

Most Immediate

No. 6/1/2013/D(EPC) – D(Coord/DDP)
Government of India
Ministry of Defence
Department of Defence Production

VACANCY CIRCULAR

Room No. 253-A, B-Wing
Sena Bhawan, New Delhi
Dated, the 07th October, 2024

Subject: Filling up of the post of Director, Defence Exhibition Organisation in the Ministry of Defence on Deputation basis.

The undersigned is directed to say that it is proposed to fill up one (1) ex-cadre post of Director in the Defence Exhibition Organization under Department of Defence Production in the Ministry of Defence, immediately on deputation basis by officers fulfilling the requirements prescribed in Annexure-I.

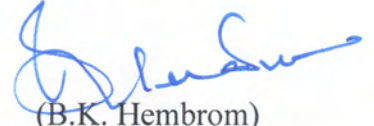
2. The details of eligibility conditions, job requirements, qualification etc. for the post are mentioned in Annexure-I to this circular. Pay of the selected officer will be regulated in accordance with the relevant Government orders and as decided by the Government of India from time to time.

3. Officers, who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Annexure-II and the following documents:

- a. Up-to-date ACR Dossier or clean photocopy of the APAR duly attested on each page by a Group 'A' Officer, for the last five years;
- b. Cadre Clearance;
- c. Vigilance Clearance;
- d. Statement giving details of major/minor penalty, if any, imposed on the officer during the last ten years;
- e. Integrity certificate;
- f. A certificate that in the event of selection, the selected officer will be relieved by the parent organisation to join the duties of the post.

4. Only hard copies of application duly signed along with the required documents will be accepted. **Applications sent through other modes like email, etc. will not be entertained.** Applications, in duplicate, of eligible officers, who are willing to be considered for the post and who could be spared immediately for a period of at least five years, may be sent to the undersigned in the prescribed proforma as in Annexure-II (through proper channel) latest by **22nd November, 2024.**

4. Applications received after the due date or which are not in the prescribed format or without requisite documents will not be considered.



(B.K. Hembrom)

Deputy Secretary to the Govt. of India

Tele No.: 011-2301 9465

To

- (i) JS (Army/DMA) / JS (Navy/DMA) / JS (Air/DMA)
- (ii) JS (E) : In respect of Officers of other services
- (iii) DDG (G), DoO (C&S)
- (iv) CMD of DPSUs
- (v) DRDO (Director/Personnel), DRDO Bhawan, New Delhi.
- (vi) DGQA/DGAQA
- (vii) D(IT): for uploading on MoD's website and e-office.
- (viii) CEO, DPIT: For uploading the circular on DDP's website
- (ix) D(OL) – For Hindi Translation

Copy to:

- (i) Defence Exhibition Organisation
- (ii) DS (Establishment), MoD, Sena Bhawan, New Delhi
- (iii) US (CS-I Division), DOP&T, 2nd Floor, Lok Nayak Bhawan, New Delhi
- (iv) Department of Personnel & Training (Office of the Establishment Officer), North Block, New Delhi.
- (v) NIC, DOP&T, North Block, New Delhi, with the request to upload on their website.
- (vi) Guard File.

Annexure-I

- A. POST : Director, Defence Exhibition Organisation, Department of Defence Production, Ministry of Defence
- B. PAY SCALE :
- C. MODE OF RECRUITMENT : By transfer on deputation
- D. ELIGIBILITY :
- (i) Officers of the All India Services, Central Services, Central Services (Class-I) and Central Secretariat Services, who are eligible to hold the post of Deputy Secretary to the Government of India.
 - (ii) Joint Director or Deputy Director with 5 years regular service in the grade belonging to the Armed Forces HQs Civil Service.
 - (iii) Lt. Col. (Army) or Colonel (Army) or officers of Equivalent rank from the other two Defence Services viz Air Force and Navy.
 - (iv) Officers of the Central Govt. and Defence PSUs organization holding Analogous posts.
- E. JOB REQUIREMENT : The officer will be in-charge of Defence Exhibition Organisation, New Delhi. He will also be responsible for organizing participation in the India or abroad in which the Department of Defence Production, Ministry of Defence may decide to participate. He/she will also be required to take such supportive action for promotion of export of Defence stores, as may be required from time to time.
- F. QUALIFICATIONS :
- (i) **Essential:**
 - a. An officer must be a Graduate in Arts, Commerce, Science or Engineering with good knowledge of Defence Organization and the equipment in use in the Armed Forces.
 - b. The officer should have minimum 5 years of residual services.

(ii) **Desirable:**

- a. A master's Degree in Business Administration (MBA) or equivalent.
- b. Good personality and a very high Degree of organizational ability with plenty of initiative and original ideas for presentation of exhibitions.
- c. Well developed public relations skills with capability to deal effectively with different organizations within the Government and outside.
- d. Experience of organizing / participation in National and International exhibitions.
- e. Experience of work in an advertising Agency / Commercial display organization of exhibition organization.

G. PERIOD OF DEPUTATION : For a period of 5 years. The officer could be considered for permanent absorption.

Annexure-II

Bio-Data of Person sponsored for the post of Director, DEO in the Ministry of Defence

1. Name :
2. (a) Date of Birth :
(b) Completed years of age :
(c) Date of retirement :
3. Designation :
4. In case of Armed Forces Personnel :
- Date of Retirement / transfer to reserve :
5. Office where working :
6. Scale of pay and present pay :
7. (a) Service to which belongs :
(b) Substantive appointment held, if any :
8. Qualifications :
9. Particulars of service (commencing with the present post):

Period		Post held (to date)	Scale	Office	Classification of the post
From	To				

10. Particulars of experience with reference to job requirements indicated in Annexure-I during last 5 years (indicate the nature of work done during the last five years:

11. Date of return from last ex-cadre post, if any :
12. Whether belongs to Scheduled Caste/Scheduled Tribe :

Date:

(Signature of Applicant)

Address: _____

Tele/Mobile No. _____

Email: _____

CERTIFICATE

(To be furnished by the employer i.e. Cadre Controlling Authority / Department of the Applicant)
Office / Ministry / Department _____

Certified that Shri / Smt. / Kum. _____ is an
*All India Service / *Central Service (Class-I) / *Central Secretariat Service/ *Joint Director or
Deputy Director with 5 years regular service/ *Lt. Col. or Colonel or equivalent rank from other
two Defence Services viz Air Force and Navy/ *Central Government/ *Defence PSUs officer
holding analogous posts on regular basis. Also certified that the particulars of experience given by
the applicant in column 10 are correct and that no disciplinary / vigilance case is either pending or
contemplated against the officer.

(Signature of Forwarding Authority)

OFFICE: _____

SEAL: _____

*(*Strike out whichever is not applicable)*