

दूरभाष011 : -23007872

फैक्स 23014576-011 :

भारत सरकार, रक्षा मंत्रालय  
रक्षा अनुसंधान तथा विकास संगठन  
कार्मिक निदेशालय, कार्मिक एए।  
266, 'ए' खण्ड, डी आर डी ओ भवन  
राजा जी मार्ग नई दिल्ली- 110 011



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Government of India  
Ministry of Defence

Defence Research & Dev. Orgn.  
Directorate of Personnel (Pers-AA1)  
266 'A' Block, DRDO Bhawan,  
Rajaji Marg, New Delhi - 110 011

DOP /AA1/68066/Depu/Security/2021

28 Apr 2021

To,

All Ministries/ Department of Govt of India

**SUB: FILLING OF CHIEF SECURITY OFFICER AND SECURITY OFFICER IN DRDO, MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)/RE-EMPLOYMENT BASIS**

Sir,

Applications from eligible candidates are invited for filling up the following posts on deputation(including short term contract)/re-employment basis.

Sl No.	Name of Post	Pay Level	No of Vac	Mode of Recruitment	Normal tenure of deputation	Place of posting
(i)	Chief Security Officer (Gp 'A', Gazetted, Non-Ministerial)	PL 11	02*	Promotion failing which by deputation (ISTC)/ re-employment of armed forces personnel	3 years	Anywhere in India
(ii)	Security Officer (Gp 'B', Gazetted, Non-Ministerial)	PL 7	15*		3 years	

\*Number of vacancies may be changed at the time of selection.

- The eligibility conditions for the above posts are given in Annexure-I.
- The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India from time to time.
- It is requested that application (in duplicate and counter-signed by the Cadre Controlling Authority), as per the enclosed (Annexure-II), alongwith photocopies of completed and up-to-date APARs for the last five years (2013-14 to 2018-19) of the officers who could be spared in the event of their selection may be sent to Shri Pravin Kumar Das, Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2<sup>nd</sup> Floor, DRDO Bhawan, New Delhi-110105, within a period of 60 days from the date of

circulation/publication of this circular. Photocopies of the APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.

5. Applications received after the last date or without duly attested copies of ACRs/APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

6. It is also requested that the applicant must also apply online on the website of UPSC i.e. <https://www.upsc.gov.in/vacancy-circular>.



(Pravin Kumar Das)  
Dy Dir.(Pers AA-1/ DOP)  
for Chairman DRDO

**Copy to: -**

✓ Asstt Director  
Advt Section, Employment News  
Ministry of Information & Broadcasting  
Room No. 764  
Soochna Bhawan  
CGO Complex  
Lodhi Road, New Delhi- 110003

:With a request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News/ Rojgar Samachar.

DRDO Official Website

Through Q & IT.

ELIGIBILITY CONDITIONS FOR THE POSTS

1. CHIEF SECURITY OFFICER

QUALITATIVE REQUIREMENTS:

(A) Deputation (Including short term contract) :-

Officers under the Central Government or State Government or Union Territories or public sector undertakings or recognized research institutions or universities or semi Government or statutory or autonomous organization:

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or
- (ii) With five years regular service in posts in the Level 10(Rs. 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and
- (b) possessing the following education qualification and experience:-
  - (i) Degree from a recognized University; and
  - (ii) Five years experience in Security and Fire fighting duties.

(B) Deputation or re-employment (For Armed Force Personnel):

Armed forces personnel in the rank of Major or equivalent in Army, Navy and Air Force in Level -11 (Rs. 67700-208700 in the pay matrix who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputation shall also be considered if selected, such officers will be given deputation terms up to 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.

(Re-employment up to the age of superannuation with reference to civil posts)



2. SECURITY OFFICER

QUALITATIVE REQUIREMENTS:

(A) Deputation (Including short term contract) :-

Officers under the Central Government or State Government or Union Territories or Public Sector undertakings or recognized research institutions or universities or semi Government or statutory or autonomous organization:

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or
- (ii) With five years regular service in posts in the Level 6(Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department; and
- (b) possessing the following education qualification and experience:-
  - (i) Degree from a recognized University; and
  - (ii) Two years experience in Security and Fire fighting duties in a Central Government or State Government Organisation or public sector undertaking or Autonomous body.

Desirable

Training/Experience in Fire Fighting duties.

(B) Deputation or re-employment (For Armed Force Personnel):

Armed forces personnel in the rank of Subedar or equivalent in Army, Navy and Air Force in Level -7 (Rs. 44900-112400) in the pay matrix who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationst shall also be considered if selected, such officers will be given deputation terms up to 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.  
(Re-employment up to the age of superannuation with reference to civil posts)

GENERAL NOTES APPLICABLE TO THE POSTS OF CHIEF SECURITY  
OFFICER AND SECURITY OFFICER

1. 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/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
2. 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 exceed three years. The maximum age-limit for appointment on deputation shall not exceed **fifty six years as on the closing date** of receipt of applications.

**ANNEXURE-II**Space for  
photograph

**APPLICATION FOR APPOINTMENT TO THE POST OF  
CHIEF SECURITY OFFICER/ SECURITY OFFICER ON DEPUTATION BASIS IN  
DRDO, MINISTRY OF DEFENCE**

01.	Name of the applicant (in Block letters):					
	(a) Complete postal address of the applicant's present office: (with PIN, Tele/ FAX)					
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele/ FAX):					
02.	Date of Birth (in Christian Era):					
03.	Date of Retirement under Central Govt. Rules:					
04.	Educational Qualifications:					
05.	Whether Educational and other qualifications/ Experience required for the post are satisfied:					
	(a) Essential:					
	(b) Desired:					
06.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
07.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:					
	Office	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)
08.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:					
09.	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.	Whether working under Central Govt? (Yes/ No)					
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:					

12.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:		
13.	Total emoluments per month now drawn :		
14.	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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).		
15.	Whether belongs to SC/ST		
16.	Choice of stations for posting		
17.	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)		

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.

Signature of the Candidate

Address with email and Mobile No. \_\_\_\_\_

Date-----

Countersigned  
(Employer with Seal)



UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief. "I, \_\_\_\_\_ undertake that in the event of my selection to the post of \_\_\_\_\_ in DRDO, on deputation basis, I will not withdraw my candidature."

Place : \_\_\_\_\_

Signature of the Candidate

Date : \_\_\_\_\_

**Note:** No column of the proforma should be left blank. Incomplete applications are liable to be rejected.



CERTIFICATE BY CADRE CONTROLLING AUTHORITY  
IN RESPECT OF SHRI/ SMT

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1. Certified that particulars furnished by the officer have been checked from available records and found correct.
2. Certified that applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date APARs for last 5 years (2013-14 to 2018-19) are enclosed. **Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.**

Signature \_\_\_\_\_  
Name, Designation & Tele of the forwarding Officer  
(Office Stamp)

Date:

Place:

### DUTIES OF CHIEF SECURITY OFFICER

1. He will be the overall incharge of the Security of the Lab and will be directly responsible for the security and fire fighting arrangements in the Lab.
2. He will plan, control and monitor the overall security arrangements of the Laboratories and take all necessary measures, including liaison with police and other civil authorities to ensure the security.
3. He will supervise the functions of the Security Officers and staff placed under his control.
4. He will ensure adequate precautionary measures for ensuring the safety and security of the buildings and other assets and to guard against insurgency/sabotage.
5. He will also be required to perform any other duty assigned by the Director/Head of the Lab/Estt from time to time.

### DUTIES OF SECURITY OFFICER

1. Enforcement of security standing orders.
2. Control of access to establishment, issue of passes and maintenance of records relating thereto.
3. Maintenance of records of verification of all civilian employees as per current orders.
4. Inspection of perimeter.
5. Preparation of orders for establishment security staff, guards and patrols.
6. To Supervise the total security of the Lab/Estt.
7. To assist Sr. Security Officer as and when required.
8. Any other job as assigned from time to time by the Director of the Lab/Estt concerned or his immediate superior officer.