

F.No. 12(3)/2019/D(Coord/DDP)
Government of India
Ministry of Defence
Department of Defence Production

Room No. 90
'B' Block Hutments, New Delhi
18 Mar 2019

OFFICE MEMORANDUM

**SUBJECT : FILLING UP THE POST OF DIRECTOR (P&C) IN THE
DIRECTORATE OF PLANNING & COORDINATION UNDER
THE DEPARTMENT OF DEFENCE PRODUCTION - ISSUE
OF VACANCY CIRCULAR**

The undersigned is directed to say that it is proposed to fill up one post of Director (P&C) in the Directorate of Planning & Coordination under the Department of Defence Production in the Pay Level 13 or 14 (with NFU grade), (Previously Pay Scale as per VI CPC being in Pay Band IV Rs 37,600 – 67,000) on deputation basis. **However, in so far as applicants from serving Armed Forces Officers are concerned, keeping in view the establishment norms for the post of Dir(P&C), the applicant officer should be holding the regular/substantive post of Brigadier/Air Commodore/Commodore from Army, Air Force and Navy respectively.** The nature of duties of the post and other particulars including eligibility conditions are given in Annexure – I. Applications from eligible officers are invited through this OM. The pay and other conditions of service of the selected officers (Civilian Officers) will be regulated in accordance with DOP&T OM No. 2/29/91-Estt(Pay-II) dated 05th January 1994, as amended from time to time.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with

- a. bio-data in the prescribed proforma at Annexure – II;
- b. The CR dossier of the officer with ACRs/APAR of at least last five years or clear photocopies of the CRs of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer with a **certificate that no "Adverse remarks" remain in the CRs for last five years;**
- c. cadre clearance,
- d. Vigilance Clearance; and statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years;
- e. they should not be more than 55 years of age on closing date of the application; and
- f. a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

3. All Ministries/Departments/Service Headquarters are requested to forward the applications of willing and eligible officer in the prescribed proforma to Shri Sanjay Jaju, Joint Secretary (DIP), Department of Defence Production, Ministry of Defence, Room No. 135-A, South Block, New Delhi – 110 011. Application not accompanied with the required certificates/documents stated in para 2 above will not be entertained. Last date for receipt of application is 45 days from the date of issue of this OM.

4. All addressees are requested to give wide publicity to this circular. **Service HQrs as well as OFB are also requested to upload/advertise the above vacancy circular on their respective websites. The same is also being uploaded by this Dte on the website of Department of Defence Production, Ministry of Defence www.ddpmod.gov.in under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of Dir(P&C) in Directorate of Plg & Coord, DDP".**



(Ranbir Singh Ghanghus)
Wg Cdr
DPO(G)

Distribution:

1. IHQ of MoD (Army)
MS Branch/MS-3B
South Block, New Delhi
2. Air HQ/JDPO-1(Dep), VB
Room No-343, New Delhi – 11
3. NHQ/DOP, 'C' Wing
Sena Bhawan, New Delhi- 11
4. Director G & HRD
OFB, 10-A, SK Bose Road
Kolkata-700001
5. All Ministries/Deptt of Govt of India (Through DDP's website)
6. DRDO (Dir/Personnel),
DRDO Bhawan
7. DGQA/Adm-4, 'G' Block
New Delhi – 11
8. Cadre Controlling Authority:-
 - (i) Under Secretary, CS-I
Division, DOPT, 2nd Floor
Loknayak Bhawan
New Delhi
 - (ii) Dir (E), 'B' Wing
Sena Bhawan
 - (iii) P-1, JS (Trg) & CAO, 'E'
Block, New Delhi – 11
9. The General Manager-cum Chief
Editor, Employment News
East Block-IV, Level-7
RK Puram, New Delhi-66
10. All Defence PSUs
11. NIC (Defence) Coordinator - The vacancy circular is being emailed for uploading the same on DDP's website as per para 4 of the aforesaid vacancy Office Memorandum.

ANNEXURE – I

1. Name of the post : Director (Planning & Coordination)
2. Number of Posts : One
3. Classification of post: Civilian in Defence Services, Group 'A' Gazetted
4. Pay Scale : Pay Level 13 or 14(with NFU grade), (Previously Pay Scale as per VI CPC being in Pay Band IV Rs 37,600 – 67,000)
5. Age Limit : 55 years of age on closing date of the application.
6. Eligibility Conditions for appointment on deputation basis :

Civilian Officers

A. Suitable officers of All India Services or officers or officers holding analogous posts in Central or Civil Services Class I.

or

B. Officers holding analogous posts in Defence Research & Development Service, IOFS, DGQA & Defence Forces.

Service Officers

Service Officers holding substantive post of post of Dir(P&C) the applicant officer should be holding the regular/substantive post of Brigadier/Air Commodore/Commodore from Army, Air Force and Navy respectively.

7. Terms of Deputation :

(a) **The period of deputation, as per existing Recruitment Rules of the Dte of P&C for the post Dir(P&C), shall not ordinarily exceed five (5) years,** which may be extended in public interest as per rules on the subject. For computing the total period of deputation, the period of deputation, including the period of deputation in any other ex-cadre post, held immediately preceding this appointment shall also be taken into account.

(b) The pay of the officer selected on deputation will be regulated as per existing government orders/instructions. Service Officers on deputation shall continue to draw their pay and allowances from respective CDAs in the case of selection.

(c) The officer applying for the above deputation post must have a residual service of 05 years with effect from the date of issue of this vacancy circular.

8. Place of Posting : New Delhi

9. Period of deputation: 05 (Five years) as per Recruitment Rules

10. **Job Description of the Post of Dir(P&C), HoD, Dte of Planning & Coordination:**

(a) The post of Director (Planning & Coordination) constitutes a focal appointment under the Department of Defence Production. As per duties of the Dte revised/updated recently, Dir(P&C) acts as coordinator between the user, the designer and the production agencies for all indigenously developed and productionised equipments. Director(P&C), is primarily responsible to look after works relating to

(i) Inputs on categorisation for procurement of capital equipment from the perspective of Deptt of Defence Production.

(ii) Indigenous Defence manufacturing, Make in India, Defence Production Board

(iii) Issues related to Make-I/Make-II of Capital acquisition and

(iv) Implementation of various aspects of Defence Production Policy.

(v) Evaluation of performance of various Defence Public Sector Undertakings.

(b) Various divisions under Dte of P&C functionally report to the respective JSs, through Dir(P&C), like JS (Land System) for Ordnance Factories projects, JS(P&C) for missiles and electronics projects, JS (Naval System) for all Naval projects, JS(Aero System) for capital acquisition of Aero System Projects and JS(DIP) for issues related to Make in India, Monitoring of Projects under Make-I/Make-II of capital acquisition, Implementation of Defence Production Policy, and innovations in Defence sector. The Dte is also responsible for the work related to the Defence Production Board and International Cooperation. The work related to the Annual Acquisition Plan of the Services is coordinated by the Dte of Planning and Coordination from the Defence Production side. The work is technical in nature and needs quick build-up of reliable background material in various disciplines of Defence Production.

(c) In this connection, Director (P&C) has to keep himself abreast of advancements in the technology of weapons and equipment. He also prepares and continually updates the Defence Plan on the production side, in consultation with the Production Unit and the Users, Director (P&C) maintains close liaison with the Services, anticipating their future requirements and plans how far they can be met from within existing capacities and how far the setting up of new capacities will be justified, keeping in view the budget resources on the one hand and the priority allocated by the users on the other.

ANNEXURE-II**BIO-DATA PROFORMA**
(Application for the post of Dir(P&C))

1. Name & address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under :
Central/State Govt Rules
4. Educational Qualifications :
5. Whether Education and other :
Qualification required for the post
are satisfied (if any qualifications
have been treated as equivalent
to the prescribed in the rules, state the
authority for the same).

Qualifications/experience required

Qualification/experience
Possessed by the OfficerEssential: (a)
(b)
(c)Desirable (a)
(b)

6. Please state clearly whether in the :
light of entries made by you above,
you meet the requirements of 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/ Organisation	Post Held	From	To	Scale of Pay and basic pay	Nature of duties
(a)	(b)	(c)	(d)	(e)	(f)

8. Nature of present employment
i.e. Ad-hoc or Temporary or
Quasi-permanent or Permanent.

9. In case the present employment is :
held on deputation/contract basis,
please state.
(a) The date of initial appointment
(b) Period of appointment on deputation/contract
(c) Name of the parent office/organization
to which you belong.
10. Additional Details about Present employment.
Please state whether working under:

(a) Central Government
(b) State Government
(c) Autonomous organization
(d) Government Undertaking
(e) University
11. Are you in revised scale of pay? If yes,
give the date from which the revision took place
and also indicate the pre-revised pay drawn:
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would
like to mention in support of your suitability for
the post. Enclose a separate sheet, if the space
is insufficient.
14. Whether belong to SC/ST:
15. Remarks.

Signature of the Candidate

Address -----

Dated: -----

Certificate to be given by the Employer while forwarding the application

Certified that the particulars furnished above by Shri/Smt/Kum _____
Designation _____ have been verified from the service records and
found correct. It is also certified that no vigilance is pending or contemplated against
Shri/Smt/Kum _____ and his/her integrity is beyond doubt.

Also certified that :

- (i) There is no disciplinary/vigilance case either pending or contemplated against him/her.
- (ii) His/her complete Dossier/ACRs for the last 5 years duly attested on each page by an officer not below the rank of an Under Secretary to the Government of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) *No major/minor penalties have been imposed on him/her during the last 10 years.
- (v) *List of major/minor penalties imposed during the last 10 years is enclosed.

*Strike out whichever is not applicable

Place :

Signature of Employer with Stamp and date

Date :

Address

List of enclosures :