

No.21/2/2016-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

2nd Floor, Lok Nayak Bhavan, New Delhi-110003
The 20th January, 2016

OFFICE MEMORANDUM

Subject: Filling up the post of Planning Officer (Aerospace System) in the Dte. Of Planning and Coordination, Department of Defence Production on deputation basis for a period of five years.

Ministry of Defence vide their Circular No.181/2015/PO/AS/DP(A&C) dated 8th January, 2016 (Copy enclosed) has desired the services of suitable officers for filling up the post of post of Planning Officer (Aerospace System) in the Dte. of Planning and Coordination, Department of Defence Production on deputation basis for a period of five years

2. Ministries / Departments of Government of India are requested to give wide publicity to the above vacancy among their employees and may forward duly signed applications, if any, to Jt. Director (Admn. & Coord), Ministry of Defence, Dte. of Planning & Coordination, Room No.12, 'H' Block, DHQ PO, New Delhi within 30 days from the date of issue under intimation to this Office.
3. Cadre Clearance in respect of CSS Officers at the level of Under Secretary and above may be obtained from this Division before the application is forwarded for such deputation post.

Encl.: As above.



(BISWAJIT BANERJEE)

Under Secretary to the Government of India

☎: 24629413

All Ministries / Departments

No.18/11/2015/PO AS/DP(A&C)
 Govt of India, Ministry of Defence
 Dept of Defence Production
 Dte of Planning & Coordination
 Room No. 12, H. Block
 New Delhi - 110011

Dated: 08 Jan 2016

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

Sub Appointment of Planning Officer (Aerospace Systems) 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 Planning Officer (Aerospace Systems) in the Pay Band IV, (VI CPC), in the pay scale of Rs 37400-57000/- (Rupees Thirty Seven Thousand Four Hundred - Sixty Seven Thousand, with Grade pay of Rs. 8700/- (Rupees Eight Thousand Seven Hundred only) in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence is ~~would~~ fall vacant to be filled by transfer on deputation. However, as per establishment norms of P&C Dte, in respect of service officers, the applicant should be of the rank of Col/ Go Capt/ Capt, from Army/Air Force/Navy respectively.

2 Q&A JOB SPECIFICATIONS FOR THE POST OF PLANNING OFFICER - (AEROSPACE)

The job involves the following:-

- (i) Collection, study and analysis of information relating to Aero System projects 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.
- (ii) Analysis of production capacity, requirement of raw materials, intermediates and end products in defence factories. DPSUs related to Aerospace Systems.
- (iii) Monitoring Transfer of technology, indigenisation, production monitoring for new generation of Aerospace Systems. All matters involving indigenous production and SMDIC.
- (iv) Progress of projects which become the responsibility of the division.
- (v) Processing proposals for manpower, finances and projects of the production organisation.
- (vi) Transfer of Technology in the scope of contract.
- (vii) Close interaction with R&D organisations and production agencies involved in production maintenance of Aerospace System.

Please circulate
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SECRET

[Signature]
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3 Essential/Desirable Qualification

(a) The officer should be MSc in the relevant field or BE/B. Tech.

OR

(b) Technical Staff Course (TSC) or Passed Staff Course (PSC) qualification is desirable. The officer should have adequate knowledge of Defence Equipment and Defence Procurement Procedure, especially aircrafts and aerospace systems.

4 Mode/Eligibility:

Transfer on Deputation of serving government officers/employees of PSUs as below:-

(i) Suitable officer of All India Services (OFS) or officers holding analogous posts in Central Civil Services Group 'A'.

OR

(ii) Officer holding analogous posts in DRDO/Army/Air Force/Navy (Gp Capt and equivalent) **with preference to Air Force Officers**

OR

(iii) Appointment on Short term contract of officers holding analogous posts in Public Sector Undertakings.

5 Terms of Deputation:

(a) As per Recruitment Rules for the post of Planning Officer, the period of deputation shall not exceed 05 years. 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 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 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.ddpmed.gov.in under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of PO(AS) in Dte of Plg & Coord, DDP".

(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 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, DOFT, 2nd 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 PO (AS))

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:

Office/Institution/ Organisation (a)	Post Held (b)	From (c)	To (d)	Scale of Pay and basic pay (e)	Nature of duties (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 _____

Dated: _____