

Government of India
Ministry of Defence
New Delhi, the 30 Jun, 2020

To,

All Ministries/Department of Government of India/State Govt/Union territories,
Autonomous/Statutory Organization/PSUs/Recognized Research Institution

Sub: **FILLING UP THE POST OF PRINCIPAL CIVILIAN STAFF OFFICER
(STORES) AND SENIOR CIVILIAN STAFF OFFICER (STORES)
ON DEPUTATION BASIS IN ARMY ORDNANCE CORPS**

Sir,

It is proposed to fill up 03 (Three) posts of Principal Civilian Staff Officer (Stores) and 06 (Six) posts of Senior Civilian Staff Officer (Stores) in Army Ordnance Corps, Ministry of Defence, on deputation basis from amongst the officers under the Central Government or State Government, Union Territories, Autonomous or Statutory Organization, Public Sector Undertakings or Recognized Research Institution. The details of educational qualification(s)/experience and eligibility requirements are given in Annexure-I.

2. The selected officers will be entitled to normal deputation terms as admissible under the Government Rules in force from time to time (i.e. as per DoP&T norms).

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations/Department of the Central Govt, State Government, Union territories, Autonomous or Statutory Organization, Public Sector Undertakings or Recognized Research Institution should ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years on the last date of receipt of application. Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment promotion.

4. The application in the proforma as given in Annexure-II may be sent through proper channel to **Col OS (Pers), Room No 404, MGO Branch, Integrated HQrs of MoD (Army), 'B' Wing, Sena Bhawan, New Delhi – 110 011** within 60 days from the date of issue of this circular/advertisement in the Employment News alongwith the following:-

(a) Complete and up-to-date APARs of the Officers for last 5 years or photocopies thereof, duly attested by an officer not below the rank of Under Secretary or equivalent on each page. Photo copies of APARs not attested by an officer of the rank of Under Secretary or equivalent, shall not be accepted.

(b) Certificate by the Administrative Authority as per format enclosed at Annexure III.

5. Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered.

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6. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct and that there is no doubt about the integrity of the officer and no disciplinary case is pending or contemplated against the officer.

Sd/-
(Harphool Singh)
Col
Col OS (Pers)
for DG OS

Government of India
Ministry of Defence

Application are invited for filling up of three (03) posts of Principal Civilian Staff Officer (Stores) and Six (06) posts of Senior Civilian Staff Officer (Stores) in Army Ordnance Corps [AOC) under Ministry of Defence in the Level-13 (Rs 123100-215900) and Level-12 (78800-209200) of Pay matrix respectively as per 7th CPC recommendations are required to be filled up on Deputation basis. The eligibility conditions for applicants are as under: -

(A) Principal Civilian Staff Officer (Stores)

Deputation

Officers under the Central Government or State Government, Union territories, Autonomous or Statutory Organization, Public Sector Undertakings or Recognized Research Institution:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years of service rendered after appointment to the post on regular basis in Level-12 in pay matrix (Rs. 78,800-2,09,200/-) or equivalent in the parent cadre/department; or
- (iii) Armed Forces Personnel not below the rank of Lieutenant Colonel or equivalent in level-12A (Rs. 1,21,200-2,12,400/-) in pay matrix with five years of service in the grade rendered after appointment thereto on a regular basis.
- (b) Possessing the following educational qualifications and experience:
- (i) Master of Business Administration or Post Graduate Diploma in Material Management from a recognized University or Institute;
- (ii) three years experience in inventory management or procurement function or transportation management.

Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations/Department of the Central Govt, should ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding fifty six years on the last date of receipt of application.

Note 2: Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment promotion.

(B) Senior Civilian Staff Officer (Stores)

Deputation

Officers under the Central Government or State Government, Union territories, Autonomous or Statutory Organization, Public Sector Undertakings or Recognized Research Institution:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years of service rendered after appointment to the post on regular basis in Level-11 in pay matrix (Rs. 67,700-2,08,700/-) or equivalent in the parent cadre/department; or
- (iii) Armed Forces Personnel not below the rank of Major or equivalent in level-11 (Rs. 69,400-2,07,200 /-) in pay matrix with five years of service in the grade rendered after appointment thereto on a regular basis.
- (b) Possessing the following educational qualifications and experience:
- (i) Master of Business Administration or Post Graduate Diploma in Material Management from a recognized University or Institute;
- (ii) three years experience in inventory management or procurement function or transportation management in level-11 in Central Govt/State Govt/Union Territories.

Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations/Department of the Central Govt, should ordinarily not exceed four years.

Note 2: The maximum age-limit for appointment by deputations shall be not exceeding fifty six years on the last date of receipt of application.

Note 3: 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 and similarly, deputationists shall not be eligible for consideration for appointment promotion.

2. The appointment shall be governed by Department of Personnel & Training O.M. No 2/22(B)/2008-Estt(Pay-II) dated 03 Sep 2008 and in instructions issued from time to time.

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and upto date Confidential Reports/APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of Col OS (Pers), Room No 404, MGO Branch, IHQ of MoD (Army), 'B' Wing, Sena Bhawan, New Delhi- 110 011 within 60 days of the issue of this advertisement. Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications,

it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.

4. As regards, qualification asked for vide Para 1(A) and Para 1 (B) above is concerned, a certificate from the competent authority will be attached giving the details of experience.

5. It may be noted that candidate who once apply for the post and selected will not be allowed to withdraw his/her candidature or revert to their parent cadre without completing the period of deputation.

Sd/- x x x x
(Harphool Singh)
Col
Col OS (Pers)
for DG OS

APPLICATION FOR APPOINTMENT TO THE POST OF PRINCIPAL CIVILIAN STAFF OFFICER (STORES)/SENIOR CIVILIAN STAFF OFFICER (STORES) ON DEPUTATION BASIS IN ARMY ORDNANCE CORPS, MINISTRY OF DEFENCE

1. Name and Address (In Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications 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.	
Qualification/ Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
A) Experience	B) Experience
5.1 Note : This column needs to be amplified to indicate Essential Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale/Level in pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important : Pay-band/Grade Pay/Level in pay matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Bank/Grade Pay/Pay Scale/Level in Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band/Grade Pay/Level in pay matrix where such benefits have been drawn by the Candidate, may be indicated as below

Office/Institution	Pay, Pay Band, Grade Pay and Level in pay matrix drawn ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent

9. 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

9.2 Note : Information under Column 9(c) & (d) above must be given in all

cases where a person is holding a post on deputation outside the cadre /organisation but still maintaini9ng a lien in his/her parent cadre/organisation.		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11. Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Union Territories e) Statutory Organization f) Public Sector Undertakings g) Recognized Research Institution		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for 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 Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements:		

<p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>18. Whether belongs to SC/ST</p>	
<p>I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.</p> <p style="text-align: right;">(Signature of the candidate)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Address _____</p> <p style="text-align: right;">_____</p> <p>Date _____</p>	

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certificate that;

i) There is no vigilance disciplinary case pending/contemplated against Shri/Smt/Ms_____

ii) His/her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

v) Applicant is eligible for the post applied for as per terms and conditions mentioned in the circular/advertisement.

vi) In case of selection of the officer, he/she will be relieved of duties from this office.

Countersigned

Date :

(Employer/Cadre Controlling Authority with Seal)