

MINISTRY OF DEFENCE
{Office of the JS & CAO}

Sub : FILLING UP THE FACULTY POST OF DY. DIRECTOR (01) AND ASSISTANT DIRECTORS (03) ON TENURE BASIS IN THE DHTI


Applications are invited to fill up the 01 faculty post of Dy. Director and 03 faculty posts of Asstt Directors in CAO/DHTI on tenure basis for a period of 03 years from the date of appointment, from amongst suitable and eligible officers of AFHQ Civil Service who can be spared immediately in the event of selection.

2. The officer selected shall be entitled to 'Training Allowance' on his 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 the post and other details are given in **Annexure I to IV** to this Note.

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 V** so as to reach this office by **28 Feb 2020**.

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. While forwarding the application, it may be certified that the particulars furnished by the officer are correct. This may please be given wide publicity.


(KVVN Gopala Sarma)
AO, CAO/P-1(A)
27 Jan 2020

Encls: Annexure I & V

All Branch Coord Officers in Army, Navy & Air HQrs/ISOs

CAO/EDP Cell : for uploading on CAO's Website.

Annexure I

1.	Name of Post	Deputy Director (Establishment Wing)
2.	Number of Post	One
3.	Level	11
4.	Grade Pay	Rs. 6600/- (Pre-revised)
5.	Period of tenure	3 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	Dy. Director of AFHQ Civil Service possessing the following educational qualification and experience:- <u>Essential</u> (a) Degree of a recognized university or equivalent. (b) Practical experience in supervisory capacity in dealing with Establishment/Administrative/ Financial Rules and regulation of the Government. <u>Desirable</u> (a) Experience as a trainer/organizing training programme in the area of Establishment/ Recruitment/Manpower planning; (b) Experience of handling Establishment matters, Preparation/Maintenance of Reservation Roster as part of the duty in supervisory capacity; and (c) Participated in Direct Trainer Skill (DTS) Programme of DoP&T.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.

K. Venkatesh

Annexure II

1.	Name of Post	Assistant Director (Office Management & Computer Training Wing)
2.	Number of Post	One
3.	Level	8 & 10
4.	Grade Pay	Rs. 4800/- and Rs. 5400/- (Pre-revised)
5.	Period of tenure	3 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 Service, preferably in the Level 10, possessing the following educational qualifications and experience:- Essential (a) Degree of a recognized university or equivalent (b) Practical experience of the Secretariat procedure; and (b) Knowledge of Establishment/Administrative/Financial Rules and regulation of the Government. Desirable (a) Experience as a trainer/organizing 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 DoP&T.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.

