

**Most Immediate**

No.A-12018/2/2015-D(Estt.I/Gp.I)  
Government of India  
Ministry of Defence  
Room No.319 A, B Wing, Sena Bhavan  
New Delhi-110 105  
8<sup>th</sup> February, 2016

**OFFICE MEMORANDUM**

**Subject:** Filling up of the three posts of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

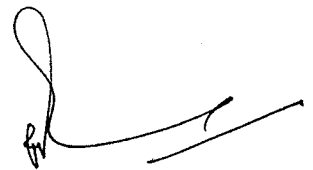
The undersigned is directed to say that it is proposed to fill up one (1) post of Contract Purchase Officer which will fall vacant shortly and two anticipated vacancies which will fall subsequently in Department of Defence Production, Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I.

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 Part-A of Annexure-II, requisite certificate and documents by the cadre controlling authority in the prescribed proforma as in Part B of Annexure-II, will be considered.

3. It is requested that applications of eligible officers, who are willing to be considered for the post and who could be spared, may be sent (through proper channel) to this Ministry at the following address within six weeks from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

**Under Secretary  
D(Estt.I/Gp.I)  
Room No.319 A, 'B' Wing, 3rd Floor  
Sena Bhavan  
New Delhi-110 105**

4. Applications received after the due date or which is not in the prescribed format or without requisite documents will not be considered.



(Ravi Pande)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Government of India
2. EO, DoP&T (With the request to place this vacancy on their website)
4. D(IT)/NIC, MoD (With the request to place this vacancy on the website of MoD)

Copy to:-

1. All Under Secretaries in MoD(Sect.) including APO & Defence Finance – Eligible officers who are desirous of being considered for the post are requested to send their application duly recommended by their respective Joint Secretaries.
2. O/o JS(Trg.) & CAO, Ministry of Defence – It is requested that wide publicity may be given to the circular.
3. CGDA, West Block, RK Puram, New Delhi
4. C&AG of India, 10-Bahadur Shah Zafar Marg, New Delhi.
5. DGQA, MoD
6. Director General, Ordnance Factories, MoD, 10-Shaheed Khudiram Bose Road, Kolkata
7. Director General, Defence Estates, MoD, New Delhi.
8. Director of Personnel, DRDO, MoD.
9. Dept. of Supply, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi.

**Eligibility conditions for the post of Contract Purchase Officer, Ministry of Defence.**

1. Post : Contract Purchase Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial)
2. Pay Scale : Pay Band-3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/-

3. Mode of Recruitment & Eligibility Conditions:

Deputation

- a) Officers under the Central Government

- i) Holding analogous post on regular basis in the parent cadre or department;

OR

- ii) With 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- or equivalent in the parent cadre or department.

AND

- b) Possessing five years' experience in drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.

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 to exceed 4 (four) years.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

**PART-A****BIO-DATA OF PERSONS SPONSORED FOR THE POST OF CONTRACT PURCHASE OFFICER IN MINISTRY OF DEFENCE**

1. Name and Address :  
(in Block Letters)
2. Date of birth :  
(Completed years of age)
3. Designation :
4. Office where working :
5. Scale of Pay & Present Pay :
6. (a) Service & Batch to which belongs :  
(b) Substantive appointment held, if any :
7. Educational Qualifications :
8. Whether Qualifications/experience :  
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).

<b>Qualifications/Experience required</b>	<b>Qualifications/Experience possessed by the Officer</b>
A. For officers under Central Govt. i) Holding analogous post on regular basis in the parent cadre or department; or ii) With 5 years' regular service in grade rendered after appointment thereto on a regular basis in Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/-or equivalent in the parent cadre or department	Yes/No
<b>AND</b>	
B. Possessing five years' experience in	
i) Drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.	Yes/No
If so, please indicate the no. of years of experience	

9. Particulars of service, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)

10. Nature of present employment i.e. Ad-hoc or Temporary or Permanent. :

11. In case the present employment is Held on deputation/contract basis Please state.: :

(i) the date of initial appointment :

(ii) Period of appointment on deputation/ Contract :

(iii) Name & Address of the parent office/ Organization to which you belong :

12. 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 qualification :

(ii) professional training and :

(iii) work experience over and above Prescribed in the advertisement :

13. Whether belongs to Scheduled Caste/ Scheduled tribe :

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.

Date :

(Signature of the Applicant)

Address: \_\_\_\_\_

Tel/Mob. No.: \_\_\_\_\_

e-mail: \_\_\_\_\_

**PART-B**  
**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE**  
**APPLICANT**

Office/Ministry/Department .....

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years.	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted.	Yes/No
(d)	Whether integrity certificate enclosed.	Yes/No
3.	Whether original ACRs for the past 5 years/ 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, is enclosed	Yes/No

**CERTIFICATE**

Certified that Shri/Smt./Km. \_\_\_\_\_ \*is a Central Govt. Officer holding analogous post on regular basis/\*is a Central Govt. Officer with 5 years regular service in the grade rendered after appointment thereto on regular basis in Pay Band 3:Rs.15,600-39,100/- + Grade Pay of Rs. 5400/-. Also certified that the particulars given by the applicant in Annexure-II (Part-A) are correct.

Date:

(Signature of the forwarding authority)

Office:

Seal:

(\* ) Strike out whichever is not applicable.