



VACANCY CIRCULAR

No. A/51363/Section Holder/S-16/CAO/R-III

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF THE JOINT SECRETARY & CHIEF ADMINISTRATIVE OFFICER

Room No. 174, 'E' Block
Dara Sukoh Road,
New Delhi-110011
Dated, the 09 Apr 2019

To,
All the Ministries/Deptts of Govt of India

SUB : FILLING UP OF TWO POSTS OF SECTION HOLDER (BINDING)
IN AFHQ/ISOs IN MINISTRY OF DEFENCE ON DEPUTATION
BASIS

Sir,

I am directed to say that two posts of Section Holder (Binding) are required to be filled in AFHQ/ISOs, Ministry of Defence on deputation basis. The details of the post are as under:-

Sl No.	Post & Classification :	Eligibility Condition :
01	Section Holder (Binding) (No. of Vacancies-02) General Central Service, Group 'C', Non-Gazetted, Non-Ministrial, Pay Scale Rs. 4500-125-7000 (Pre-revised as per 6 CPC) Pay Band 1 Rs. 5200-20200 with Grade Pay Rs. 2800/- (Pre-revised as per 7 th CPC)	<u>Deputation :-</u> Officers under Central Government (a) (i) Holding analogous posts on regular basis; or (ii) holding posts in the pay scale of Rs. 4000-6000 (pre-revised) or Pay Band 1 Rs. 5200-20200 with Grade Pay Rs. 2400/- (Pre-revised) or equivalent with 5 years regular service in the grade; and

		<p>(b) possessing the educational qualification:-</p> <p>(i) Matriculation or equivalent qualification from a recognized University/Board.</p> <p>(ii) Diploma (Three years course) in Printing and Binding from recognized School of Printing; OR</p> <p>Trade Certificate of Successful Completion of Apprenticeship training under Apprenticeship Act, 1961 (52 of 1961) as amended from time to time and two years' experience of the trade.</p> <p>OR</p> <p>Five years' experience of the trade.</p> <p><u>Job Profile :-</u></p> <p>Responsible for proper supervision and execution of work in the Binding Section. To assess the quality of paper and binding material etc, required for use and indent the same from stores. To maintain progress register of jobs received and ensure timely delivery as scheduled.</p>
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2. The departmental officers in the feeder category who are in the 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 the 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 exceed three years. The maximum age limit for deputationists in 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.

4. 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.

6. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, under their administrative Control.

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 Ministry of Defence (Air) PC Coord
Integrated HQ of Ministry of Defence (Navy)/DOA (Civ)
All Coord Sections of Inter Service Organisations
All Sections of the Office of JS & CAO

CAO/P-2 - for information w.r.t your Note No. A/25267/DR/CAO/P-2 (B) dated 13 Mar 2019.

