

Government of India  
Ministry of Defence  
Defence Research & Development Organisation(DRDO)

Directorate of Personnel (Pers AA1),DRDO Bhawan, Rajaji Marg, New Delhi - 110 105

**VACANCY CIRCULAR**

The vacancies for filling the various post of Works & Admin Allied cadre circulated vide Advertisement No.davp 10301/11/0672/1617 published in employment news dated 01-07 Oct 2016 and davp 10201/0882/1617 published in employment news dated 3-9 Dec 2016 are re-circulated with modifications as under.

2. Applications from eligible candidates are invited for filling up the following post on deputation/absorption basis:-

Sl No	Name of Post	Pay Level {in corresponding to Pay Band (PB) & Grade Pay(GP)}	No of Post	Mode of recruitment	Normal tenure of deputation	Place of Posting
01.	Senior Administrative Officer Grade-I	Group 'A' Gazetted, PB-3, Rs.15600 - 39100 with GP Rs 6600/- i.e Pay Band and Grade Pay corresponding to Pay Level 11	10	Deputation	03 years	Agra Balasore Bangalore Chennai Delhi Gwalior Hyderabad Kanpur Kochi Kolkata Mysore
02.	Senior Administrative Officer Grade-II	Group 'A' Gazetted, PB-3, Rs. 15600 - 39100 GP Rs 5400/-i.e Pay Band and Grade Pay corresponding to Pay Level 10	03	Deputation (including short-term contract basis)	03 years	Pune Vishakhapatnam
03.	Senior Accounts Officer Grade-I	Group 'A' Gazetted, PB-3, Rs. 15600 - 39100 with GP Rs 6600/- i.e Pay Band and Grade Pay corresponding to Pay Level 11	07	Deputation	03 years	Agra, Ahmednagar Bangalore Chandigarh, Dehradun Delhi Haldwani Hyderabad Kanpur Mysore
04.	Senior Accounts Officer Grade-II	Group 'A' Gazetted, PB-3, Rs. 15600 - 39100 with GP	02	Deputation / Absorption	03 years	Pune Tejpur Ahmednagar

		Rs 5400/- i.e Pay Band and Grade Pay corresponding to Pay Level 10				
05.	Stores Officer	Group 'B' Gazetted, PB-2 9300- 34800 with GP Rs 4600/- i.e Pay Band and Grade Pay corresponding to pay level 7	03	Deputation (including short-term contract basis)	03 years	Bangalore Delhi Hyderabad (vacancies are also likely to be available in locations mentioned against Sl. 1 to 4)

3. Number of vacancy may increase or decrease due to administrative reasons. Vacancies of other posts notified vide letters and advertisement under reference are hereby withdrawn.

4. The eligibility conditions for the above posts are given at **Annexure-I**. Candidates intending to apply for more than one post have to submit separate applications for each post alongwith separate certificates by cadre controlling authority.

5. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India.

6. Applications (**in duplicate and counter-signed by the Cadre Controlling Authority**), as per the enclosed proforma (**Annexure-II**), alongwith photocopies of complete and up-to-date ACRs/APARs for the last five years (2012-2013 to 2016-2017) of the 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-110 105, within a period of 60 days from the date of circulation/publication of this circular. Photocopies of the ACRs/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 application of the candidate shall be summarily rejected.** In the event of selection, the applicant will not be allowed to withdraw his candidature.

7. Applications received after the last date or without duly attested copies of ACRs/APARs as indicated above or without the counter-signature of the employer, 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.

8. Applications received in response to our earlier advertisement published in Employment News Advertisement No.davp 10301/11/0672/1617 dated 01-07 Oct 2016 will be considered in response to present advertisement.

Yours faithfully,

(S R Mohapatra)  
Dy Director (Pers-AA-1)  
for Chairman DRDO

**ELIGIBILITY CONDITIONS FOR THE POSTS.**

**1. SENIOR ADMINISTRATIVE OFFICER GRADE-I**

**Qualitative Requirements:**

(A) Officers under the Central or State Governments or Union Territory:

(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 scale of pay of Rs. 15600-39100 plus Grade Pay of Rs. 5400 in PB-3 in the parent cadre or department: and

(B) Possessing following educational qualifications and experience as under: -

**Essential:**

(i) Degree of recognised University.

(ii) Six-years administration experience in a Government or Semi-Government Organisation or Commercial Organisation of repute.

**Desirable:**

(i) Diploma in Personnel Management from a recognised Institution.

(ii) Working experience in Scientific or Industrial or Technical Organisation or Departments.

**2. SENIOR ADMINISTRATIVE OFFICER GRADE-II**

**Qualitative Requirements:**

(A) Officers under the Central or State Government or Union Territory or Recognized Research Institutions or Public Sector Undertaking or Semi-Government or Autonomous Organizations or Technical Organization.

(i) Holding analogous posts on a regular basis in the parent cadre or department; or

(ii) With two years' service in the grade rendered after appointment thereto on a regular basis in the pay of scale of Rs. 9300-34800 plus Grade Pay of Rs. 4800 in PB-2 or equivalent in the parent cadre or department; and

(B) Possessing educational qualifications and experience as under: -

**Essential:**

- (i) Degree of recognized University.
- (ii) Three years experience of administration, establishment and accounts work.

**Desirable:**

- (i) Diploma in Personnel Management or Industrial Relation from a recognised Institution.
- (ii) Working experience in Scientific or Industrial or Technical Organization or Departments.

3. **SENIOR ACCOUNTS OFFICER GRADE-I**

**Qualitative Requirements:**

(a) Officers from the Organised Accounts Department of the Central Government: -

(i) Holding analogous posts on regular basis;

Or

(ii) With five years regular service in the grade of Rs. 8000-13500(pre-revised)

Or

(iii) With eight years regular service in the grade of Rs. 6500-10500 (pre-revised);

and

(b) Possessing experience in Accounts, Management of Finance and Budgeting.

4. **SENIOR ACCOUNTS OFFICER GRADE-II**

**Qualitative Requirements:**

(a) Officers from the Organized Accounts Department of the Central Government:

(i) Holding analogous posts on regular basis in the parent cadre or department;

Or

(ii) With two years service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 7500-12000 or equivalent in the parent cadre or department;

Or

- (iii) With three years service in the grade rendered after appointment thereto on regular basis in the pre-revised scale of pay of Rs. 7450-11500 or equivalent in the parent cadre or department; and
- (b) Possessing at least 5 years experience in Accounts matter.

5. **STORES OFFICER**

**Qualitative Requirements:**

Officers under the Central or State Government or Union Territory or Recognised Research Institutions or Public Sector Undertaking or Semi-Government or Autonomous Organisations or Technical Organisation.

- (a)
  - (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 scale of pay of Rs. 9300-34800 in Pay Band-2 with Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience:
  - (i) Degree of a recognized University.
  - (ii) 3 years' experience in Government or Semi-Government office or in a private concern of repute, in indenting purchases maintenance of technical stores or accounts.

**GENERAL NOTES APPLICABLE TO ALL ABOVE POSTS**

1: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities, possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to First January two thousand six or (the date from which the revised pay structure based on the sixth CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/ 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/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any upgradation.

4 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, deputationist shall not be eligible for consideration for appointment by promotion).

5 Period of deputation including period of deputation in another ex-cadre post held immediately preceding, this appointment in the same or some other Organisation or Department of the Central Government Shall ordinarily not exceed three years. The maximum age-limit for appointment on deputation shall not exceed fifty six years as on the closing date of receipt of applications).

6 **Appointment on absorption will be made only after regularization of officer(s) (if any) already holding the post on same terms and conditions or on his/her rendering no objection on for absorption. Till such period the officer will be appointed on deputation basis.**

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no major/ minor penalties have been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ attested photocopies of ACRs for the last 5 years **(2012-2013 to 2016-2017)** are enclosed. Photocopies of ACRs have been attested on each page by an officer **not below the rank of Under Secretary or equivalent.**

Signature \_\_\_\_\_  
Name, Designation & Tele of the forwarding Officer  
(Office Stamp)

Date:

Place:

**APPLICATION FOR APPOINTMENT TO THE POST OF : \_\_\_\_\_**  
**ON DEPUTATION/ ABSORPTION BASIS IN DRDO, MINISTRY OF DEFENCE**  
**(Separate applications are to be submitted for each post)**

01	Name of the applicant (in Block letters):					
	(a) Complete postal address of the applicant's (with PIN, Tele/ FAX) present office:					
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele/ FAX):					
02	Date of Birth (in Christian Era):					
03	Date of Retirement under Central Govt. Rules:					
04	Educational Qualifications:					
05	Whether Educational and other qualifications/ Experience required for the post are satisfied:					
	(a) Essential:					
	(b) Desired:					
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
07	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:					
	Office	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)
08	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:					
09	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 you belong:					
10	Whether working under Central Govt? (Yes/ No)					
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:					
12	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:					



13	Total emoluments per month now drawn:	
14	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 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).	
15	Whether belongs to SC/ST	
16	Choice of stations for posting (in order of preference)	
17	Remarks (The candidates may indicate information with regard to : (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	

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.

Signature of the Candidate  
Address with mobile No.-----  
Date-----

Countersigned  
(Employer with Seal)

### UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I \_\_\_\_\_ undertake that in the event of my selection to the post of \_\_\_\_\_ in DRDO, on deputation/ absorption/ re-employment basis, I will not withdraw my candidature.”

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Candidate

**Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.**