

**INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY)**  
**QUARTERMASTER GENERAL'S BRANCH/ CANTEEN SERVICES DIRECTORATE**  
**(SECRETARIAT TO THE BOARD OF CONTROL CANTEEN SERVICES (BOCCS)**  
**AND EXECUTIVE COMMITTEE OF BOCCS)**

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No : 95004/Q/BOCCS

Date : 15 Dec 2023

**CIRCULAR**

**INVITING APPLICATIONS FOR FILLING UP VACANT POSTS OF DEPUTY GENERAL MANAGERS (DGMs) AND ASSISTANT GENERAL MANAGERS (AGMs) IN CANTEEN STORES DEPARTMENT**

1. Refer to advertisement No CBC 10117/11/0001/2324 published in Employment News dated 15-21 Jul 2023 & Corrigendum advertisement No CBC 10117/11/0002/2324 published in Employment News dated 09-15 Dec 2023.

2. The following posts are available to be filled through deputation in Canteen Stores Department in Ministry of Defence:-

- |     |  |   |     |
|-----|--|---|-----|
| (a) | Deputy General Manager/Regional Manager                | - | 02. |
| (b) | Deputy General Manager (Electronic Data Processing)    | - | 01. |
| (c) | Assistant General Manager (Accounts)                   | - | 01. |
| (d) | Assistant General Manager (Estate & Works)             | - | 01. |
| (e) | Assistant General Manager (Electronic Data Processing) | - | 01. |

3. The period of deputation will initially be two years. The eligibility criteria & field of selection as per Recruitment Rule are covered in subsequent paras.

4. **Deputy General Manager / Regional Manager.**

(a) **No of Posts.** Two.

(b) **Scale of Pay.** Pay Level 12.

(c) **Field of Selection and Eligibility Criteria.**

(i) Officers of the Defence Services of the rank of Lt Col or equivalent.

(ii) Officers under the Central Govt

(aa) Holding analogous post on regular basis or with 5 years regular service in posts in the scale of ₹ 3000-4500 or equivalent (Now Pay Level 11) and

(ab) Possessing the following experience

(aaa) In materials/Store Management and inventory control.

(aab) Administrative experience at middle management level.

**Deputy General Manager (Electronic Data Processing).**

(a) **No of Post.** One.

(b) **Scale of Pay.** Pay Level 12.

(c) **Field of Selection.**

(i) Officers of the Defence Services of the rank of Lt Col or equivalent.

(ii) Officers under the Central Govt holding analogous post on regular basis or with 5 year regular service in posts in the scale of ₹ 300- 4500 or equivalent (Now Pay Level 11).

(d) **Eligibility Criteria.** The officers should possess the following qualifications and experience:-

(i) Master's degree in Statistics/Operations Research/Physics or Economics/ Commerce (with Statistics) or Degree in Engineering/ Computer Science of a recognised University or equivalent.

(ii) For Programming : 10 years experience of electronics data processing/ computer oriented optimisation, information or Statistical system out of which atleast 5 years' experience should be on actual computer programming and systems design.

(iii) For information System : 10 years experience of electronic data processing work, out of which atleast 5 years' experience should be in a supervisory capacity in design, development organising computerised information storage and retrieval system.

6. **Assistant General Manager (Accounts).**

(a) **No of Posts.** One.

(b) **Scale of Pay.** Pay Level 11.

(c) **Field of Selection and Eligibility Criteria.**

(i) Officers of any of the Accounts Services under the Central Government holding senior posts in the scale of ₹ 1100-1600 (Now Pay Level 11) or 4 years regular service in junior scale posts (₹ 700-1300) (Now Pay Level 10).

(ii) Accounts/ Audit Officer with 7 years regular service as such from any of the organised Accounts Department, e.g., Indian Audit and Account Department, Indian Railway Accounts Department, Indian Defence Accounts Department, Indian P&T Finance and Accounts Department and Indian Civil Accounts Department.

(iii) **Essential Qualification.**

(aa) Degree in Commerce or Economics of a recognised University or equivalent.

(ab) Diploma in Management Accountancy / Membership of Cost and Management Accountancy.

(ac) 3 years experience in the field of accounts in a large public/private business enterprise.

7. **Assistant General Manager (Estate & Works).**

(a) **No of Posts.** One.

(b) **Scale of Pay.** Pay Level 11.

(c) **Field of Selection and Eligibility Criteria.** Officers of the Central Government (Including officers from the Army of the Rank of Major (Corps of Engineers) or Equivalent from the Indian Navy/ Indian Air Force.

(i) Holding analogous post on regular basis in the Parent Cadre/Department; or with 5 years' service in the grade rendered after appointment thereto on regular basis in the Scale of Pay of ₹ 8000-13500 (Now Pay Level 10) or Equivalent in the Parent Cadre/ Department.

(ii) Possessing the following Educational Qualifications and Experience:-

(aa) Degree in Civil Engineering from a Recognised University or Equivalent.

(ab) 3 years experience in Dealing/ Scrutinizing/ Monitoring/ Planning of Civil Works.

(d) **Age Limit.** The maximum age for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

8. **Assistant General Manager (Electronic Data Processing).**

(a) **No of Posts.** One.

(b) **Scale of Pay.** Pay Level 11.

(c) **Field of Selection and Eligibility Criteria.** Officers from the Defence Services of the rank of Captain or equivalent or officers under the Central Government holding analogous posts or with 5 years regular service in the posts in the scale of ₹ 700-1300 or equivalent (Now Pay Level 10) and having experience of systems analysis and programming on an electronic computer.

9. It is requested that the above mentioned vacancies may kindly be circulated widely and the applications of suitable and desirous candidate fulfilling the requisite qualifications and who can be relieved immediately in the event of their selection for appointment may kindly be forwarded in the enclosed proforma alongwith upto date CR dossiers for the last five years through proper channel, so as to reach the undersigned on or before **13 Feb 2024**. Integrity certificate & certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate as per format enclosed may also be forwarded alongwith the application.

10. Incomplete applications and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and requisite certificates as desired above will not be entertained.

11. The envelope containing Complete Applications super scribed as '**Applications for the post of \_\_\_\_\_**' may be sent on the following address by **13 Feb 2024**:-

**Secretary, Board of Control Canteen Services  
West Block-III, Second Floor, Wing-III, RK Puram  
New Delhi-110066**

(Abhishek Sharma)  
Lt Col  
AQMGS CS  
for Secy BOCCS

**Enclosures:** As above

**To :-**

- 1. All Ministries/ Departments of Govt of India.
- 2. MS Br, IHQ of MoD (Army)
- 3. Dte of Personnel, IHQ of MoD (Navy)
- 4. PO Branch, Air HQ

**Copy to:-**

- 1. DoD/D(CSD)
- 2. QMG Br / Interface B
- 3. Dte of Pers Services, IHQ of MoD (Navy)
- 4. Dte of Accts, Air HQ
- 5. CSD Head Office

- For information please.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

(4)

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (a) Date of entry into service	
(b) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/ Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\* Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay Level drawn under ACP/MACP	From	To

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 appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organization to which the applicant belongs	(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp;(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization by still maintaining a lien in his parent cadre/organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment:			
Please state whether working under (indicate the name of your employer against the relevant column)			
<ul style="list-style-type: none"> <li>(a) Central Government.</li> <li>(b) State Government.</li> <li>(c) Autonomous Organization</li> <li>(d) Government Undertaking</li> <li>(d) Universities</li> <li>(f) Others</li> </ul>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief /other Allowances etc. (the break-up details)	Total Emoluments	
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.			

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

**(Note: Enclose a separate sheet, if the space is insufficient)**

**16.B Achievements:**

The candidates are requested to indicate information with regard to;

(i) Research publications and reports and special projects

(ii) Awards/Scholarships/Official Appreciation

(iii) Affiliation with the professional bodies/ Institutions/Societies and;

(iv) Patents registered in own name or achieved for the organization

(v) Any research/ innovative measure involving official recognition

(vi) Any other information.

**(Note: Enclose a separate sheet if the space is insufficient)**

17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short Term Contract)

# (The option of 'STC'/ Absorption/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

The information/ details proved in the above application by \_\_\_\_\_  
(the applicant) are true and correct as per the facts available on records. He/ she  
possesses educational qualifications and experience mentioned in the vacancy  
Circular. **If selected, he/ she will be relived immediately.**

2. **It is also certified that :-**

- (a) There is no vigilance or disciplinary case pending/ Contemplated against  
\_\_\_\_\_ (the applicant)
- (b) His/ Her Integrity is certified.
- (c) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last  
5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or  
above are enclosed.
- (d) No major/ minor penalty has been imposed on him/ her during the last 10 years

OR

A list of major/ minor penalties imposed on him/ she during the last 10 year is  
enclosed. (As the case may be)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)