

Tele : 23072314

**No.18(1)/20266/PO(ES)/DP(A&C)**

Govt of India, Ministry of Defence  
Deptt of Defence Production  
Dte of Planning & Coordination  
5<sup>th</sup> Floor, C-Block  
Defence Office Complex  
KG Marg, New Delhi – 110001

Date: 21 May 2026

To

As per distribution list given at page 4 of this vacancy circular

Sub: **Appointment of Planning Officer (Electronic System) in the Directorate of Planning and Coordination, Department of Defence Production, Ministry of Defence on deputation basis**

I am directed to state that 01 (One) post of Planning Officer (Electronic System) (In pay level-13 as per the 7<sup>th</sup> CPC) in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence has fallen vacant. The ibid post is required to be filled by transfer on deputation.

2. **Job specification for PO (ES):**

- (a) Collection, study and analysis of information relating to Electronics & Communications, Radar and Satellite technology etc in the Department of Defence Production (DDP) as well as in other Ministries of the Government with a view to obtaining an up-to-date picture of the likely availability of various products, technologies and production capacities of relevance to defence items in the country as a whole.
- (b) Carry out technical scans in the field of Electronics Systems, being updated of the direction in which the technology is moving and State of the Art in different Sub System.
- (c) Represent DDP & offer technical support in Make cases.
- (d) Carry out technical assessment of the qualitative requirement, Acceptance of Necessity(AON) of Electronics proposals forwarded by the Service Headquarters for categorization and render advice on the proposals to the Department for formulation of comments by the Department of Defence Production. Also offer, Technical support work relating to Electronics System Division in DDP, categorization and issues relating to Make Procedure in respect of Electronics System sector.

(e) Represent Department of Defence Production in Technical Evaluation Committee(TEC), Technical Offset Evaluation Committee(TOEC), Single Stage Composite Trials(SSCT) and Contract Negotiation Committee (CNC) of projects.

(f) Represent Department of Defence Production in Feasibility Studies/Integrated Project Manufacturing Team (IPMT) for the 'Make' Projects.

(g) Progress of projects which become the responsibility of the division. Analysis of production capacity, requirement of raw materials, intermediates and end products in defence factories.

(h) Processing proposals for manpower, finances and projects of the production organization (DPSU) and organize Project Management Board Meeting.

(i) Transfer of Technology including Maintenance Transfer of Technology (MToT) in the scope of contract.

(j) Close interaction with R&D organizations and production agencies involved in production maintenance of Electronic System.

3. **Desirable Qualification**

(a) BE/B Tech in Electronics/Electronics & Telecommunication/Electrical

OR

(b) The officer should be from Corps of Signals/EME of Army and equivalent Dte in other services.

4. **Mode/Eligibility:**

Transfer on Deputation of serving government officers/employees of PSUs as below:

(i) Suitable officers of All India Services or officers holding analogous posts in Central Civil Services Group 'A'.

OR

(ii) Officer holding analogous posts in DRDO/Army/Air Force/Navy.

OR

(iii) Appointment on Short term contract of officers holding analogous posts from Public Sector Undertakings.

(iv) Serving Service Officers holding the substantive rank of Col/ Capt/ Gp Capt in Indian Army/Navy/Air Force respectively.

5. **Terms of Deputation:**

(a) As per Recruitment Rules for the post of Planning Officer, the period of deputation shall ordinarily be not exceeding 05 years. For computing the total period of deputation, the period of deputation, in any other ex-cadre post, held immediately preceding this appointment would 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 allowance from their respective CDAs in the case of selection.

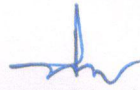
6. **How to Apply**

Application as per the attached Proforma duly recommended by the concerned administrative authorities and ACR Dossier/ authenticated copies of last 5 years ACRs/APARs of eligible/willing officer(s) who can be spared in the event of their selection for the full tenure may be forwarded so as to reach **Jt Dir (Adm & Coord), Directorate of Planning & Coordination, Ministry of Defence, 5<sup>th</sup> Floor, Room No. 501, C Block, Defence Office Complex, KG Marg, New Delhi-110001** within 45 days of the date of issue of this circular. **The candidates who apply for the post will not be allowed to withdraw their candidature subsequently and undertaking be furnished accordingly.**

7. The application should be forwarded as per attached proforma only. Record of service in respect of service officer can be submitted wherever considered desirable.

8. The administrative authority should render a certificate to the effect that the particulars furnished by the officers(s) are correct and no disciplinary case is pending/contemplated against the officer(s).

9. All addressees are requested to give wide publicity to this circular. **Service HQrs as well as DoO(C&S) are also requested to upload/advertise the above vacancy circular on their respective websites. The same is also being uploaded by this Dte on the website of Department of Defence Production, Ministry of Defence [www.ddpmod.gov.in](http://www.ddpmod.gov.in) under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of PO(ES) in Directorate of Plg & Coord, DDP".**

  
(A K Singh)  
Jt Dir(Adm & Coord)

**Distribution:**

1. IHQ of MoD (Army)  
MS Branch/MS-3B  
South Block, New Delhi
2. Wg Cdr PO-1(Dep Int)  
Room No-328(C,) Air HQ, Vayu Bhawan
3. NHQ/DOP, 'C' Wing  
Sena Bhawan, New Delhi- 11
4. Director G  
DoO(C&S)  
K G Marg  
New Delhi-110001
5. HQ IDS  
Kashmir House  
New Delhi-110011
6. All Ministries/Deptt of Govt of India (**Through DDP's website**)
7. DRDO (Dir/Personnel),  
DRDO Bhawan
8. DGQA/Adm-4, 'G' Block  
New Delhi – 11
9. Cadre Controlling Authority: -
  - (i) Under Secretary, CS-I  
Division, DOPT, 2<sup>nd</sup> Floor  
Loknayak Bhawan  
New Delhi
  - (ii) Dir (E), 'B' Wing  
Sena Bhawan
  - (iii) P-1, JS (Trg) & CAO, 'E'  
Block, New Delhi – 11
10. The Defence PSUs
11. NIC (Defence) Coordinator - The vacancy circular is being emailed for uploading the same on DDP's website as per Para 9 of the aforesaid vacancy circular.

**BIO-DATA PROFORMA**

Application for the post of PO (ES)

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. Brief description of experience relevant :  
To the post (maximum in 100 words)

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

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

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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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9. Nature of present employment  
i.e. Ad-hoc or Temporary or  
Quasi-permanent or Permanent.
10. 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.
11. Additional Details about Present employment.  
Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous organization
  - (d) Government Undertaking
  - (e) University
12. Are you in revised scale of pay? If yes,  
give the date from which the revision took place  
and also indicate the pre-revised pay drawn:
13. Total emoluments per month now drawn:
14. 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.
15. Whether belong to SC/ST:
16. Remarks.

Signature of the Candidate

Address -----  
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Mob No-----

Dated: -----

**INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY**

1. This is to certify that the integrity of Mr/Ms/Col/Capt/Gp Capt \_\_\_\_\_ is beyond doubt.
  
2. That the officer has not been imposed penalty of any kind for delinquencies relating to his/her service in the last ten years.

Or

The officer has been imposed a penalty **(nature of penalty)** for **(nature of delinquency)** during **(period)**.

(COMPETENT AUTHORITY)