

E-DP



VACANCY CIRCULAR

No A/49819/S-29/CAO/R-1

GOVERNMENT OF INDIA
Ministry of Defence
Office of Joint Secretary & Chief Administrative Officer

Room No 170, E-Block, Dara Shukoh Road
New Delhi – 110 011.

Dated: 11/ Dec 2019

All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF ONE VACANCY OF SUPERVISOR IN SECURITY OFFICE IN MINISTRY OF DEFENCE, NEW DELHI ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) OR ABSORPTION.

Sir/Madam,

I am directed to state that **one** vacancy in the grade of Supervisor, (General Central Service, Group 'B', Gazetted, Non-Ministerial), Level-7 in the Pay Matrix, is required to be filled in Security Office, Ministry of Defence, New Delhi on Deputation (including short term contract) or Absorption on the following conditions :-

Deputation (Including short term contract) :

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

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-6 in the Pay Matrix or equivalent in the parent Cadre or Department; and

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- (b) Possessing the following educational qualifications and experience :

Essential :

- (i) Degree of a recognised University.
- (ii) Three years' experience in general administration in Government Departments.

2. Job Profile : Brief particulars of duties assigned to the post of Supervisor, Security Office, Ministry of Defence are as under:-

- (a) Training and supervision of the work of Reception Officers.
- (b) Liaison with different Ministries and their Security Officers.
- (c) To issue monthly passes to officials and non-officials.

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, deputationist shall not be eligible for consideration for appointment by promotion.

4. 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 Organisation 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. The maximum age limit for appointment by transfer on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

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 of last five 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 this office within **60** days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.**

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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-1 & 3
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 Section of IS Orgns.
All Sections in the Office of the JS & CAO
CAO/P-2
CAO/EDP

