

Tele: 23072314

**No.18(1)/2018/DPO(ICE)/DP(A&C)**

Govt of India, Ministry of Defence  
Deptt of Defence Production  
Dte of Planning & Coordination  
5<sup>th</sup> Floor, Tower-C,  
Defence Office Complex  
KG Marg, New Delhi – 110001

Dated: 17 Feb 2022

To

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

**Sub: Appointment of Dy Planning Officer (International Co-operation & Export-I  
i.e ICE-I) in the Dte of Planning and Coordination, Deptt of Defence Production,  
MOD, on deputation**

I am directed to state that 01 (one) post of Deputy Planning Officer would fall vacant (In pay level-12/12A as per the 7<sup>th</sup> CPC for Service Officers) in the International Cooperation & Export 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, the applicant should be holding the substantive rank of Lt Col / Cdr / Wg Cdr from Army/Navy/Air Force respectively.

**2. QRs/JOB SPECIFICATIONS FOR THE POST OF DY PLANNING OFFICER  
(ICE-I)**

- (a) Facilitate Interaction of Defence Production units with foreign government and enhance cooperation in international arena on defence matters.
- (b) Handle security related international pacts/guidelines in defence matters.
- (c) To put forward Govt's stand from DDP's perspective in relation to each country with whom we are engaged in defence matters/cooperation.
- (d) International cooperation in defence industry.
- (e) Identification of thrust areas for export and removing the bottleneck in the way of promotion of exports of items in defence sector.
- (f) Monitoring progress on Defence export/ promotion in respect of Defence production units.

3. **Desirable factors**

- (a) The Officer should be well conversant with international trade, security pacts/agreements and international export scenario, and policies in above context.
- (b) Overall performance of the officer must be well above average. Technical staff Course/DSC Qualification is desirable. The officer should not have been permanently superseded for promotion.

4. **Mode/Eligibility:**

Transfer on Deputation of serving Central Govt officers, Serving Army/Air Force and Navy Service officers of the Indian Army/ Air Force and Navy respectively; and equivalent officers from IOFS, DRDO, DPSUs as per following stipulations given in Para 1 above of this vacancy circular :-

- (i) Suitable officers of All India Services or officers holding the regular post of Deputy Secretary/Joint Director or their equivalent counterparts in Central Civil Services Group 'A'.

OR

- (ii) Officers holding analogous posts in DRDO/IOFS/DPSUs.

OR

- (iii) Serving Army/Air Force/Navy Officers holding the substantive rank of Lt Col / Cdr / Wg Cdr from Indian Army/Navy/Air Force respectively.

5. **Terms of Deputation:**

- (a) **The period of deputation, as per existing Recruitment Rules of the Dte of P&C for the post Dy planning Officer, should 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 05 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.


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/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, Tower-C, Defence Office Complex, KG Marg, New Delhi-110001** within 21 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 are correct and no disciplinary/vigilance case is pending/ contemplated against the Officer. An integrity certificate and a Statement of major/minor penalty, if any, imposed during the last 10 years, as per enclosed proforma, is also required to be forwarded.

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 DPO(ICE-I) 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. 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  
Loknayak 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 DPO(ICE-I) in the Dte of P&C, DDP, MoD)

1. Name & address in Block letters :  
(along with Phone No. & e-mail ID)
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
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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/Insstt/ Organisation	Post Held	From	To	Scale of Pay and basic Pay	Nature of duties
(a)	(b)	(c)	(d)	(e)	(f)
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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-----

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Dated:-----

**INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY**

1. This is to certify that the integrity of Mr/Ms/Lt Col/Cdr/Wg Cdr \_\_\_\_\_ is beyond doubt.
2. That the officer has not been imposed penalty of any kind for delinquencies relating to his/her service in the last ten years.

Or

The officer has been imposed a penalty (nature of penalty) for (nature of delinquency) during (period).

(COMPETENT AUTHORITY)