

VACANCY CIRCULAR

No A/15698/D-12/CAO/R-I

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170, E - BLOCK
DALHOUSIE ROAD
NEW DELHI - 110 011
DATED : 05 Feb 2016**

To

All the Ministries/Depts. Of Govt. of India.
All the Chief Secretaries of State Govts

SUBJECT : FILLING UP OF ONE POST OF DEPUTY MANAGER (PHOTO LITHO) IN ARMED FORCES HEADQUARTERS/INTER SERVICE ORGANISATIONS, MINISTRY OF DEFENCE ON DEPUTATION BASIS (INCLUDING SHORT TERM CONTRACT)

Sir,

I am directed to say that one post of Deputy Manager (Photo Litho) (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Band of ₹ 9300 – 34800 (PB-2) with Grade Pay ₹ 4600 is required to be filled in AFHQ, Ministry of Defence on deputation basis on the following conditions: -

DEPUTATION (Including Short Term Contract)

Officers under the Central Government or State Government or Union Territory administration or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations :-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department ; or
(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay ₹ 9300-34800 plus grade pay ₹ 4200 in Pay Band-2 in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as follows :-
 - (i) diploma in Printing Technology or Photolithography or Lithography from a recognised Institution.
 - (ii) three years practical experience including one year as Supervisor in Photolithography in a printing press or establishment.

2. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. The Period of deputation (including Short Term Contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01 January 2006(The date from which the revised pay structure based on the 6th

Contd....2/..

CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale 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 scale 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.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

Yours faithfully



(ZS KOIRENG)

Deputy Director, CAO/R-I & III
For Joint Secretary (Trg) & CAO

COPY TO:

All Coord Sections of Integrated HQ of MOD(Army)
AIR HQ/PC-1
Integrated HQ of MOD (Navy)/Dte.of Admin
All Coord Section of IS Organs.
All Sections in the Office of the JS (Trg) & CAO
Kendriya Sainik Board
JCB, DRDO, Metcalfe House, Delhi
CAO/P-2 – for information
CAO/EDP Cell : for uploading on the CAO's website.

CURRICULUM VITAE PROFORMA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under :
Central/State Government
Rules
4. Educational Qualifications :
5. Whether Educational and :
other qualifications required for
the post are satisfied.(If any
qualification has been treated
as equivalent to the one prescribed
in the Rules, state the authority
for the same)

Qualifications/
Experience
required

Qualifications/
Experience
possessed by
the officer

- Essential: (1)
(2)
(3)
Desired (1)
(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirement for 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	Post held	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

* Basic Pay & Scale of Pay before 6th CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

