



# VACANCY CIRCULAR

"Har Kaam Desh Ke Naam"

वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE

No A/49827/Dir/AFFPD/CAO/R-1

GOVERNMENT OF INDIA

Ministry of Defence

Office of Joint Secretary & Chief Administrative Officer

Hall No.1, 1<sup>st</sup> Floor, 'A'-Block

Defence Offices Complex, Africa Avenue

(Near S.N. Depot), New Delhi - 110 023

Dated : 26 Jul 2023

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 IN THE GRADE OF DIRECTOR (ARMED FORCES FILM AND PHOTO DIVISION) MINISTRY OF DEFENCE BY COMPOSITE METHOD [DEPUTATION (INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION].

Sir/Madam,

I am directed to say that **01** vacancy in the grade of Director (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-12 in the pay matrix, is required to be filled in Armed Forces Film and Photo Division, Ministry of Defence by composite method [deputation (Including Short Term Contract) plus promotion] on the following conditions: -

**Composite method [Deputation (Including Short Term Contract) plus promotion]:**

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

(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 a regular basis in the level-11 in the pay matrix (Rs.67700-208700) or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience, namely:-

- (i) Bachelor degree in Film Direction or Motion Picture Photography or Cinematography.
- (ii) Nine years experience in Cinematography or Professional Digital Videography or Electronic News Gathering or Film Assignments in a Government Organisation in the field of Audio or video or Print Photography.

2. **Job Profile :** Brief particulars of duties assigned to the post of Director (Armed Forces Film and Photo Division) are as under : -

(a) In overall charge of the entire production programme of Training, Instructional and Military Exercises films for three Services produced by AFFPD.

(b) Supervision of the production of training films being produced through other agencies.

(c) General Supervision in the planning and execution of all production programmes and creative guidance on all aspects and branches of film production including art work relating to production of photographs, slides, etc and administration of the Armed Forces Film and Photo Division.

3. The departmental Deputy Director in level-11 in the pay matrix (Rs 67700-208700) with five years regular service in the grade and having Educational Qualification and experience prescribed for considering appointment on deputation basis will be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

*K. K. Koirang*  
26/07/23  
(Sd/-) कोइरंग (K. K. KOIRENG)  
उप निदेशक/गर्ग-1 एवं 3  
Dy. Director/R-1 & III  
संयुक्त माध्यम एवं मुद्रण का कार्यालय  
070 21 3 300  
रक्षा मंत्रालय, नई दिल्ली-110011  
Ministry of Defence, New Delhi-110011

4. The Period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (Including Short-Term Contract) shall not be 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. 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.**

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

7. The Curriculum Vitae proforma can be downloaded from our website [www.caomod.nic.in](http://www.caomod.nic.in)

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

Yours faithfully

*Z S Koireng*  
(Z S Koireng)  
Deputy Director  
CAO/R-1 & R-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

Armed Forces Film and Photo Division

All Coord Section of IS Organs, Kendriya Sainik Board

School of Foreign Language, MoD

All Sections in the Office of JS & CAO

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.

