

No. A/26005/2/CAO/DHTI
Government of India
Ministry of Defence
(Office of JS (E/CAO))
Defence Headquarters Training Institute

Dated the 08 Sep 2016

OFFICE MEMORANDUM

**Subject: Filling up of faculty posts of Assistant Directors (05)
on Tenure Basis in the DHTI**

Madam / Sir,

I am directed to say that DHTI proposes to fill up Five Faculty posts (05 Assistant Directors) on tenure basis for a period of 05 years from the date of appointment, from amongst suitable and eligible officers of AFHQ Civil Services. The officers selected shall be entitled to 'Training Allowance' on their Basic Pay at the rates as may be determined by the Government of India from time to time. The eligibility criteria, conditions, qualification and experiences required for respective post and other details are given in Annexure I to V.

2. Applications (in duplicate) of suitable and eligible officers who can be spared immediately in the event of selection, may be sent to the DHTI by 15 Oct 2016
3. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with Bio-data (in duplicate) in the proforma given in Annexure-VI.
4. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in prescribed proforma are liable to be rejected. In case of selection to the post, the officer shall not be permitted to apply for any deputation at least for a period of three years from date of joining. The selection will be made by a Committee constituted for this purpose and finally selected officers will be intimated accordingly.
5. Officer's willing to apply for more than one post may submit separate applications for each post. While forwarding the applications, it may be certified that the particulars furnished by the officer are correct. This may please be given wide circulation in various units of your organizations. Hindi version of the OM will follow.


(Dr. Arvind)
Director, DHTI
Tele 23792441

Encl. Annexure I TO VI

All Branch Coord officers in Army, Navy & Air HQrs / ISOs
CAO/EDP Cell : For uploading on CAO's Website

CAO/EDP

1.	Name of post	: Assistant Director (Office Management & Computer Training)
2.	Number of post	One
3.	Level	: 8, 9 & 10
4.	Grade Pay	: Rs 4800/- / Rs 5400/- (Pre-revised)
5.	Period of tenure	: 5 years
6.	Duties and responsibility of the post	(a) To schedule, organize, direct training programmes and impart training for civilian officers and staff as well as Service Officers/ PBORs working in the three Service HQ/ISOs and MoD; (b) To produce training material, case studies and update it from time to time; and (c) To assist the Director of the Institute in Administrative and Training matters.
7.	Pay & Allowance	Shall be entitled to Basic Pay and Training Allowance thereon as per rates determined by the Govt of India from time to time
8.	Qualification, Experiences and Eligibility	Section Officers of AFHQ Civil Services, preferably in the Level 10, possessing following qualifications:- Essential (a) Degree of a recognised university or equivalent; (b) Practical experience of the Secretariat procedure; and (c) Knowledge of Establishment/Administrative/Financial rules and regulations of the Government. Desirable (a) Experience as a trainer/organising training programme in the area of Office Management or Computer Training; (b) Experience of working in EDP Cell of any Govt. organisation; (c) Experience of handling Cabinet Note/Parliament Question/RTI/Official Language as part of duty; (d) Degree/ Diploma in Computers from a reputed Institute; and (e) Participated in Direct Training Skill (DTS) Programme of DOPT.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.

1.	Name of post	: Assistant Director (Behavioural Training Wing)
2.	Number of posts	: One
3.	Level	: 8, 9 & 10
4.	Grade Pay	: Rs 4800/- / Rs 5400/- (Pre-revised)
5.	Period of tenure	: 5 years
6.	Duties and responsibility of the post	(a) To schedule, organize, direct training programmes and impart training for civilian officers and staff as well as Service Officers/ PBORs working in the three Service HQ/ISOs and MoD; (b) To produce training material, case studies and update it from time to time; and (c) To assist the Director of the Institute in Administrative and Training matters.
7.	Pay & Allowance	Shall be entitled to Basic Pay and Training Allowance thereon as per rates determined by the Govt of India from time to time
8.	Qualification, Experiences and Eligibility	Section Officers of AFHQ Civil Services, preferably in the Level 10, possessing following qualifications:- <u>Essential</u> (a) Degree of a recognised university or equivalent (b) Knowledge of Establishment/Administrative/Financial rules and regulation of the Government. <u>Desirable</u> (a) Experience as a trainer/organising training programme in the area of Behavioural training/Soft Skills; (b) Specialised knowledge of Behavioural Topics (Interpersonal Skills, Communication Skills, Team Building, etc.); (c) Degree/Diploma in Psychology/Management with HR specialisation; and (d) Participated in Direct Training Skill(DTS) Programme of DOPT.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.

