

F. No. 12(3)/2025-D(Coord/DDP)
Government of India
Ministry of Defence
Department of Defence Production

Room No. 252, B Wing,
Sena Bhawan, New Delhi.
Dated 26th November, 2025

VACANCY CIRCULAR

Subject: Filling up one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.


Applications are invited to fill up one post of Contract Purchase Officer (CPO) in Department of Defence Production, Ministry of Defence on deputation basis by officers fulfilling the eligibility conditions prescribed in Annexure-I.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Part-A of Annexure-II, requisite certificate and documents by the cadre controlling authority in the prescribed proforma as in Part B of Annexure-II, will be considered.

3. It is requested that applications of eligible officers, who are willing to be considered for the post and who could be spared, may be sent (through proper channel) to this Department at the following address within 60 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

**Under Secretary
D(Coord-I/DDP)
Room No. 252, 'B' Wing, 2nd Floor
Sena Bhawan
New Delhi-110 011**

4. Applications received after the due date or which are not in the prescribed format or without requisite documents will not be considered.


(Lamtinlien Gangte)
Under Secretary to the Government of India

लमतिनलियेन गंगते/LAMTINLIEN GANGTE
अवर सचिव / Under Secretary
रक्षा मंत्रालय, भारत सरकार
Ministry of Defence, Govt. of India
नई दिल्ली / New Delhi

To

1. All Ministries/Departments of Government of India
2. CS(I), DoPT, (With the request to place the above vacancy circular on their website for wide publicity).

Contd/-

3. D(IT)/NIC, MoD (With the request to upload the Circular on MoD's website and e-office)
4. CEO, DPIT – for uploading the circular on DDP's website.

Copy to:-

1. All Under Secretaries in MoD(Sect.) including Defence Finance – Eligible officers who meet the eligibility conditions for the post are requested to send their application duly recommended by their respective Joint Secretaries.
2. O/o JS(PG& Coord) & CAO, Ministry of Defence – It is requested that wide publicity may be given to the circular.
3. CGDA, West Block, RK Puram, New Delhi
4. C&AG of India, 10-Bahadur Shah Zafar Marg, New Delhi.
5. DGQA,/DGAQA
6. Director General of Ordnance, Directorate of Ordnance (C&S), 10-Shaheed Khudiram Bose Road, Kolkata
7. Director General, Defence Estates, MoD, New Delhi.
8. Director of Personnel, DRDO, MoD.
9. D(OL) for Hindi Translation.

Eligibility conditions for the post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

1. Post : Contract Purchase Officer
(General Central Service, Group 'A', Gazetted,
Non-Ministerial)
2. Pay Scale : Pay at Level 11 (Rs.67,700 – 2,08,700/-) of the
Pay Matrix [(Pay Band 3: Rs. 15600-39100/-
plus Grade Pay of Rs. 6600/- (pre revised)].
3. Eligibility Conditions:
 - a) Officers under the Central Government
 - i) Holding analogous post on regular basis in the parent cadre or department;
 - OR
 - ii) With five years' regular service in the grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix [Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)] or equivalent in the parent cadre or department.
 - AND
 - b) Possessing five years' experience in drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.

4. Period of Deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed 4 (four) years.

The maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of the receipt of application.

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PART-A**BIO-DATA OF PERSONS SPONSORED FOR THE POST OF CONTRACT PURCHASE OFFICER IN DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE ON DEPUTATION BASIS**

1. Name and Address :
(in Block Letters)
2. Date of birth :
(Completed years of age)
3. Designation :
4. Office where working :
5. Scale of Pay & Present Pay :
6. (a) Service & Batch to which belongs:
(b) Substantive appointment held,
if any :
7. Educational Qualifications :
8. Whether Qualifications/experience :
required for the post are satisfied.

Qualifications/Experience required**Qualifications/
Experience
possessed by
the Officer****A. For officers under Central Govt.**

- (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)) or equivalent in the parent cadre or department

Yes/No

AND**B. Possessing five years' experience in**

- (i) Drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.

Yes/No

Contd. -

If so, please indicate the number of years of experience

9. Particulars of service, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale Pay Basic Pay	of and	Nature detail)	of	Duties (in
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10. Nature of present employment i.e. :
Ad-hoc or Temporary or Permanent.

11. In case the present employment is :
Held on deputation/contract basis
Please state. :

(i) the date of initial appointment :

(ii) Period of appointment on deputation/ :
Contract

(iii) Name & Address of the parent office/ :
Organization to which you belong

12. Additional information, if any, which :
You would like to mention 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 advertisement

Contd. →

13. Whether belongs to Scheduled Caste/ :
Scheduled tribe

I have carefully gone through the vacancy circular/advertisement and I am well aware that the bio-data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date :

(Signature of the Applicant)

Address: _____

Tel/Mob. No.: _____

e-mail: _____

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PART-B

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE
APPLICANT**

Office/Ministry/Department

- | | | |
|-------|--|--------|
| 1. | Whether the officer meets eligibility requirement as on the closing date of application | Yes/No |
| 2.(a) | Whether any vigilance case is pending or contemplated against the officer | Yes/No |
| (b) | Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years. | Yes/No |
| (c) | Whether cadre clearance for the officer by the competent authority has been granted. | Yes/No |
| (d) | Whether integrity certificate enclosed. | Yes/No |
| 3. | Whether original ACRs for the past 5 years/ clean photocopy of CR Dossier attested on each page by an officer of the level not lower than that of Under Secretary to the Govt. of India, is enclosed | Yes/No |

CERTIFICATE

Certified that Shri/Smt./Km. _____ is a Central Govt. Officer holding analogous post on regular basis/*is a Central Govt. Officer with 5 years regular service in the grade rendered after appointment thereto on regular basis in level 10 (Rs. 56100-177500) in the pay matrix [Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)]. Also certified that the particulars given by the applicant in Annexure-II (Part-A) are correct.

Date:

(Signature of the forwarding authority)
Office:

Seal:

(*) Strike out whichever is not applicable.