

MINISTRY OF DEFENCE
(Office of JS & CAO)

SUB: UPLOADING OF VACANCY CIRCULAR ON CAO'S OFFICE WEBSITE: DEPUTY
MANAGER (PHOTO LITHO) IN AIR HEADQUARTERS/ MINISTRY OF DEFENCE ON
DEPUTATION BASIS ^{1/50}

1. This office has issued vacancy circular to fill up vacancies for the post of Deputy Manager in Air Headquarters, Ministry of Defence to be filled on Deputation basis. As per DoP&T guidelines the vacancy circular is to be uploaded on official website for giving wide publicity.
2. Accordingly, 01 copy of vacancy circular and 01 copy of Bio-Data/Curriculum Vitae Proforma (English & Hindi) are enclosed herewith, with the request that the circular may be uploaded on the official website of CAO's Office at the earliest.

Encl: As stated

CAO/EDP


(Z S Koireng)
Dy Dir, CAO/R-1 & R-3
13 Mar 2020

VACANCY CIRCULAR



"Har Kaam Desh Ke Naam"

No A/15698/D-12/CAO/R-1

GOVERNMENT OF INDIA
Ministry of Defence
Office of Joint Secretary & Chief Administrative Officer

Room No 170, E-Block, Dara Shukoh Road
New Delhi – 110 011
Dated : 13-03-2020

To

All the Ministries/Depts of Govt. of India.
All the Chief Secretaries of State Govts and Union Territories

Sub : FILLING UP OF 01 VACANCY OF DEPUTY MANAGER (PHOTO LITHO) IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (AIR)/ INTER SERVICE ORGANISATIONS, MINISTRY OF DEFENCE ON DEPUTATION BASIS (INCLUDING SHORT TERM CONTRACT)

Sir/Madam,

I am directed to say that **01** post of Deputy Manager (Photo Litho) (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level -7 in the Pay Matrix is required to be filled in Integrated Headquarters of Ministry of Defence(Air)/Inter Service Organisations, Ministry of Defence on deputation (including short term contract) basis on the following conditions: -

Deputation (including Short Term Contract) :

Officers under the Central Government or State Government or Union Territory administration or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in Level -6 in the Pay Matrix in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as follows :-
- (i) diploma in Printing Technology or Photolithography or Lithography from a recognised Institution.
- (ii) three years practical experience including one year as Supervisor in Photolithography in a printing press or establishment.

2. **Job Profile.** To supervise Photo Litho press. To workout time schedule and prepare estimates/job casting etc. Procurement and disposal of printing and sundry stores with due regard to Material Controls. To check up stores register, Inventory and Bin Cards etc to ensure constant availability of stores to the production sections.

3. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

contd..../-

4. The selected officer will be on deputation initially for a period of one year that could be extended by one more year. The Period of deputation (including Short Term Contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01st January 2006(The date from which the revised pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay/pay scale 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 scale 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.

6. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach to the undersigned within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

7. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Universities, recognised Research Institutions, Public Sector Undertakings, Semi-Government or Statutory or Autonomous Organisations under their administrative control.

8. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

Yours faithfully


(ZS Koireng)
Deputy Director, CAO/R-1 & 3
For JS & CAO

Copy to :-

All Coord Sections of Integrated HQ of MoD(Army)

Air HQ/PC-1

Integrated HQ of MoD (Navy)/Dte.of Admin

All Coord Section of IS Organs.

All Sections in the Office of JS & CAO

Kendriya Sainik Board

JCB, DRDO, Metcalfe House, MG Road, Delhi-110054

CAO/P-2 : for information.

CAO/EDP Cell : for uploading on the website of O/o JS & CAO.

