



VACANCY CIRCULAR

No. A/39796/M-3/CAO/R-3

GOVERNMENT OF INDIA

Ministry of Defence

Office of Joint Secretary & Chief Administrative Officer

Room No. 174, 'E' Block, Dara Shukoh Road,
New Delhi-110011

Dated, the 24 Jan 2020

All the Ministries/Deptts of Govt of India

All the Chief Secretaries of State Governments/Union Territories

SUB : FILLING UP OF ONE VACANCY OF MECHANIC (MECHANICAL) IN THE INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY, AIR), DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATION IN MINISTRY OF DEFENCE ON DEPUTATION BASIS.

Sir/Madam,

I am directed to state that **one** vacancy in the grade of Mechanic (Mechanical) (General Central Service, Group 'C', Non-Gazetted, Non-Ministrial) in Level 4 in the Pay Matrix, is required to be filled in the Integrated Headquarters of Ministry of Defence (Army, Navy, Air), Defence Staff Headquarters and Inter Service Organisation in Ministry of Defence on deputation on the following conditions :-

Deputation

Officers of the Central Government or State Government or Union territories Administration :

- (a) (i) holding analogous posts on regular basis; or
(ii) with eight years' regular service in level-2 in the pay matrix or equivalent; and
- (b) possessing the following educational qualifications and experience:
 - (i) 10th pass from a recognised Board or Institution.
 - (ii) Trade Certificate from a recognised Industrial Training Institute.

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(iii) One year experience as a Mechanic in a well established Engineering firm or a Printing establishment.

(iv) Must possess knowledge or ability of mechanism, repair, maintenance, operation and installation of machines used in the Printing industry (other than Lino or Mono and casting machines) and ability to read and understand technical literature and write names of spare parts.

2. **Job Profile** :- Brief particulars of duties assigned to the post of Mechanic (Mechanical) in the Integrated Headquarters of Ministry of Defence (Army, Navy, Air), Defence Staff Headquarters and Inter Service Organisation in Ministry of Defence are as under :-

(i) Responsible for proper working of all machines.

(ii) To operate, erect and repair all kinds of machines in the press and those in workshop.

(iii) To give required out-turn quantity of work, maintain quality.

3. 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, deputationists shall not be eligible for consideration for appointment by promotion.

4. The Period of deputation including the 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 by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and condition laid down in Department of Personnel & Training No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. It is requested that the applications (**in duplicate**) in the enclosed proforma alongwith the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (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 Administrative Officer, CAO/R-III, O/o JS & CAO, Ministry of Defence, 'E' Block, Room No. 174, Dara Sukoh Road, New Delhi 110011 within 60 days of the date of publication of this advertisement. **Applications received late or without the ACRs/APRs, Integrity Certificate, Cadre Clearance and Vigilance Certificate or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A separate certificate is also required to be furnished by Cadre Controlling Authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

5. The Curriculum Vitae Proforma can also 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)
Dy Director (R-I & R-III)
for Joint Secretary & CAO

Copy to :-

All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of MoD(Air)/AIR HQ/PC-1
Integrated HQ of MoD(Navy)/Dte of Admin
All Coord Sections of IS Orgns
All Sections of the Office of JS & CAO
CAO/EDP

CAO/P-2(B) - for information w.r.t your Note No. A/25267/DR/CAO/P-2 (B) dated 26 Dec 2019.

