holding the substantive rank of Lt Col / Cdr / Wg Cdr in Indian Army/Navy/Air Force respectively, and
- (ii) suitable officers of All India Services or officers holding the analogous posts in Central Civil Services, Group 'A' or holding regular analogous posts in DRDO/IOFS/DPSUs.

5. Terms of Deputation:

(a) **The period of deputation, as per existing Recruitment Rules of the Dte of P&C for the post Deputy Planning Officer (DPO), 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.



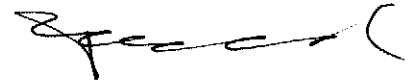
How to Apply

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. 12, 'H' 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 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 under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of DPO(G) in Dte of Plg & Coord, DDP".**



(R A Sharma)
Jt Dir (Adm & Coord)

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, 2nd Floor
Loknaya Bhawan
New Delhi

(ii) Dir (E), 'B' Wing
Sena Bhawan

(iii) P-1, JS (Trg) & CAO, 'E'
Block, New Delhi – 11

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(G) 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	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/ Post Held Organisation	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-----

Dated:-----

