Government of India

Ministry of Defence

Applications are invited for filling up of one (01) post of **Principal Technical Officer (Design)** (Group 'A') in Level-12 of Pay Matrix (Rs. 78,800-209200) in Delhi under the administrative control of Naval Headquarters, Ministry of Defence on deputation (including short-term contract) basis. The eligibility conditions for applicants are as under:-

Deputation (including short-term contract):- Officers of the Central Government or State Governments or Union Territory Administrations or Autonomous or Statutory Organisation or Public Sector Undertakings or Recognized Research **Institution:**

(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 a regular basis in Level-11 in the Pay Matrix (Rs. 67,700-208700) or equivalent in the parent cadre/ department; **and**

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

(i) Bachelor of Engineering or Bachelor of Technology in the discipline of Mechanical or Electrical or Electronics or Metallurgical or Aeronautical or Computer Science Engineering or Information Technology from a recognized University or Institution; or

(ii) Seven years experience of Research & Development or Production or Testing or Proof in the field of Armament including one year experience on any computer aided design and manufacturing software (Computer-aided Design or Computer-aided Manufacturing) in the Central Government or State Governments or Union Territory Administrations or Public Sector Undertakings or Recognized University or Recognised Research Institution or Statutory or Autonomous Organisations; and

(iii) Certificate course in any computer aided design and manufacturing software.

Note 1: The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 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 Organization or Department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of the receipt of applications.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 6/8/2009- Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the applications (in duplicate) in the given proforma along with the complete and up to date Confidential Reports/APARs of the officers (who could be spared in the event of their selection) duly countersigned by the employer not below the rank of Under Secretary to the Govt of India or equivalent may be sent to the **Office of the Commodore (CF), Directorate of Civilian Personnel, Naval HQs, MoD, Room No. W-114, First Floor, West Wing, Delhi Cantt, Nausena Bhawan, New Delhi -110010 within 60 days of the issue of this advertisement.** Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/Minor Penalties imposed on the officer during the last 10 years may also be furnished.

Under Secretary to Government of India
Tele: 2301-1449
Annexure-I

Bio Data/Curriculam Vitae Proforma

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 Qualifications	
5.	Whether Educational and other Qualifications 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	Qualifications/Experience possessed by the Officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	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 Post Graduate Qualifications Elective / main subjects and subsidiary subjects 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 Qualifications 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 your signature, if the space below is insufficient.	

Office/ Institution	Post held on regular basis	From	To	* Pay Level in Pay Matrix/Pay Scale of the post held on regular basis	Nature of duties (in detail) high-lighting experience required for the post applied for

***Important:** Pay Level in Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level in Pay Matrix / Pay Scale where such benefits have been drawn by the Candidate, may be indicated as below.

Office/ Institution	Pay Level in Pay Matrix / Pay Scale drawn under ACP / MACP Scheme	From	To

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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.

9.1	**Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.	
9.2	**Note:** Information under column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.	
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	**Additional details about present employment :-** Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.	
13.	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.	
14.	Total emoluments per month now drawn	

Pay in Pay Matrix	Pay Level in Pay Matrix	Total Emoluments

15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	

Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments

16. A.	**Additional Information,** if any, relevant to the post you applied for 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).**	
16. B	**Achievements** The candidates are requested to indicate information with regard to:- **i.** Research publications and reports and special projects **ii.** Awards/Scholarships/Official Appreciation **iii.** Affiliation with the professional bodies/institutions/societies and; **iv.** Patents registered in own name or achieved for the Organization. **v.** Any research/innovative measure involving official recognition. **vi.** Any other information. **(Note: Enclose a separate sheet, if the space is insufficient.)**	

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