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Tele : 23012314

**No.18(1)/2017/TSO/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: 24 Oct 2017

To

As per distribution list (As given at Page-03 of this vacancy circular)

Sub: **Appointment of Technical Staff Officer (G) 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 Post Officer (G) in the Pay Band III, VI CPC, in the pay scale of Rs 15600-39100/- (Rupees Fifteen Thousand Six Hundred to Thirty Nine Thousand One Hundred) with Grade pay of Rs. 6600/- (Under Secretary/Deputy Director and analogous civilian officers from all Central Govt, Ministries and Departments) in the Directorate of Planning and Coordination, Department of Defence Production, Ministry of Defence, is to be filled by transfer on deputation. Equivalent level Service Officers from Services i.e Army, Air Force, Navy and Coast Guard are also eligible to apply for the ibid post.

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 will ordinarily not exceed 04 years, which shall be extended in public interest. For computing the total period of deputation, the period of deputation, in any other ex-cadre post, held immediately preceding this appointment would 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 allowance from their respective CDAs in the case of selection.

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 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 **Jt Dir (Adm & Coord), Ministry of Defence, Dte of Planning & Coordination, Room No. 12, 'H' Block, DHQ PO, New Delhi – 110011 within 45 days from the date of issue of this vacancy 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 Officers(s) are correct and no disciplinary 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](http://www.ddpmod.gov.in)

(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 websites)
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 (E) & 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. Dir (ES) - The vacancy circular is being emailed for uploading the same on DDP's website as per para 9 of the aforesaid vacancy circular.

4.

**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:

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Office/Institution/ 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. 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 -----

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Dated: -----