

Ministry of Defence
D(Est.I/Gp.I)

Subject: Filling up of three (3) posts of Contract Purchase Officers (CPOs) in the Department of Defence Production of the Ministry of Defence on deputation basis.

The undersigned is directed to say that it is proposed to fill up three (3) posts of Contract Purchase Officers (CPOs) in the Department of Defence Production of the Ministry of Defence on deputation basis by an officer fulfilling the requirements prescribed in Annexure-I. The pay of the officers selected will be regulated in accordance with Ministry of Finance OM No.1 (ii)-E.III (B)/75 dated 7.11.1975 as amended from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Annexure-II, requisite certificate to be furnished by the Employer in Annexure III and the up to-date C.R. Dossier (or clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, if original is not available) will be considered.

3. It is requested that applications (in duplicate) of eligible officers, who are willing to be considered for the above post and who could be spared may be sent (through proper channel) to this Ministry at the following address within two months from the date of publication of the advertisement. Applications received after the due date will not be considered.

K. Murali
Under Secretary
D(Estt.I/Gp.I)
Room No.319, 'B' Wing, 3rd Floor
SenaBhavan
New Delhi-110 105

Annexure-I

Eligibility conditions for the posts of Contract Purchase Officer, Deptt. of Defence Production, Ministry of Defence

1. **Post** : Contract Purchase Officer, General Central Service Group 'A', Gazetted Non-Ministerial

2. **Pay Scale** : Rs.15600-39100/- + Grade Pay of Rs. 6600/- in Pay Band-3

3. **Mode of Recruitment & Eligibility Conditions:**

i) Officers under the Central Govt. holding analogous posts;

or

ii) with at least 5 years service in posts in the pay scale of Rs.8000-275-13,500/- (pre-revised) or equivalent; (Revised Pay –PB-3 Rs. 15600-39100+Grade Pay Rs. 5400/-.

and

having experience of contract & purchase procedures, problems of import substitution and procedure for granting assistance to manufacturing units in various forms for development and production of defence items.

4. **Period of Deputation:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 3 (three) years. Maximum age for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

Annexure II

BIO-DATA OF PERSONS SPONSORED FOR THE POST OF CONTRACT PURCHASE OFFICER, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE

1. Name :
2. Date of birth (completed years of age) :
3. Designation
4. Office/address :
5. Scale of pay & present pay :
6. (a) Service to which belongs :
- (b) Substantive appointment held, if any :
- (c) If on deputation, details :
7. Qualifications :

8. Particulars of service (commencing with the present post)

Period		Post held	Classification of the post	Scale of pay	Office
from (date)	to (date)				
1	2	3	4	5	6

9. Particulars of experience with reference to job requirements indicated in Annexure-I during last 5 years (indicate the nature of work done during the last 5 years):

- (i)
(ii)
(iii)
(iv)
(v)

10. Whether belongs to Scheduled Caste/
Scheduled tribe :

Date

(Signature of the Applicant)

CERTIFICATE

(To be furnished by the Employer)

Office/Ministry/Department

Certified that Shri/Smt./Km. _____ is a regular Group 'A' Officer in the pay scale of Rs.15600-39100/- + 6600/- (Grade Pay) in Pay Band-3/ has rendered at least 5 years' service in the post in the pay scale of Rs.8000-275-13,500/-(pre-revised)* [Revised Pay – PB-3 Rs. 15600-39100+Grade Pay Rs. 5400/-]. Also certified that no disciplinary/vigilance case is pending or contemplated against him/her.

Date:

(Signature of the forwarding authority)

SEAL