



VACANCY CIRCULAR

NO A/51366/DEO-D/D-8/CAO/R-III

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF THE JOINT SECRETARY (TRG) & CAO

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

Dated, the 23 May 2016

To

All the Ministries/Depts. 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'
(DEO 'D') IN AIR HQ, MINISTRY OF DEFENCE ON DEPUTATION
INCLUDING SHORT TERM CONTRACT**

Sir,

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

Post & Classification : Data Entry Operator, Grade 'D', (DEO 'D')
Group 'B', Non-Gazetted, Non-Ministerial

Pay Scale : Pay Band 2 ₹ 9300-34800 with 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;

contd.....p/2

OR

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

AND

(B) possessing the educational qualifications and experience as follows:-

- (i) Bachelor's Degree of a recognized University with Statistics or Mathematics as one of the subjects.
- (ii) Two years' experience as Data Entry Operator in the Organization.

Job Profile:- Planning data Preparation/Validation. Scheduling of jobs and more skill based validation of alpha numeric or graphic data as per needs of the Organization. Training/Supervision of Grade 'B' Operators.

3. The departmental officers in the feeder grade 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.
4. 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 Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training No 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.
5. For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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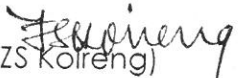
6. It is requested that the applications (in duplicate) in the enclosed proforma along-with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer 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(Trg) & 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 Koirang)
Dy Director (R-IV & R-III)
For Joint Secretary(Trg) & 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 - w.r.t your Note No. A/25347/CAO/P-2 dated 06 May 16.

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

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

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. *Adhoc* or : _____
Temporary or Quasi-Permanent or Permanent.

9. In case the present employment is held on Deputation / contract basis, please state—

(a)	(b)		(c)	(d)
The date of initial appointment	Period of appointment on deputation / contract		Name of the parent office / organization to which the applicant belong	Name of the post and Pay of the post held in substantive capacity in the parent organization
	From	To		

9.1 **NOTE.** – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Information under Columns 9 (c) and (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 post 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 the 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 :

Basic Pay in the PB	Grade Pay	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. **Achievement:**

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) Parents 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.

17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible only for “Absorption”. Candidates of non-Government Organizations are eligible for Short-term Contract).

18. Whether belong to SC/ST : _____

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed withheld.

(Signature of the candidate)

Address: _____

Dated : _____

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the Applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that —

Resear orts and special

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt. _____.
- (ii) His / Her integrity is certified.
- (iii) His / Her CR Dossier in original is enclosed / Photocopies of the ACRs for the last 5 years duly attested by an officier of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him / her during the last 10 years or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned.

Dated : _____

(Employer/ Cadre Controlling Authority with Seal)

ANNEXURE – II

Points to be noted by the Borrowing / Parent Department / Office to be highlighted in DoP&T circular for compliance by the Ministries / Departments.

1. Vigilance Clearance will not normally be granted for a period of three years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DoP&T, O.M. No. 11012/11/207-Estt.(A), dated 14-12-2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly, the instructions of DoP&T as contained in O.M. No. 2/1/2012-Estt.(Pay. II), dated 4-1-2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations / publication in the *Employment News*, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry / Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/ CV not accompanied by supporting certificates /documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy / post in the *Employment News*, i.e., For the vacancy published in the *Employment News* of 18-24 January, 2014, the crucial date will be counter from the 19th January, 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working to Public Sector Undertakings / Autonomous organizations not following the Central Government Scales, their equivalent scales of pay / posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.

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