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No.18(1)/2010/TSO(A&C)/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

03 Jan 2020

To

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

Sub: Appointment of Technical Staff Officer (Admin & Coord) 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 (Admin & Coord) in the Pay Level- 11, VII CPC, Grade Pay Rs. 6600/- (VIth CPC) in the Directorate of Planning and Coordination (Dte of P&C), Department of Defence Production, Ministry of Defence is to be filled by transfer on deputation.

2. QRs/JOB SPECIFICATIONS FOR THE POST OF TSO(A&C)

The job involves the following: -

- (i) Thorough Knowledge of Govt of India rules/regulations regarding establishment matter, administration recruitment, modification of Recruitment Rules, local purchases/Audit issues and office procedures in relation to Parliamentary affairs, RTI Policy, especially as issued by the DPO&T/Central Govt. of India.
- (ii) Collection, study and analysis of information relating to Capital Acquisition proposals of Armed Forces, in the Department of Defence Production (DDP) 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.
- (iii) Carry out technical assessment of the QR, AON of proposals received from service HQs for categorization and render advice in the proposals to the Department for formulation of comments by the Departments of Defence Production.
- (iv) Progress of projects which become the responsibility of division. Also represent DDP in Feasibility Studies/IPMT for the 'Make' Projects and also in TEC/TOEC/CNC meetings.
- (v) Transfer of Technology including MToT in the scope of contract.
- (vi) Close interaction with R&D organization and production agencies.

3. **Mode/Eligibility:**

Transfer on deputation of serving government officers/employees of PSUs as below:-

(i) Officers holding analogous posts in DRDO/IOFS/Army/Air Force/Navy (Maj/Sqr Ldr/Lt Cdr) and other Central Govt. Officers

OR

(ii) Appointment on Short term contract of officers holding analogous posts in Public Sector Undertakings.

4. **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.

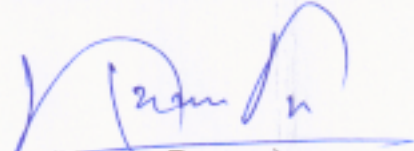
5. **How to Apply**

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 Director, Ministry of Defence, Directorate of Planning & Coordination, Room No. 89, '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.**

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 are 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 TSO(A&C) in Dte of Plg & Coord, DDP".**



(Kumar Pranav)
Dy Director
Admin & Coord

Distribution:

1. IHQ of MoD (Army
MS Branch/MS-3B
South Block, New Delhi
 2. NHQ/DOP, 'C' Wing
Sena Bhawan, New Delhi- 11
 3. All Ministries/Deptt of Govt of India (**Through DDP's website**)
 4. DRDO (Dir/Personnel),
DRDO Bhawan
 5. DGQA/Adm-4, 'G' Block
New Delhi - 11
 6. Cadre Controlling Authority:-
 - (i) Under Secretary, CS-I
Division, DOPT, 2nd Floor
Loknayak Bhawan
New Delhi
 - (ii) Dir (E), 'B' Wing
Sena Bhawan
 - (iii) P-1, JS (Trg) & CAO, 'E'
Block, New Delhi - 11
 7. The General Manager-cum Chief
Editor, Employment News
East Block-IV, Level-7
RK Puram, New Delhi-66
 8. All Defence PSUs
8. 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(A&C))

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: -----