

Most Immediate  
No.A-12018/5/2008-D(Estt.I/Gp.I)  
Government of India  
Ministry of Defence  
Room No.319, B Wing, SenaBhavan  
New Delhi-110 105, the 29<sup>th</sup> November, 2011

OFFICE MEMORANDUM

Subject: Filling up of the post of Planning Officer (PO) in the Ministry of Defence on deputation basis.

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The undersigned is directed to say that it is proposed to fill up one (1) post of Planning Officer (PO) in the Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I. In case a civilian officer is selected, his pay will be regulated in accordance with DOP&T OM No.2/12/87-Estt.(Pay.II) dated 29.4.1989, 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 in the prescribed proforma and 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 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.

**Under Secretary  
D(Estt.I/Gp.I)  
Room No.319, 'B' Wing, 3<sup>rd</sup> Floor  
SenaBhavan  
New Delhi-110 011**

4. Applications received after the due date will not be considered.

(K. Murali)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Government of India
2. Chief Secretaries of all State Govts/Union Territories

Copy to:

1.	All Sections in the Ministry of Defence including APO and Ministry of Defence (Finance)	Eligible officers who are desirous of being considered for the post are requested to send their applications duly recommended by their respective Joint Secretaries so as to reach this Section within two months from the date of issue of this OM
2.	Office of the JS(Trg) & CAO	It is requested that wide publicity may be given to this circular
3.	US, D(MS)	For circulation in respect of ASC Officers
4.	Army Headquarters, MS Branch South Block	With a request to forward a panel of suitable Officers alongwith ACRs of last five years, DV clearance and requisite certificate.
5.	Naval Headquarters, Dte of Personnel(NA), SenaBhavan	
6.	Air Headquarters, Dte of Personnel(Officers), PO 2(A), VayuBhavan	
7.	NIC, Ministry of Defence	with the request to upload this circular in Ministry of Defence and DOP&T's website.

**Eligibility conditions for the post of Planning Officer(PO) in the Ministry of Defence**

1. Post : Planning Officer (PO) in the Ministry of Defence Sectt.) (General Central Services, Group 'A'-Gazetted, Non-Ministerial)
2. Pay Scale :  
For Civilian Officers : Rs. 12,000-375-16500/- (pre-revised)  
(Revised scale) : Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 7600/-  
  
For Service Officers : The service officers appointed to post will draw their pay in the scale of Rs. 13500-400-17100 plus Rank pay admissible to the Officers of the rank of Lieutenant Colonel.  
  
(Revised scale) : Pay Band-4: Rs. 37400-67000/- Plus Grade Pay of Rs. 8000/- plus rank pay admissible to the Officers of the rank of Lieutenant Colonel.

3. Mode of Recruitment & Eligibility Conditions:

Deputation

a) Central Govt. Officers

- i) Holding analogous post on regular basis; or  
ii) With 5 years' regular service in post in the pay scale of Rs.10000-325-15200/-(Pre-revised)  
(Revised scale - Pay Band – 3: Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-)

OR

- iii) Officers holding rank of Lieutenant Colonel or equivalent in the Defence Services;

AND

b) Possessing ten years' experience in

- i) Procurement procedures
- ii) Work relating to preparation/finalization of various plans/perspective plans/plan proposals and schemes, plans for modernization of Armed Forces.

Desirable

- i) Work relating to Defence Procurements Procedure
- ii) Work relating to preparation/finalization of defence plans/perspective plans/plan proposal/modernization for Armed Forces.

Deputation/Re-employment for Armed Forces Personnel:

The Armed Forces Personnel holding the rank of Lieutenant Colonel or equivalent, possessing the experience in the fields indicated above and due to retire or to be transferred to reserve within a period of one year can also be considered. Such persons will be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter, they will be continued on re-employment basis till they attain the age of superannuation in the civilian post.

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

BIO-DATA OF PERSONS SPONSORED FOR THE POST OF PLANNING OFFICER (PO) IN THE MINISTRY OF DEFENCE

1. Name :
2. Date of birth (Completed years of age) :
3. Designation
4. In case of Armed Forces Personnel - the date of retirement/transfer to reserve :
5. Office where working :
6. Scale of pay & present pay :
7. (a) Service to which belongs :
- (b) Substantive appointment held, if any :
8. Qualifications :
9. Particulars of service (commencing with the present post)

Period From	To	Post held (to date)	Scale	Office	Classification of the post
(1)		(2)	(3)	(4)	(5)

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10. Particulars of experience with reference to job requirements indicated in Annexure-I during last 10 years (indicate the nature of work done during the last ten years)
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11. 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 Central Govt. Officer holding analogous post on regular basis/\*is a Central Govt. Officer with 5 years regular service in the scale of pay of Rs.15,600-39,100/- + Grade Pay of Rs. 6600/- (Revised Scale for Civilian Officers) or an officer of the rank of Lt. Col. or equivalent in the Defence Services. Also certified that the particulars given by the applicant in Annexure-II are correct and that no disciplinary/vigilance case is pending or contemplated against the officer.

Date:

(Signature of the forwarding authority)

Office Seal:

(\* ) Strike out whichever is not applicable.

