

दूरभाष011 : -23007298

फैक्स 23014576-011 :

भारत सरकार, रक्षा मंत्रालय  
रक्षा अनुसंधान तथा विकास संगठन  
कार्मिक निदेशालय, कार्मिक एए1  
266, 'ए' खण्ड, डी आर डी ओ भवन  
राजा जी मार्ग नई दिल्ली- 110 011



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Department of Personnel  
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/AA1/68080/Depu/Cir

28 Nov 2023

To,

All Ministries/ Departments of Govt of India  
State Governments  
Union Territory Administrations

**SUB: FILLING UP OF VARIOUS POSTS IN DRDO, MINISTRY OF DEFENCE ON DEPUTATION BASIS**

Sir,

Applications from eligible candidates are invited for filling up the following posts in DRDO with all India Liability on deputation basis.

Sl No	Name of Post	Pay Level	No of post	Mode of recruitment	Normal tenure of deputation	Likely Places of Posting
(i)	Stores Officer	07	17	Deputation	3 Yrs	Jagdalpur, Tezpur, Haldwani, Pune
(ii)	Administrative Officer	07	20	Deputation (Including Short Term Contract)	3 Yrs	Tezpur, Jagdalpur, Ahmadnagar, Ambarnath
(iii)	Private Secretary	07	65	Deputation	3 Yrs	Hyderabad, Bengaluru, Delhi, Chandigarh, Dehradun, Pune, Jodhpur, Kochi (Subject to change)

2. Number of vacancies may increase or decrease due to administrative reasons and place of posting may be changed at the time of selection. The eligibility conditions for the above posts are given in Annexure-I to this letter.

3. 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.

4. It is requested that application duly counter-signed by the Cadre Controlling Authority as per the enclosed proforma (Annexure-II) alongwith photocopies of completed and up-to-date APARs for the last five years (2017-18 to 2021-22) of the

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officers, who could be spared in the event of their selection, may be sent to Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2<sup>nd</sup> Floor, DRDO Bhawan, New Delhi-110105, within a period of 45 days from the date of circulation/publication of this circular in Employment News/Rozgar Samachar. 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. The applications not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidate would not be processed for determining the eligibility of the candidates for the selection.

6. Applications received after the last date or without duly attested copies of APARs as indicated above or without the counter-signature of the Cadre Controlling Authority, 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.

  
(H Viswa Ranjan)  
Asstt 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/ Rozgar Samachar.

Q& IT

For uploading in DRDO Website and on DRONA.

**ELIGIBILITY CONDITIONS FOR THE POSTS**

**1. Stores Officer**

**Qualitative Requirements:**

(a) Officers of the Central Government or State Government or Union Territory Administration or public sector undertakings or universities or recognized research institutions or statutory organisations:

(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 regular basis in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department: and

(b) Possessing following educational qualification and experience:

(i) Bachelor degree from a recognized university;

(ii) Three years' experience in store keeping and maintaining stores accounts in the Central Government or State Government or statutory or autonomous organization or public sector undertaking or University or any recognized institution or Banks or in a private sector organization listed on the Stock Exchanges of India.

**2. Administrative Officer**

**Qualitative Requirements:**

(a) Officers of the Central Government or State Government or Union Territory Administration or public sector undertakings or

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recognized universities or recognized research institutions or statutory or autonomous organisations:

(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 regular basis in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department: and

(b) Possessing following educational qualification and experience:

(i) Bachelor degree from a recognized university or institute;

(ii) Two years experience in Accounts or Administration or Establishment matters.

3. **Private Secretary**

**Qualitative Requirements:**

Officers holding the post in Stenographer Cadre under the Central Government:

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) with five years service in the Stenographers grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300—34800 plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or department.

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**General Note**

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. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
  
2. The 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.
  
3. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

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APPLICATION FOR APPOINTMENT TO THE POST OF STORES  
OFFICER/ADMINISTRATIVE OFFICER AND PRIVATE  
SECRETARY ON DEPUTATION (ISTC)  
BASIS IN DRDO, MINISTRY OF DEFENCE

Affix  
Passport  
size  
photograph

1.(i) Name and Address (in Block Letters)		
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)		
1.(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)		
2. Date of Birth (in Christian era)		
3.(i) Date of entry in service		
(ii) Date of retirement under Central/State Government Rules		
4. Educational Qualification		
5. Whether Educational and other qualifications required for the post are satisfied.		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications./experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
(A) Qualification	(A) Qualification	
(B) Experience	(B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
(A) Qualification	(A) Qualification	
(B) Experience	(B) Experience	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject may be indicated <b>by the candidate.</b>		
<b>6.</b> 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.		

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 Band and Grade Pay/Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting 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, Pay Level drawn under ACP/MACP	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) 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 <b>Note:</b> 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 **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 was held on deputation in the past by the applicant, date and 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) Union Territory
- (d) Autonomous/ PSU/Statutory Organisations
- (e) Government Undertaking
- (f) Recognised Universities/research institutions
- (g) 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

<u>Basic Pay in the Pay Matrix/ pay in pay cell</u>	<u>Pay Level</u>	<u>Total Emoluments</u>

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

<u>Basic Pay in the Pay Matrix</u>	<u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u>	<u>Total Emoluments</u>

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)	
<b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16 B. <b>Achievements:</b> 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; (iv) Patents registered in own name or achieved for the organization; (v) Any research/innovative measure involving official recognition; and (vi) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
# (The option of 'STC'/Absorption/Re-Employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-Employment")	
18. Whether belongs to SC/ST	
19. Choice of Stations for posting.	

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.

Date:

(Signature of the Candidate)

Address with Mob No.: \_\_\_\_\_  
e-mail \_\_\_\_\_

Countersigned  
(employer with Seal)

**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: -

- (a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. \_\_\_\_\_.
- (b) His/Her integrity is certified.
- (c) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years (2017-18 to 2021-22) duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- (d) 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**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)