

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 31st December, 2021.

OFFICE MEMORANDUM

Subject:- Filling up of one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

The undersigned is directed to circulate the OM no. A-12018/01/2020-D(Estt.I/GP.I) dated 28.10.2021 (along with enclosures) received from Ministry of Defence, regarding filling up of one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis. **The last date of receipt of application is within 60 days from the date of issue of this letter.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.


(R.Chakrapani)

Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

Most Immediate

No.A-12018/01/2020-D(Estt./Gp.I)
Government of India
Ministry of Defence

Room No.319 A, B Wing, Sena Bhavan
New Delhi-110 105, 28th Oct, 2021

OFFICE MEMORANDUM

Subject: Filling up one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

The undersigned is directed to say that it is proposed to fill up one post of Contract Purchase Officer which is vacant in Department of Defence Production, Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I.

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 Part-A of Annexure-II, requisite certificate and documents by the cadre controlling authority in the prescribed proforma as in Part B of Annexure-II, will be considered.

3. It is requested that applications 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 two months from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

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.

(Ajay Kumar Gaur)

Under Secretary to the Government of India

RECEIVED IN
OFFICE OF UNDER SECRETARY
Deptt. of Personnel & Trg.

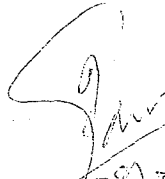
08 NOV 2021

- To
1. All Ministries/Departments of Government of India
 2. EO, DoP&T(With the request to place the above vacancies on their website)
 3. D(IT)/NIC, MoD (With the request to upload the OM on the website of MoD)

P.T.O.

Copy to:-

1. All Under Secretaries in MoD(Sect.) including Defence Finance – Eligible officers who are desirous of being considered for the post are requested to send their application duly recommended by their respective Joint Secretaries.
2. O/o JS(PG& Coord) & CAO, Ministry of Defence – It is requested that wide publicity may be given to the circular.
3. CGDA, West Block, RK Puram, New Delhi
4. C&AG of India, 10-Bahadur Shah Zafar Marg, New Delhi.
5. DGQA, MoD
6. Director General, Directorate of Ordnance (C&S), 10-Shaheed Khudiram Bose Road, Kolkata
7. Director General, Defence Estates, MoD, New Delhi.
8. Director of Personnel, DRDO, MoD.


28/1/2011
[Faint, illegible text]

Eligibility conditions for the post of Contract Purchase Officer, Ministry of Defence.

1. Post : Contract Purchase Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial)
2. Pay Scale : Pay at Level 11 (Rs.67,700 – 2,08,700/-) of the Pay Matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 6600/- (pre revised)).
3. Eligibility Conditions:

a) Officers under the Central Government

i) Holding analogous post on regular basis in the parent cadre or department;

OR

ii) With 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)) or equivalent in the parent cadre or department.

AND

b) Possessing five years' experience in drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.

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 to exceed 4 (four) years.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

[Handwritten signature]
28/1/2017

PART-ABIO-DATA OF PERSONS SPONSORED FOR THE POST OF CONTRACT PURCHASE OFFICER IN MINISTRY OF DEFENCE

1. Name and Address :
(in Block Letters)
2. Date of birth :
(Completed years of age)
3. Designation :
4. Office where working :
5. Scale of Pay & Present Pay :
6. (a) Service & Batch to which belongs :

(b) Substantive appointment held, :
if any
7. Educational Qualifications :
8. 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 officers under Central Govt.	
i) Holding analogous post on regular basis in the parent cadre or department; or	Yes/No
ii) With 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)) or equivalent in the parent cadre or department	
AND	
B. Possessing five years' experience in	
i) Drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.	Yes/No
If so, please indicate the no. of years of experience	

9. 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)

10. Nature of present employment i.e. :
Ad-hoc or Temporary or Permanent.
11. 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 :
12. 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
13. 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 grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)). 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.