

**Government of India**  
**MINISTRY OF DEFENCE**

Applications are invited for filling up of Four (04) posts of Technical Officer (Group A) in the pay scale of Rs.10000-15200 (revised to Level-11 of 7<sup>th</sup> CPC Pay Matrix) in Naval Dockyard, Mumbai and Vizag under the administrative control of Integrated Headquarters, Ministry of Defence (Navy) deputation (including short term contract basis). The eligibility conditions for applicants are as under: -

**Deputation (including Short Term Contract):-**

Officers under the Central/State Government/Union Territories/Public Sector Under taking/Recognised Research Institutions/Semi Government/Statutory or Autonomous Organisation:-

- (a) (i) Holding analogous post on regular basis in the parent cadre/department; or
- (ii) With five years of service in the grade rendered after appointment thereto on regular basis in the pre-revised pay scale of Rs.8000-13500 (revised to Level-10 of 7<sup>th</sup> CPC Pay Matrix) or equivalent in the parent cadre/department; and
- (b) Possessing the following educational qualification and experience:-
  - (i) Degree in Mechanical/Electrical/Electronics/Marine/Naval Architecture Engineering from a recognized University or equivalent.
  - (ii) Five years working experience in Dockyard/Repair Yard in Production, Planning and Control/under water paints/Docking and Undocking of ships/Installation of Weapons equipments/ all Electrical aspects/Programming, Data Analysis/Engineering/Civil Engineering.

**Note:-** Period of deputation including period of deputation 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 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 application.

2. The terms and conditions of deputation will be governed by the DoP&T's OM No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 as amended from time to time.

Contd/5

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and upto date confidential reports of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the **Director of Civilian Personnel, Integrated Headquarters Ministry of Defence (Navy), Room No. 100, Talkatora Stadium Annex Building, New Delhi – 110001** within 60 days of the issue of this circular. Applications received after the last date or without the confidential reports 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.

(Biswajit Guha)  
Under Secretary to the Government of India  
Telefax: 23015771

**BIO-DATA/CURRICULUM VITAE PROFORMA**

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. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
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 <b>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-date) with reference to the post applied.</b>	

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 of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Adhoc or Temporary or Quais-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 organisation
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation</p>			

outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation		
10. If any post held on Deputation in the post by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  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) Government Undertaking e) Universities f) Others		
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		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following detail 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
<b>16.A Additional information</b> , 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 qualifications (ii) Professional training and (iii) work experience over and		

<p>above prescribed in the Vacancy Circular/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to;  (i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (ii) 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.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for %Absorption+. Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of <del>STC</del> Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by %STC+or %Absorption+or %Re-employment+).</p>	
<p>18. Whether belongs to SC/ST</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.

**(Signature of the candidate)**

Address \_\_\_\_\_

Date \_\_\_\_\_

**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 qualification and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.\_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India 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)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

**Points to be noted by the Borrowing/Parent Department/Office to be highlighted in DoP&T circular for compliance by the Ministry/Departments]**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a major/ minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T OM. No. 11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their cooling-offq period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012/Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment New, the eligibility may be determined with reference to the last date prescribed for receipt of nominations n the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News/ i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the leading Department.