

Most Immediate

No.A-12018/3/2016-D(Estt./Gp.I)
Government of India
Ministry of Defence
Room No.319A, B Wing, Sena Bhavan
New Delhi-110 011
27th September, 2016

OFFICE MEMORANDUM

Subject: Filling up of the post of Planning Officer (Defence) in the Ministry of Defence on deputation basis.

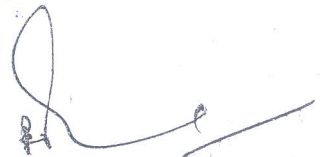
The undersigned is directed to say that it is proposed to fill up one (1) post of Planning Officer (Defence) in the Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I. In case a civilian officer is selected, his pay will be regulated in accordance with DOP&T OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time. Terms and Conditions of deputation of service officers, if selected will be regulated in accordance with instructions issued, from time to time, by the concerned authority.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Annexure-II, requisite certificate in the prescribed proforma and up to-date C.R. Dossier (or clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, if original is not available) will be considered.

3. It is requested that applications (in duplicate) of eligible officers, who are willing to be considered for the post and who could be spared, may be sent (through proper channel) to this Ministry at the following address within six weeks from the date of publication of the advertisement.

**Under Secretary
D(Estt./Gp.I)
Room No.319A, 'B' Wing, 3rd Floor
Sena Bhavan
New Delhi-110 011**

4. Applications received after the due date or which is not in the prescribed format or without requisite documents will not be considered.



(Ravi Pande)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Government of India
2. Chief Secretaries of all State Govts/Union Territories
3. DoP&T(With the request to place this vacancy on their website)
4. D(IT)/NIC, Ministry of Defence (With the request to place this vacancy on the website of MoD)
5. All Sections in the Ministry of Defence including MoD (Finance)
6. Office of the JS(Trg) & CAO

Copy to Office of:

VCOAS, Room No. 196, South Block, New Delhi.
VCAS, Room No. 529, Vayu Bhawan, New Delhi.
VCNS, Room No. 192-A, South Block, New Delhi.

} For wide circulation of this OM.

Eligibility conditions for the post of Planning Officer(Defence) in the Ministry of Defence

1. Post : Planning Officer (Defence) in the Ministry of Defence (Sectt.) (General Central Services, Group 'A'- Gazetted, Non-Ministerial)
2. Pay Scale : Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 7600/-
For Civilian Officers (Revised scale)
- For Service Officers : Pay Band-4: Rs. 37400-67000/- plus Grade Pay of Rs. 8000/- plus rank pay admissible to the Officers of the rank of Lieutenant Colonel.
(Revised Scale)

3. Mode of Recruitment & Eligibility Conditions:

Deputation

a) Central Govt. Officers

- i) Holding analogous post on regular basis; or
ii) With 5 years' regular service in post in the pay scale of Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 6600/- (Revised scale)

OR

- iii) Officers holding rank of Lieutenant Colonel or equivalent in the Defence Services;

AND

b) Possessing ten years' experience in

- i) Procurement procedures
ii) Work relating to preparation/finalization of various plans/perspective plans/plan proposals and schemes, plans for modernization of Armed Forces.

Desirable

- i) Work relating to Defence Procurement Procedure
ii) Work relating to preparation/finalization of defence plans/perspective plans/plan proposal/modernization for Armed Forces.

Deputation/Re-employment for Armed Forces Personnel:

The Armed Forces Personnel holding the rank of Lieutenant Colonel or equivalent, possessing the experience in the fields indicated above and due to retire or to be transferred to reserve within a period of one year can also be considered. Such persons will be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter, they will be continued on re-employment basis till they attain the age of superannuation in the civilian post.

4. Period of Deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 4 (four) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

PART-ABIO-DATA OF PERSONS SPONSORED FOR THE POST OF PLANNING OFFICER (Defence) IN THE MINISTRY OF DEFENCE

1. Name and Address :
(in Block Letters)
2. Date of birth :
(Completed years of age)
3. Date of retirement/ In case of Armed Forces Personnel, the date of retirement/transfer to reserve :
4. Designation :
5. Office where working :
6. Scale of Pay & Present Pay :
7. (a) Service & Batch to which belongs :
(b) Substantive appointment held, if any :
8. Educational Qualifications :
9. Whether Qualifications/experience 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) :

Qualifications/Experience required	Qualifications/Experience possessed by the Officer
A. For Central Govt. Officers i) Holding analogous post on regular basis; or ii) With 5 years' regular service in post in the pay scale of Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-(Revised scale) ; or iii) Officers holding rank of Lieutenant Colonel or equivalent in the Defence Services;	Yes/No
B. If so, since when ^{\$} AND	

C. Possessing ten years' experience in	
i) Procurement procedures ii) Work relating to preparation/finalization of various plans/perspective plans/plan proposals and schemes, plans for modernization of Armed Forces.	Yes/No
D. If so, indicate the no. of years of experience [w.r.t. C(i) &(ii)] [§]	
E. Desirable (indicate the no. of years also)	
i) Work relating to Defence Procurements Procedure ii) Work relating to preparation/finalization of defence plans/perspective plans/plan proposals/modernization of Armed Forces.	

[§] Mandatory Fields

10. Particulars of service, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)

11. Nature of present employment i.e. :
Ad-hoc or Temporary or Permanent.
12. In case the present employment is :
Held on deputation/contract basis
Please state.:
- (i) the date of initial appointment :
- (ii) Period of appointment on deputation/ :
Contract

(iii) Name & Address of the parent office/ :
Organization to which you belong

13. Additional information, if any, which :
You would like to mention in support
Of your suitability for the post.

(This among other things may provide
Information with regard to

(i) additional academic qualification :

(ii) professional training and :

(iii) work experience over and above :
Prescribed in the advertisement

14. Whether belongs to Scheduled Caste/ :
Scheduled tribe

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date :

(Signature of the Applicant)

Address: _____

Tel/Mob. No.: _____

e-mail: _____

PART-B

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE
APPLICANT**

Office/Ministry/Department

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years.	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether integrity certificate enclosed.	Yes/No
3.	Whether original ACRs for the past 5 years/ clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

CERTIFICATE

Certified that Shri/Smt./Km. _____ *is a Central Govt. Officer holding analogous post on regular basis/*is a Central Govt. Officer with 5 years regular service in the scale of pay of Rs. 15,600-39,100/- + Grade Pay of Rs. 6600/- (Revised Scale for Civilian Officers) or *an officer of the rank of Lt. Col. or equivalent in the Defence Services. Also certified that the particulars given by the applicant in Annexure-II (Part-A) are correct.

Date:

(Signature of the forwarding authority)

Office:

Seal:

(*) Strike out whichever is not applicable.