

Tele : 23072314

**PC to No.18(1)/2006/TSO/DP(A&C)**

Govt of India, Ministry of Defence  
Deptt of Defence Production  
Dte of Planning & Coordination  
Room No. 501 'c' Block  
Defence Office Complex  
K G Marg, New Delhi – 110011

12 July 2023

To

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

Sub: **Appointment of Technical Staff Officer (General) 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 Technical Staff Officer (G) (In pay level-11 as per the 7<sup>th</sup> CPC) has fallen 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 Maj/Lt Cdr /Sqdn Ldr from Army/Navy/Air Force respectively or All India Services of civilian cadre, holding the regular post of under Secretary/Deputy Director or their equivalent counterpart in IOFS/DRDO/DPSUs.

2. **Job specification for TSO(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) Processing 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 viz 'Make-in India', Maintenance of Govt websites etc

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

(f) 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.

3. **Desirable factors:-**

The officer applying for ibid post should preferably be familiar with policy/procedural matters in the field of defence production, 'Make-in-India' in defence Sector, maintenance of Govt websites as per Govt guidelines and Defence Procurement Procedure (DPP) published by Govt of India.

4. **Mode/Eligibility:**

Transfer on Deputation on serving government officers/ of DPSUs as below: -

(i) Suitable officer of All India Services or officers holding analogous posts in Central Civil Services Group 'A'. OR

(ii) Officer holding analogous posts in DRDO/IOFS/Army/Air Force/Navy/Coast Guard.

5. **Terms of Deputation:**

(a) **The period of deputation shall not ordinarily exceed four (4) years**, which may be extended in public interest as per rules on the subject. The deputation tenure, in any case, will not exceed 07 years. 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 05 years with effect from the date of issue of this vacancy circular.

(d) Officers, who volunteer for the post will not be permitted to withdraw their names later unilaterally.

5. **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, Block-C, 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.**

6. The application should be forwarded as per attached proforma only. Record of service in respect of service officer can be submitted wherever considered desirable.

7. 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).

8. 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 TSO(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)  
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
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 TSO(G))

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	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. 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 -----

-----

Dated: -----