

VACANCY CIRCULAR

No. A/51366/DEO-D/D-8/CAO/R-III

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF THE JOINT SECRETARY (E/CAO)

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

Dated, the 08 Dec 2016

To

All the Ministries/Deptts. Of Govt of India
All the Chief Secretaries of State Govts
The Chief Secretaries of Union Territories

**SUBJECT : FILLING UP OF EIGHT POSTS OF DATA ENTRY OPERATOR GRADE 'D'
IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (AIR) ON
DEPUTATION INCLUDING SHORT TERM CONTRACT BASIS.**

Sir,

I am directed to say that **eight posts** of Data Entry Operator, Grade 'D' are required to be filled in the Integrated Headquarters of Ministry of Defence (Air), on deputation including short term contract basis. The details of the post are as under :-

Post & Classification : Data Entry Operator, Grade 'D',
General Central Service, Group 'B',
Non-Gazetted, Non-Ministerial

Pay Scale (Pre-revised) : Pay Band 2 ₹ 9300-34800 (Grade Pay ₹ 4200/-)

Eligibility Condition : **Deputation (Including Short Term Contract) :-**

Officers under the Central Government or State Government or Union Territory Administration **or** Universities or recognized Research Institutions **or** Public Sector Undertakings or Semi Government **or** Statutory or Autonomous Organizations:-

(A)(i) holding analogous posts on regular basis in the parent cadre or department;

OR

(ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay (Pre-revised) ₹ 5200- 20200 plus Grade Pay of ₹ 2800/- in Pay Band-1 in the parent cadre or department.

contd.....p/2

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 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 (E/CAO), Ministry of Defence, E Block, Room No. 174, Dalhousie Road, New Delhi 110011 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.** 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.**

7. The Curriculum Vitae Proforma can also be downloaded from our website www.caomod.gov.in.

8. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Universities, recognized Research Institutions, Public Sector Undertakings, Semi-Government or Statutory or Autonomous 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 (E/CAO)

Copy to :-

All Coord Sections of Integrated HQ of MOD (Army)

Integrated HQ of Min of Defence (Air) PC Coord

Integrated HQ of Min of Defence (Navy)/DOA(Civ)

All Coord Sections of Inter Service Organisations

All Sections of the Office of JS (Trg) & CAO

CAO/P-2 - for info w.r.t your Note No. A/25347/CAO/P-2 dated 21 Nov 16.

(जेड. एस. कोइरेंग/Z.S. Koireng)
उप निदेशक (भर्ती-1 एवं भर्ती-2)
Dy. Director (R-1 & R-3)
संयुक्त सचिव (स्था/सु.प्र.अ.) का कार्यालय
Office of the JS (E/CAO)
रक्षा मंत्रालय, भौदे दिल्ली-110011
Ministry of Defence, New Delhi-110011

ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA

[For Appointment by Deputation]

1. Name and Address (in Block Letters) : _____
2. Date of Birth (in Christian era) : _____
3. (i) Date of entry into service : _____
(ii) Date of retirement under Central / State Government Rules : _____
4. Educational Qualification : _____
5. Whether Educational and other qualification : _____
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 as mentioned in the advertisement/ vacancy circular	Qualification/ experience Possessed by the officer
Essential (A) Qualification (B) Experience	Essential (A) Qualification (B) Experience
Desirable (A) Qualification (B) Experience	Desirable (A) Qualification (B) Experience

- 5.1 **NOTE** - This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the **Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the *Employment News*.
- 5.2 In the case of Degree and Postgraduate Qualification Elective/ main subjects and subsidiary subject may be Indicated by the candidate.
6. Please state clearly whether in the light of : _____
entries made by you above, you meet the requisite Essential Qualification and work experience of the post.
- 6.1 **NOTE** - Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.
7. Details of Employment, in chronological order, **Enclose a separate sheet duly authenticated by you signature, if the space below is insufficient.**

Office / Institution	Post held on Regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighted experience required for the post applied for

