

VACANCY CIRCULAR

No A/49792/S-25/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 : 15 Feb 2016

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

SUBJECT: FILLING UP OF TWO VACANCIES IN THE GRADE OF SENIOR RECEPTION OFFICER IN SECURITY OFFICE, MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) OR ABSORPTION

Sir,

I am directed to say that a Two vacancies in the grade of Senior Reception Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the pay scale of ₹ 9300-34800(PB-2) with Grade Pay ₹ 4200, are required to be filled in Security Office, Ministry of Defence on deputation (including short term contract) or absorption basis on the following conditions :-

DEPUTATION/ABSORPTION

Officers of the Central or State Government or Union Territory administration :-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department ; or
- (ii) with six years service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-1, Rs 5200-20200 plus Grade Pay Rs 2800/- or equivalent in the parent Cadre or Department ; or
- (iii) with ten years service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-1, Rs 5200-20200 plus Grade Pay of Rs 2400/- or equivalent in the parent Cadre or Department ; and
- (b) possessing the following educational qualifications and experience, namely :-

ESSENTIAL:

- (i) degree of a recognised university.
- (ii) two years experience in general administration in Government Departments.

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 short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately

preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. 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. The maximum age limit for appointment by deputation(including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

5. 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 Sixth Central Pay Commission recommendation has been extended), shall be deemed to be service rendered in the corresponding Grade pay or Pay Scale extended 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 grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

6. 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.

7. 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)
Integrated HQ of MoD(Air Force)/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
Security Office, Min of Defence
CAO/P-2 – for information.
CAO/EDP – for uploading on the website of CAO's office.

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.

