

**File No. 12(3)/D (Coord/DDP).Vol.III**  
**Government of India**  
**Ministry of Defence**  
**Department of Defence Production**  
**D(Coord/DDP)**

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Room No.253-A, B Wing,  
Sena Bhavan, New Delhi  
Dated: 6<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Sub: FILLING UP THE POST OF DIRECTOR (P&C) IN THE DIRECTORATE OF PLANNING & COORDINATION UNDER THE DEPARTMENT OF DEFENCE PRODUCTION- READVERTISEMENT OF VACANCY CIRCULAR.**

The undersigned is directed to say that applications from eligible officers are invited to fill up one vacant post of Director (P&C) in the Directorate of Planning & Coordination under Department of Defence Production, Ministry of Defence, in the Pay Level 13 or Pay Level 14 (with NFU grade), on deputation basis. In so far as serving Armed Force Officers are concerned, keeping in view the establishment norms for the post of Director (P&C), the applicant officer should be holding the regular/substantive post of Brigadier/Air Commodore/commodores from Army, Air Force and Navy respectively. The nature of duties of the post and other particulars including eligibility conditions are given in Annexure-I. The pay and other conditions of service of the selected officers (Civilian Officers) will be regulated in accordance with DOP&T O.M. No. 2/29/91-Estt(Pay-II) dated 5 January 1994, as amended from time to time.

2. Application of only such officers will be considered which are routed through proper channel and are accompanied with following documents: -

- (i) Bio-data in the prescribed proforma at Annexure-II;
- (ii) The APAR dossier of the officer with APAR of last five years or clear photocopies thereof duly attested by a Group 'A' officer with a certificate that no. "Adverse remarks" remain in the APARs for last five years;
- (iii) Cadre Clearance;
- (iv) Vigilance Clearance;
- (v) Statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years;
- (vi) Integrity Certificate;
- (vii) The applicant officers should not be more than 55 years of age on closing date of the application; and
- (viii) A certificate that in the event of selection, the selected officer will be relieved by the parent organisation to join the duties of the post.

3. All Ministries/Departments/Service Headquarters are requested to forward the applications of willing and eligible officer in the prescribed proforma to Shri Salabh Tyagi, Joint Secretary (P&C), Department of Defence Production, Ministry of Defence, Room No. 135-A, South Block, New Delhi- 110011. Applications not accompanied with the required certificate/documents stated in para 2 above will not be entertained. Last Date for receipt of application is 45 days from the date of issue of this O.M.

4. All addressees are requested to give wide publicity to this communication. Service HQrs as well as DoO(C&S) are also requested to upload/advertise the above vacancy circular on their respective websites. The same will also be uploaded on the website of Department of Defence Production, Ministry of Defence under the hyperlink 'Tender & Notices' –vacancy circular- DDP vacancy circular with the heading "filling up the post of Director (P&C) in the Directorate of Planning & Coordination under the Department of Defence Production- Issue of vacancy circular".



(B. K. Hembrom)  
Deputy Secretary to the Govt. of India  
Tele: 23019465

**Distribution: -**

1. IHQ of MoD (Army MS Branch/MS- 3B, South Block, New Delhi.
2. Air HQ/JDPO-1, Room No. 343, Vayu Bhawan, New Delhi- 110011.
3. NHQ/DOP, 'C' Wing, Sena Bhawan, New Delhi-110011
4. DoO(C&S), Kolkata/New Delhi.
5. All Ministries/Deptts. of Govt of India (Through DDP's website)
6. DRDO (Director/Personnel), DRDO Bhawan, New Delhi.
7. DGQA, New Delhi.
8. Cadre Controlling Authority: -
  - (i) Under Secretary, CS-I, Division, DOP&T, 2<sup>nd</sup> Floor, Loknayak Bhawan, ND.
  - (ii) Deputy Secretary (Estt.), MoD, Sena Bhawan, New Delhi.
  - (iii) JS (Trg) & CAO, South Block, New Delhi- 110011.
9. CEO, DPIT- for uploading on the website of DDP.

**ANNEXURE - I**

1. Name of the post : Director (Planning & Coordination)
2. Number of Posts : One
3. Classification of post: Civilian in Defence Services, Group 'A' Gazetted
4. Pay Scale : Pay Level 13 or Pay Level 14(with NFU grade),
5. Age Limit : 55 years as on closing date of the application.
6. Eligibility Conditions for appointment on deputation basis :

**Civilian Officers**

A. Officers of All India Services or Central Civil Services (Group A) holding analogous posts.

or

B. Officers holding analogous posts in Defence Research & Development Service, IOFS, DGQA & Defence Forces.

**Service Officers**

Service Officers holding substantive post of Brigadier/Air Commodore/Commodore from Army, Air Force and Navy respectively.

7. **Terms of Deputation :**

(a) **The period of deputation shall ordinarily not exceed five (5) years,** which may be extended in public interest as per rules on the subject. For computing the total period of deputation, the period of deputation, including the period of deputation in any other ex-cadre post, held immediately preceding this appointment shall also be taken into account.

(b) The pay of the officer selected on deputation will be regulated as per existing government orders/instructions. Service Officers on deputation shall continue to draw their pay and allowances from respective CDAs in the case of selection.

(c) The officer applying for the above deputation post must have a residual service of 05 years with effect from the date of issue of this vacancy circular.

8. Place of Posting : New Delhi
9. Period of deputation: 05 (Five years)

10. Job Description of the Post of Director(P&C), HoD, Directorate of Planning & Coordination:

(a) The post of Director (Planning & Coordination) constitutes a focal appointment under the Department of Defence Production. Director (P&C) acts as coordinator between the user, the designer and the production agencies for all indigenously developed and productionised equipments. Director(P&C), is primarily responsible to look after work relating to:-

- (i) Inputs on categorisation for procurement of capital equipment from the perspective of Department of Defence Production;
- (ii) Indigenous Defence manufacturing, Make in India, Defence Production Board;
- (iii) Issues related to Make-I/Make-II of Capital acquisition;
- (iv) Implementation of various aspects of Defence Production Policy;
- (v) Evaluation of performance of various Defence Public Sector Undertakings.

(b) Various Divisions under Directorate of P&C functionally report to the respective JSs, through Dir(P&C), like JS (Land System) for erstwhile Ordnance Factories projects, JS(P&C) for missiles and electronics projects, JS (Naval System) for all Naval projects, JS(Aero System) for capital acquisition of Aero System Projects and JS(DIP) for issues related to Make in India, Monitoring of Projects under Make-I/Make-II of capital acquisition, Implementation of Defence Production Policy, and innovations in Defence sector. The Directorate is also responsible for the work related to the Defence Production Board and International Cooperation. The work related to the Annual Acquisition Plan of the Services is coordinated by the Directorate of Planning and Coordination from the Defence Production side. The work is technical in nature and needs quick build-up of reliable background material in various disciplines of Defence Production.

(c) In this connection, Director (P&C) has to keep himself abreast of advancements in the technology of weapons and equipment. He also prepares and continually updates the Defence Plan on the production side, in consultation with the Production Unit and the Users, Director (P&C) maintains close liaison with the Services, anticipating their future requirements and plans how far they can be met from within existing capacities and how far the setting up of new capacities will be justified, keeping in view the budget resources on the one hand and the priority allocated by the users on the other.

**BIO-DATA PROFORMA**  
(Application for the post of Dir(P&C))

1. Name & address in Block letters :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt Rules :
4. Educational Qualifications :
5. Whether Education and other Qualification required for the post are satisfied (if any qualifications have been treated as equivalent to the prescribed in the rules, state the authority for the same).

Qualifications/experience required

Qualification/experience Possessed by the Officer

Essential: (a)  
(b)  
(c)

Desirable (a)  
(b)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

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

Office/Institution/ Organisation (a)	Post Held (b)	From (c)	To (d)	Scale of Pay and basic pay (e)	Nature of duties (f)
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8. Nature of present employment  
i.e. Ad-hoc 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 you belong.
  
- 10. Additional details about present employment. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous organization
  - (d) Government Undertaking
  - (e) University
  
- 11. Whether in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay drawn:
  
- 12. Total emoluments per month now drawn:
  
- 13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
  
- 14. Whether belong to SC/ST:
  
- 15. Remarks.

Signature of the Candidate  
Address -----  
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Dated: -----

**Certificate to be given by the Employer while forwarding the application**

(i) Certified that the particulars furnished above by Shri/Smt/Kum \_\_\_\_\_  
Designation \_\_\_\_\_ have been verified from the service records and  
found correct.

(ii) It is also certified that no vigilance or disciplinary case is pending or  
contemplated against Shri/Smt/Kum \_\_\_\_\_.

(iii) The officer's integrity is beyond doubt.

(ii) \*No major/minor penalties have been imposed on the officer during the last 10  
years.

(v) \*List of major/minor penalties imposed during the last 10 years is enclosed.

\*Strike out whichever is not applicable

Place :

Signature of Employer with Stamp and date

Date :

Address

List of enclosures :