

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 17th December, 2021.

OFFICE MEMORANDUM

Subject:— Filling up one vacancy in the grade of Deputy Director in History Division, Ministry of Defence on deputation (including short term contract) basis .

The undersigned is directed to circulate the letter no. A/39869/D-27/CAO/R-1 dated 10.11.2021 (along with enclosures) received from Ministry of Defence, Office of Joint Secretary & Chief Administrative Officer regarding filling up one vacancy in the grade of Deputy Director in History Division, Ministry of Defence on deputation (including short term contract) basis. **The last date of receipt of application is within 60 days from the date of issue of this letter.**

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.



(R.Chakrapani)

Under Secretary to the Govt. of India

Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

VACANCY CIRCULAR

"Har Kaam Desh Ke Naam"

No A/39869/D-27/CAO/R-1

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

Office of Joint Secretary & Chief Administrative Officer

Hall No.1, 1st Floor, 'A'-Block
Defence Offices Complex, Africa Avenue
(Near S.N. Depot), New Delhi - 110 023

Dated : 10 Nov 2021

All the Ministries/Deptts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUBJECT : FILLING UP OF ONE VACANCY IN THE GRADE OF DEPUTY DIRECTOR IN HISTORY DIVISION, MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS

Sir/Madam,

I am directed to state that **One** vacancy in the grade of Deputy Director, History Division (General Central Service, Group 'A', Gazetted, Non-Ministerial), Level - 11 in the Pay Matrix is required to be filled in History Division, Ministry of Defence by Deputation (including short term contract) on the following conditions :-

Deputation (including short term-contract) :

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

- (a) (i) holding analogous post on regular basis in the parent cadre or department : or
- (ii) with five years service in the grade rendered after appointment to the post on a regular basis in the level-10 in the pay matrix (Rs. 56100-177500) or level-9 in the pay matrix (Rs.53100-167800) or equivalent in the parent cadre or department : and

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

Essential

- (i) Master Degree in History from a recognised University or Institute; and
- (ii) Five years Research or Teaching experience in History.

Fluency
10.11.21

Desirable :

- (i) Doctorate Degree in History from a recognised University or Institute;
- (ii) Two years experience in administration.

2. **Job Profile :**

- (a) Conduct research in military history.
- (b) Compile the histories of military operations under the supervision of Director.
- (c) Write the battle accounts for the use of military training institutions.
- (d) Maintenance of classified records received from three services Hqrs.
- (e) Assist the visitors, including foreign researchers, in their research work
- (f) Supervise the general administration.

3. The departmental officers in the feeder category who are in the 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.

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 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. 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 of last five years(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 this office 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

Handwritten signature
10.11.2021

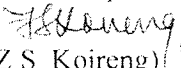
that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

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

7. 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


(Z. S. Koireng) 10.11.2021
Deputy Director
CAO/R-1 & R-3
For JS & CAO

Copy to :

All Coord Sections of Integrated HQ of MOD (Army)

Integrated HQ of MoD(Air)/AIR HQ/PC-1

Integrated HQ of MOD (Navy)/Dir of Admin

All Coord Section of JS Orgns.

All Sections in the Office of the JS & CAO

CAO/P-2 - For information.

CAO/EDP - For uploading on the website of CAO's office.

ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA
(For Appointment by Deputation)

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 Qualification : _____
5. Whether Educational and other qualification : _____
 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).

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualification/ experience Possessed by the candidate
Essential (A) Qualification (B) Experience	Essential (A) Qualification (B) Experience
Desirable (A) Qualification (B) Experience	Desirable (A) Qualification (B) Experience

- 5.1 **NOTE** - This column needs to be amplified to indicate Essential and Desirable 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 Postgraduate Qualification Elective/ main subjects and otherillary subject 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 Qualification and work experience of the post.
- 6.1 **NOTE** - Borrowing Departments are to provide their specific comments for confirming the relevant Essential Qualification/Work experience possessed by the Candidate as mentioned in the RRs 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 of the post held on regular basis	Nature of Duties (in detail) highlighted 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 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 belong	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization
	From	To		

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 Information under Columns 9 (c) and (d) above must be given in all cases where a person is holding a post or deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.

10. If any post held on Deputation in the post 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 the 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 :

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 Organization 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 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.

16-B. **Achievement:**

The candidates are requested to indicate information with regard to :

- (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.

NOTE - Enclose a separate sheet, if the space is insufficient.

17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible only for "Absorption". Candidates of non-Government Organizations are eligible for Short-term Contract).

18. Whether belong to SC/ST _____

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: _____

Dated: _____

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 certified that ---

Resear orits and special

- (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 Government 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.

Dated: _____

(Employer/ Cadre Controlling Authority with Seal)

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