

MINISTRY OF DEFENCE
{Office of the JS & CAO}

Sub : FILLING UP THE FACULTY POST OF DEPUTY DIRECTOR(03)
AND ASSISTANT DIRECTORS (02) ON TENURE BASIS IN THE DHTI


Applications are invited to fill up the 03 faculty posts of Deputy Director and 02 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 Services 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 V** 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 VI so as to reach this office by **31 May 2021**.

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.


(KVVNV Gopala Sarma)
AO, CAO/P-1(A)
27 Apr 2021

Encls: Annexure I - VI

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 (Financial Management 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 programs 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	Deputy Director of AFHQ Civil Service, possessing the following educational qualifications 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 Financial Management; (b) Experience of handling Defence Procurement/Budgeting/GFR as part of duty in supervisory capacity; (c) Degree/Diploma or specialized course in Finance and; (d) Participated in Direct Training Skill (DTS) Programme of DoP&T.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.

K. Venk

