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File No.18(1)/2025/PO(MS)/DP(A&C)

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

Dated: 25 July 2025

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

Sub: **Appointment of Planning Officer (Missile 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 (Missile System) (In pay level-13 as per the 7th 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 (including appointment on short term contract). However, as per establishment norms of P&C Dte, in respect of service officers, the applicant should be of the rank of Col/ Gp Capt/ Capt, from Army/Air Force/Navy respectively.

2. **QRs/JOB SPECIFICATIONS FOR THE POST OF PLANNING OFFICER - (MISSILE SYSTEM)**

The job involves the following: -

- (i) Collection, study and analysis of information relating to Missile System Projects 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.
- (ii) Analysis of production capacity, requirement of raw materials, intermediates and end products in defence factories related to Missiles.
- (iii) Monitoring Transfer of technology, indigenization, production, monitoring for new generation of Missile. All matters involving indigenous production of Missiles and also SMDIC.
- (iv) Progress of projects which become the responsibility of the missile wing.
- (v) Transfer of Technology aspects in the scope of contract and monitoring of absorption of ToT.
- (vi) Close interaction with R&D/QA organizations and production agencies involved in Production and Maintenance of Missiles.

(vii) All policy matters related to 'MAKE' Procedure, monitoring of 'MAKE' projects, organize regular collegiate meetings and expedite implementations of decisions thereof.

(viii) All policy matters related to MAKE IN INDIA which includes policy formulation, coordination with all agencies, addressing concerns of the industry.

(ix) Examination of DAP-2020 Provisions, proposals on amendments in DAP, etc.

(x) All matters related to implementation of PPO 2017, monitor implementation at DPSUs/OFB coordinate with DPIIT, implementation of decisions taken in various meeting convened by CAB Sectt./ DPIIT.

(xi) All matters related to TDF Projects of DRDO.

(xii) Work assigned in relation to Def Expo/ AeroIndia, primarily as a nodal for execution of INDIA PAVILLION.

(xiii) Maintenance & update of 'Make in India' Defence Portal.

3. **Essential/Desirable Qualification**

(a) The officer should be Msc in Physics/Electronics or BE/B.Tech (Electronics, Electrical, Mechanical).

OR

(b) Technical Staff Course (TSC) or Passed Staff Course (PSC) qualification is desirable. The officer should have adequate knowledge of Defence Equipment and Defence Procurement Procedure.

4. **Mode/Eligibility:**

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

(i) Suitable officers of All India Services, IOFS 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 in Public Sector Undertakings.

5. **Terms of Deputation:**

(a) The period of deputation ordinarily will not exceed 05 years. For computing the total period of deputation, including 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 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 **Dy Dir (Adm & Coord), Ministry of Defence, Dte of Planning & Coordination, Room No. 502, 'C' Block, KG Marg, New Delhi – 110011 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 under the hyperlink 'Vacancy & Circular' with the heading "Vacancy circular for the post of PO(MS) in Directorate of Plg & Coord, DDP".**

2002

(Radha Raman Kumar)
DD(Adm & Coord)

Distribution List

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: -

Dir (E), 'B' Wing
Sena Bhawan
10. All Defence PSUs
11. Deputy Secretary (Admin)
DoP&T
R. No. 5A, Ground Floor
North Block, New Delhi-110001
12. Additional General Manager, DPIT Division – 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 (MS)

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:

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 -----

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)