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Fax: 011 -2301 4576



Registered
DOP/ AA-1/ 68023/Depu/Works/2016
Government of India
Ministry of Defence
Defence Res & Dev Organisation
Directorate of Personnel
Room No266, 2nd Floor,
DRDO Bhawan, Rajaji Marg,
New Delhi - 110 105

09 Nov 2016

To,

All Ministries/ Department of Govt of India

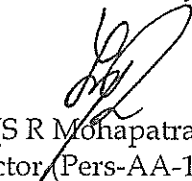
SUB: FILLING OF THE VARIOUS POSTS OF WORKS ADMIN & ALLIED CADRE OF DEFENCE ON DEPUTATION OR ABSORPTION BASIS

Sir,

Reference DRDO letter of even no dated 08 Sep 2016.

I am directed to inform you that the Last date of submission of application for deputation/absorption for the posts circulated vide our letter under reference and published in Employment News dated 01-07 Oct 2016 (Advertisement No. davp 10301/11/0672/1617) is further extended upto 08 Dec 2016. A copy of circular is enclosed herewith.

Yours faithfully,


(S R Mohapatra)
Dy Director (Pers-AA-1)
for DG DRDO

Encl. as above

Copy to: -

The General Manager-cum-Chief Editor
Employment News, East Block No. IV
Level No.7, RK Puram,
New Delhi- 110 066

With the request to advertise the annexed in circular in Employment News on priority and inform this office accordingly. A copy of employment may please be forwarded.

Government of India

Defence Research & Development Organisation(DRDO)


Directorate of Personnel (Pers AA1), DRDO Bhawan, Rajaji Marg, New Delhi - 110 105

VACANCY CIRCULAR

Last date of submission of application for deputation/absorption for the posts published in Employment News dated 01- 07 Oct 2016(Advertisement No. davp 10301/11/0672/1617) is further extended upto 08 Dec 2016.

2. Desirous Central/ State Government/ PSUs employees may submit their application 'through proper channel' only. Details of the posts along with eligible criteria for the post are given in Vacancy Circular along with Annexure can be downloaded from the DRDO website i.e. [www.drdo.gov.in.\(carreier>Admin Allied\)](http://www.drdo.gov.in.(carreier>Admin Allied)) (link www.drdo.gov.in/drdo/whatsnew/admin_allied.pdf).

3. Candidates willing to apply for multiple posts are to submit separate application for each post.


(S R Mohapatra)
Dy Director (Pers-AA-1)
for DG DRDO

Government of India

Defence Research & Development Organisation(DRDO)

Directorate of Personnel (Pers AA1),DRDO Bhawan, Rajaji Marg, New Delhi - 110 105

VACANCY CIRCULAR

Applications 'through proper channel' are invited from eligible candidates for filling up the following posts on deputation or deputation/absorption basis.


Sl No	Name of Post	Pay Level {in corresponding to Pay Band (PB) & Grade Pay(GP)}	No of Post	Mode of recruitment	Normal tenure of deputation	Place of Posting
01.	Additional Chief Construction Engineers	PB-4, Rs. 37400-67000 with GP Rs.8700/-	01	Deputation/ Absorption	03 years	Delhi
02.	Chief Administrative Officer	PB-3, Rs. 15600 - 39100 with GP Rs 7600/-	05	Deputation	One (01) year initially extendable till availability of eligible candidates from the feeder grade.	Ahmednagar Balasore Bangalore Chandigarh Dehradun Delhi Hyderabad Pune, Kochi, Vishakapatnam
03.	Senior Administrative Officer Grade-I	PB-3, Rs.15600 - 39100 with GP Rs 6600/-	10	Deputation	03 years	Agra Balasore Bangalore Chennai Delhi Gwalior Hyderabad
04.	Senior Administrative Officer Grade-II	PB-3, Rs. 15600 - 39100 with GP Rs 5400/-	03	Deputation (including short-term contract basis)	03 years	Kanpur Kochi Kolkata Mysore Pune Vishakhapatnam

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05.	Senior Accounts Officer Grade-I	PB-3, Rs. 15600 - 39100 with GP Rs 6600/-	07	Deputation	03 years	Agra, Ahmednagar Bangalore Chandigarh,
06.	Senior Accounts Officer Grade-II	PB-3, Rs. 15600 - 39100 with GP Rs 5400/-	02	Deputation / Absorption	03 years	Dehradun Delhi Haldwani Hyderabad Kanpur Mysore Pune Tejpur Ahmednagar
07.	Stores Officer	PB-2 9300- 34800 with GP Rs 4600/-	03	Deputation (including short-term contract basis)	03 years	Bangalore Delhi Hyderabad.

1. The details of the post along with eligible criteria for the post are given in Vacancy Circular along with Annexure can be downloaded from the DRDO website i.e. www.drdo.gov.in.

2. The application in prescribed Proforma (available on office website) complete in all respects may be sent Shri S R Mohapatra, Deputy Director, Dte of Personnel (Pers-AA-1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105, within a period of 30 days from the date of circulation/publication of this advertisement.


 (S R Mohapatra)
 Dy Director (Pers-AA-1)
 for DG DRDO

Tele: 011 -2300 7298
Fax: 011 -2301 4576



Registered
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Government of India
Ministry of Defence
Defence Res & Dev Organisation
Directorate of Personnel
Room No266, 2nd Floor,
DRDO Bhawan, Rajaji Marg,
New Delhi - 110 105

08 Sep 2016

To,

All Ministries/ Department of Govt of India

SUB: FILLING OF THE VARIOUS POSTS OF WORKS ADMIN & ALLIED CADRE OF DEFENCE ON DEPUTATION OR ABSORPTION BASIS

Sir,

Applications from eligible candidates are invited for filling up the following posts on deputation/absorption basis.

Sl No	Name of Post	Pay Level {in corresponding to Pay Band (PB) & Grade Pay(GP)}	No of Post	Mode of recruitment	Normal tenure of deputation	Place of Posting
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04.	Senior Administrative Officer Grade-II	PB-3, Rs. 15600 - 39100 with GP Rs 5400/-	03	Deputation (including short-term contract basis)	03 years	Kanpur Kochi Kolkata Mysore Pune Vishakhapatnam
05.	Senior Accounts Officer Grade-I	PB-3, Rs. 15600 - 39100 with GP Rs 6600/-	07	Deputation	03 years	Agra, Ahmednagar Bangalore Chandigarh,
06.	Senior Accounts Officer Grade-II	PB-3, Rs. 15600 - 39100 with GP Rs 5400/-	02	Deputation / Absorption	03 years	Dehradun Delhi Haldwani Hyderabad Kanpur Mysore Pune Tejpur Ahmednagar
07.	Stores Officer	PB-2 9300- 34800 with GP Rs 4600/-	03	Deputation (including short-term contract basis)	03 years	Bangalore Delhi Hyderabad.

2. Number of vacancy may increase or decrease due to administrative reasons. The eligibility conditions for the above posts are given at Annexure-I.

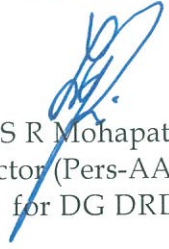
3. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India.

4. It is requested that application (in duplicate and counter-signed by the Cadre Controlling Authority), as per the enclosed proforma(Annexure-II), alongwith photocopies of complete and up-to-date ACRs/ APARs for the last five years (2011-2012 to 2015-2016) of the officers who could be spared in the event of their selection may be sent to Shri S R Mohapatra, Deputy Director, Dte of Personnel (Pers-AA-1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105, within a period of 30 days from the date of

circulation/publication of this circular. Photocopies of the ACRs/ APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.

5. Applications received after the last date or without duly attested copies of ACRs/ APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.
6. Those who have applied in response to our earlier advertisement may submit fresh application in response to present advertisement.

Yours faithfully,


(S R Mohapatra)
Dy Director (Pers-AA-1)
for DG DRDO

Copy to: -

The General Manager-cum-Chief Editor
Employment News, East Block No. IV
Level No.7, RK Puram,
New Delhi- 110 066

with the request to advertise the post in
Employment News on priority and inform
us accordingly. Also a copy of
employment may please be forwarded.

The Secretary to the Govt. of India,
Ministry of Heavy & Public Enterprises,
Deptt of Public Enterprises,
Public Enterprises Bhawan,
Block No. 14,
C G O Complex,
New Delhi- 110 003

Office of the CGDA,
Ulan Batar Road,
Palam, Delhi Cantt- 110 010
All DRDO Labs/ Estts (DRONA)

ELIGIBILITY CONDITIONS FOR THE POSTS.

1. ADDITIONAL CHIEF CONSTRUCTION ENGINEER

QUALITATIVE REQUIREMENTS:

(A) Deputation/Absorption (Civilian Officers)

Civilian Officers of the Organized Engineering Services of the Central Government or other departments or State Government or Public Sector Undertakings:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with five years' regular service in grade rendered after appointment thereto on regular basis in the pay scale of Rs. 15600-39100 plus Grade Pay of Rs. 7600 in PB-3 in the parent cadre or department; and
- (iii) Possessing educational qualification and experience as mentioned at para 1(C)

(B) Deputation / Absorption (Service Officers):

Engineer officers from the services of the rank of Colonel or equivalent or Lieutenant Colonel or equivalent with five years regular service in the rank; and

- (a) Possessing the educational qualifications and experience as prescribed at para 1(C)

(C) Essential educational qualifications and experience :-

- (1) Degree or equivalent in Civil or Electrical or Mechanical or Architecture Engineering from a recognized university or institutions.
- (2) Ten years experience in planning or execution of civil works in a responsible position in a Govt. service or in a semi Govt. or local body.
- (3) Experience in planning or execution of major time-bound projects of workshops or factories or Research Establishments in a responsible position in a Govt service or in a semi Govt or local bdy;

Or

Experience in Estate management in a responsible position in a Govt. service or in a semi Govt. or local body (i.e. encroachments, development, usufructs and litigation and other matters relating thereto) provision of civic amenities for inhabited, estates, arboriculture and environment health, civic taxes and other matters relating therto and expert knowledge of Land Acquisition,

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Law, Land valuation techniques, rules related to negotiated purchase or hiring of immovable property.

Desirable: _Knowledge of Scales of accommodation budget monitoring and quantity surveying.

2. CHIEF ADMINISTRATIVE OFFICER

Officers of the Central or State Government or Union Territories:

(a) (i) Holding analogous posts on regular basis in the parent cadre Department; or

(ii) With five year service in the grade rendered after appointment thereto on regular basis in the scale of Pay of Rs. 15600-39100 with Grade Pay of Rs. 6600 in the Pay Band-3 or equivalent in the parent cadre or Department; and

(b) Possessing following educational qualification and experience:

(i) Degree of a recognized University;

(ii) Ten years experience in Administrative, Establishments or Accounts matters.

3. SENIOR ADMINISTRATIVE OFFICER GRADE-I

Qualitative Requirements:

(A) Officers under the Central or State Governments or Union Territory:

(i) Holding analogous posts on regular basis in the parent cadre or Department; or

(ii) With five years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 15600-39100 plus Grade Pay of Rs. 5400 in PB-3 in the parent cadre or department: and

(B) Possessing following educational qualifications and experience as under: -

Essential:

(i) Degree of recognised University.

(ii) Six-years administration experience in a Government or Semi-Government Organisation or Commercial Organisation of repute.

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Desirable:

- (i) Diploma in Personnel Management from a recognised Institution.
- (ii) Working experience in Scientific or Industrial or Technical Organisation or Departments.

4. SENIOR ADMINISTRATIVE OFFICER GRADE-II

Qualitative Requirements:

- (A) Officers under the Central or State Government or Union Territory or Recognized Research Institutions or Public Sector Undertaking or Semi-Government or Autonomous Organizations or Technical Organization.
 - (i) Holding analogous posts on a regular basis in the parent cadre or department; or
 - (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in the pay of scale of Rs. 9300-34800 plus Grade Pay of Rs. 4800 in PB-2 or equivalent in the parent cadre or department; and
- (B) Possessing educational qualifications and experience as under: -

Essential:

- (i) Degree of recognized University.
- (ii) Three years experience of administration, establishment and accounts work.

Desirable:

- (i) Diploma in Personnel Management or Industrial Relation from a recognised Institution.
- (ii) Working experience in Scientific or Industrial or Technical Organization or Departments.

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5. SENIOR ACCOUNTS OFFICER GRADE-I

Qualitative Requirements:

(a) Officers from the Organised Accounts Department of the Central Government: -

(i) Holding analogous posts on regular basis;

Or

(ii) With five years regular service in the grade of Rs. 8000-13500(pre-revised)

Or

(iii) With eight years regular service in the grade of Rs. 6500-10500 (pre-revised);

and

(b) Possessing experience in Accounts, Management of Finance and Budgeting.

6. SENIOR ACCOUNTS OFFICER GRADE-II

Qualitative Requirements:

(a) Officers from the Organized Accounts Department of the Central Government:

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

Or

(ii) With two years service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 7500-12000 or equivalent in the parent cadre or department;

Or

(iii) With three years service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 7450-11500 or equivalent in the parent cadre or department; and

(b) Possessing at least 5 years experience in Accounts matter.

7. STORES OFFICER

Qualitative Requirements:

Officers under the Central or State Government or Union Territory or Recognised Research Institutions or Public Sector Undertaking or Semi-Government or Autonomous Organisations or Technical Organisation.

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or

- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800 in Pay Band-2 with Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience:
 - (i) Degree of a recognized University.
 - (ii) 3 years' experience in Government or Semi-Government office or in a private concern of repute, in indenting purchases maintenance of technical stores or accounts.

GENERAL NOTES APPLICABLE TO ALL ABOVE POSTS

1: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities, possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to First January two thousand six or (the date from which the revised pay structure based on the sixth CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any upgradation.

4 The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion).

5 Period of deputation including period of deputation in another ex-cadre post held immediately preceding, this appointment in the same or some other Organisation or Department of the Central Government Shall ordinarily not exceed three years. The maximum age-limit for appointment on deputation shall not exceed fifty six years as on the closing date of receipt of applications).

6 Appointment on absorption will be made only after regularization of officer(s) (if any) already holding the post on same terms and conditions or on his/her rendering no objection on for absorption. Till such period the officer will be appointed on deputation basis.

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CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no major/ minor penalties have been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ attested photocopies of ACRs for the last 5 years (2011-2012 to 2015-2016) are enclosed. Photocopies of ACRs have been attested on each page by an officer **not below the rank of Under Secretary or equivalent**.

Signature _____
Name, Designation & Tele of the forwarding Officer
(Office Stamp)

Date:

Place:

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APPLICATION FOR APPOINTMENT TO THE POST OF Addl CCE, CAO, SAO-I, SAO-II, SAcO-I, SAcO-II and SO ON DEPUTATION/ ABSORPTION BASIS IN DRDO, MINISTRY OF DEFENCE

01	Name of the applicant (in Block letters):					
	(a) Complete postal address of the applicant's (with PIN, Tele/ FAX) present office:					
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele/ FAX):					
02	Date of Birth (in Christian Era):					
03	Date of Retirement under Central Govt. Rules:					
04	Educational Qualifications:					
05	Whether Educational and other qualifications/ Experience required for the post are satisfied:					
	(a) Essential:					
	(b) Desired:					
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
07	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:					
	Office	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)
08	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:					
09	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	Whether working under Central Govt? (Yes/ No)					
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:					

12	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:	
13	Total emoluments per month now drawn:	
14	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 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).	
15	Whether belongs to SC/ST	
16	Choice of stations for posting (in order of preference)	
17	Remarks (The candidates may indicate information with regard to : (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	

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.

Signature of the Candidate
Address with mobile No.-----
Date-----

Countersigned
(Employer with Seal)

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UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I _____ undertake that in the event of my selection to the post of _____ in DRDO, on deputation/ absorption/ re-employment basis, I will not withdraw my candidature."

Place : _____

Signature of the Candidate

Date : _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

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