

No.A-12018/3/2016-D(Estt./Gp.I)-Vol.II  
Government of India  
Ministry of Defence

Room No.319-A, B Wing, SenaBhavan  
New Delhi-110 105, November , 2018

**OFFICE MEMORANDUM**

Subject: Filling up of the post of Planning Officer (System) & Planning Officer (Defence) in the Ministry of Defence on deputation basis.

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The undersigned is directed to say that it is proposed to fill up one (1) post of Planning Officer (System) & one (1) post of Planning Officer (Defence) in the Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I & Annexure-II. In case a civilian officer is selected, his pay will be regulated in accordance with DOP&T OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time. Terms and Conditions of deputation of service officers, if selected will be regulated in accordance with instructions issued, from time to time, by the concerned authority.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Annexure-III [for PO(System)] & Annexure-IV [for PO(Defence)], requisite certificate in the prescribed proforma and up to-date C.R. Dossier (or clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, if original is not available) will be considered.

3. It is requested that applications (in duplicate) of eligible officers, who are willing to be considered for the post and who could be spared, may be sent (through proper channel) to this Ministry at the following address within two months from the date of publication of the advertisement in Employment News/Rozgar Samachar.

**Under Secretary  
D(Estt./Gp.I)  
Room No.319-A, 'B' Wing, 3rd Floor  
Sena Bhavan  
New Delhi-110 011**

4. Applications received after the due date or which is not in the prescribed format or without requisite documents will not be considered.

  
(Parveen Dudeja) 27/11/18  
Under Secretary to the Government of India  
Tel: 2301 2846

To

1. All Ministries/Departments of Government of India
2. Chief Secretaries of all State Govts/Union Territories
3. DoP&T( With the request to place this vacancy on their website)
4. ✓ D(IT), Ministry of Defence (With the request to place this vacancy on the website of MoD)
5. All Sections in the Ministry of Defence and MoD (Finance)
6. Office of the JS(Trg) & CAO

Copy to Office of:

VCOAS, Room No. 196, South Block, New Delhi.	}	For wide circulation of this OM.
VCAS, Room No. 529, Vayu Bhawan, New Delhi.		
VCNS, Room No. 192-A, South Block, New Delhi.		

**Eligibility conditions for the post of Planning Officer (System) in the Ministry of Defence**

1. Post : Planning Officer (System) in the Ministry of Defence(Sectt.) (General Central Services, Group 'A'- Gazetted, Non-Ministerial)
2. Level in Pay Matrix
  - For Civilian Officers : Level-12 in the pay matrix (Rs. 78800/- to 209200/-) for civilian officers.
  - For Service Officers : Level 12-A in the pay matrix (Rs. 116700/- to 210700/-) plus military service pay admissible to the Officers of the rank of Lieutenant Colonel for Service Officer.

3. Mode of Recruitment & Eligibility Conditions:

Deputation

**Central Government Officers:**

- i) Holding analogous post on regular basis in the parent cadre or Department; or
- ii) With 5 years' regular service in post in level 11 in the pay matrix (Rs. 67700/- -208700/-) or equivalent in the parent cadre or department; or
- iii) Officers Holding Rank of Lieutenant Colonel in Level-12A In the Pay Matrix plus Military Service Pay admissible in the Defence Services; And

**Experience Required:**

Essential:

An engineering graduate in the field of Electronics, Communication, Electrical having five years working experience on capital procurement procedures of Defence related operational equipment or system.

Desirable:

Three years' experience in procurement of items relating to communication intelligence, signal intelligence and electronic intelligence.

4. Deputation/Re-employment for Armed Forces Personnel:

The Armed Forces Personnel of the rank of Lieutenant Colonel, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputation as mentioned above shall also be considered. If selected, such officers will be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis.

5. Period of Deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 4 (four) years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

Eligibility conditions for the post of Planning Officer (Defence) in the Ministry of Defence

1. Post : Planning Officer (Defence) in the Ministry of Defence(Sectt.) (General Central Service, Group 'A'- Gazetted, Non-Ministerial)
2. Level in pay matrix
  - For Civilian Officers : Level-12 in the pay matrix (Rs. 78800/- to 209200/-) for civilian officers.
  - For Service Officers : Level 12-A in the pay matrix (Rs. 116700/- to 210700/-) plus military service pay admissible to the Officers of the rank of Lieutenant Colonel for Service Officer.
3. Mode of Recruitment & Eligibility Conditions:

(A) Deputation:

**Central Government Officers**

- i) Holding analogous post on regular basis in the parent cadre or Department; or
- ii) With 5 years' regular service in level 11 in the pay matrix (Rs 67700- 208700) or equivalent in the parent cadre or department; or
- iii) Officers Holding Rank of Lieutenant Colonel in Level-12A In the Pay Matrix plus Military Service Pay admissible in the Defence Services; And

**Experience Required:**

Essential:

Graduate Degree with five years experience in policy issues relating to defence strategy or planning, undisarmament issues, multilateral defence cooperation, financial and administrative support for defence think tank (Institute For Defence Studies And Analysis), Parliament questions and audit Matters, examination of issues relating to Defence planning and structures in reports of task forces, committee etc.

Desirable:

Three years' experience in work relating to defence policies or finalization of defence plans.

4. Deputation/Re-employment for Armed Forces Personnel:

The Armed Forces Personnel of the rank of Lieutenant Colonel, who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience prescribed for deputation as mentioned above shall also be considered. If selected, such officers will be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis.

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PART-ABIO-DATA OF PERSONS SPONSORED FOR THE POST OF PLANNING OFFICER (SYSTEM) IN THE MINISTRY OF DEFENCE

1. Name and Address :  
(in Block Letters)
2. Date of birth :  
(Completed years of age)
3. Date of retirement/ In case of Armed Forces Personnel, the date of retirement/transfer to reserve :
4. Designation :
5. Office where working :
6. Level in Pay Matrix :
7. (a) Service & Batch to which belongs :  
(b) Substantive appointment held, if any :
8. Educational Qualifications :
9. Whether Qualifications/experience 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
A. For Central Govt. Officers i) Holding analogous post on regular basis in the parent cadre or Department; or ii) With 5 years' regular service in post in level 11 in the pay matrix (Rs. 67700/- - 208700/-) or equivalent in the parent cadre or department; or iii) Officers Holding Rank of Lieutenant Colonel in Level-12A In the Pay Matrix plus Military Service Pay admissible in the Defence Services; And	Yes/No
B. If so, since when <sup>s</sup>	

C. Essential experience	
i) Whether engineering graduate in the field of Electronics, Communication, Electrical; And	Yes/No
ii) having five years working experience on capital procurement procedures of Defence related operational equipment or system.	Yes/No
D. If so, indicate the no. of years of experience [w.r.t. C(ii)] <sup>§</sup>	
E. Desirable (indicate the no. of years also)	
(i) Experience in procurement of items relating to communication intelligence, signal intelligence and electronic intelligence. <sup>§</sup>	Yes/No No of Years.....Months.....

<sup>§</sup>Mandatory Fields

10. Particulars of service, 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 and Basic Pay	Nature of Duties (in detail)

11. Nature of present employment i.e. :  
Ad-hoc or Temporary or Permanent.

12. In case the present employment is :  
Held on deputation/contract basis  
Please state.:

(i) the date of initial appointment :

(ii) Period of appointment on deputation/  
Contract :



(iii) Name & Address of the parent office/ Organization to which you belong :

13. Additional information, if any, which You would like to mention in support Of your suitability for the post. :

(This among other things may provide Information with regard to

(i) additional academic qualification :

(ii) professional training and :

(iii) work experience over and above Prescribed in the advertisement :

14. Whether belongs to Scheduled Caste/ Scheduled tribe :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date :

(Signature of the Applicant)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel/Mob. No.: \_\_\_\_\_

e-mail: \_\_\_\_\_

**PART-B**  
**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE**  
**APPLICANT**

Office/Ministry/Department .....

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years.	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether integrity certificate enclosed.	Yes/No
3.	Whether original ACRs for the past 5 years/ clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

**CERTIFICATE**

Certified that Shri/Smt./Km. \_\_\_\_\_ \*is a Central Govt. Officer holding analogous post on regular basis/\*is a Central Govt. Officer with 5 years regular service in level 11 in the pay matrix (Rs.67700/-208700/-) or equivalent in the parent cadre or department or an officer of the rank holding rank of Lt. Col. In level 12-A in the pay matrix plus military service pay admissible in the Defence Services. Also certified that the particulars given by the applicant in Annexure-I/ Annexure II (Part-A) are correct.

Date:

(Signature of the forwarding authority)

Office:

Seal:

(\*) Strike out whichever is not applicable.

PART-ABIO-DATA OF PERSONS SPONSORED FOR THE POST OF PLANNING OFFICER (Defence) IN THE MINISTRY OF DEFENCE

1. Name and Address :  
(in Block Letters)
2. Date of birth :  
(Completed years of age)
3. Date of retirement/ In case of Armed Forces Personnel, the date of retirement/transfer to reserve :
4. Designation :
5. Office where working :
6. Level in Pay Matrix :
7. (a) Service & Batch to which belongs :  
(b) Substantive appointment held, if any :
8. Educational Qualifications :
9. Whether Qualifications/experience 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
A. For Central Govt. Officers  i) Holding analogous post on regular basis in the parent cadre or Department; or  ii) With 5 years' regular service in post in level 11 in the pay matrix (Rs. 67700/- - 208700/-) or equivalent in the parent cadre or department; or  iii) Officers Holding Rank of Lieutenant Colonel in Level-12A In the Pay Matrix plus Military Service Pay admissible in the Defence Services; And	Yes/No
B. If so, since when <sup>s</sup>	

C. Essential experience	
i) Whether graduate  And  (ii) having five years experience in policy issues relating to defence strategy or planning, undisarmament issues, multilateral defence cooperation, financial and administrative support for defence think tank (Institute For Defence Studies And Analysis), Parliament questions and audit Matters, examination of issues relating to Defence planning and structures in reports of task forces, committee etc.	Yes/No   Yes/No
D. If so, indicate the no. of years of experience [w.r.t. C(ii)] <sup>s</sup>	
E. Desirable (indicate the no. of years also)	
(i) Experience in work relating to defence policies or finalization of defence plan. <sup>s</sup>	Yes/No  No of Years.....Months.....

<sup>s</sup>Mandatory Fields

10. Particulars of service, 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 and Basic Pay/Less	Nature of Duties (in detail)

11. Nature of present employment i.e. :  
Ad-hoc or Temporary or Permanent.

IV-3  
(iii) Name & Address of the parent office/ :  
Organization to which you belong

13. Additional information, if any, which :  
You would like to mention in support  
Of your suitability for the post.

(This among other things may provide  
Information with regard to

(i) additional academic qualification :

(ii) professional training and :

(iii) work experience over and above :  
Prescribed in the advertisement

14. Whether belongs to Scheduled Caste/ :  
Scheduled tribe

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date :

(Signature of the Applicant)

Address: \_\_\_\_\_

\_\_\_\_\_

Tel/Mob. No.: \_\_\_\_\_

e-mail: \_\_\_\_\_

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**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE**  
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(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether integrity certificate enclosed.	Yes/No
3.	Whether original ACRs for the past 5 years/ clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

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Date:

(Signature of the forwarding authority)

Office:

Seal:

(\* ) Strike out whichever is not applicable.