

No. 12(3)/2013-D(Coord/DDP)Vol.III
Government of India
Ministry of Defence
Department of Defence Production

Room No. 252, B-Wing
Sena Bhawan, New Delhi
Dated 23rd April, 2026

VACANCY CIRCULAR

Sub: Filing up the Post of Director (P&C) in the Directorate of Planning & Coordination under the Department of Defence Production, Ministry of Defence- reg.

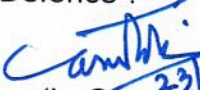
Applications from eligible officers are invited to fill up one vacant post of Director (P&C) in the Directorate of Planning & Coordination under the Department of Defence Production, Ministry of Defence, in the Pay Level or 13 (Rs. 123100 – 215900) of 7th CPC, on deputation basis. In so far as serving Armed Forces Officer 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/Commodore 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 officer (Civilian Officers) will be regulated in accordance with DoPT OM No. 2/29/91-Estt(Pay-II) dated 05th 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 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 the 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 last ten years;
- (vi) Integrity Certificate;
- (vii) The applicant officer 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 Ms. Meera Mohanty, Joint Secretary (P&C), Department of Defence Production, Ministry of Defence, Room No. 26091, Kartavya Bhawan-2, New Delhi – 110001. Application not accompanied with the required certificate/documents stated in para 2 above will not be entertained. Last Date for receipt of application is **30 days** from the date of issue of this Vacancy Circular.

4. All addressees are requested to give wide publicity to this communication. Service HQrs as well as DoO(C&S) are also requested upload/advertise the above vacancy circular on their respective website. 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, Ministry of Defence".


23/4/2026

(L. Gangte)

Under Secretary to Govt. of India
Tel: 23019465

Distribution :

1. IHQ of MoD(Army MS Branch/MS-3B, South Block, New Delhi.
2. Air HQ/JSPO-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/ Departments of Govt. of India.
6. DRDO (Director/Personnel), DRDO Bhawan, New Delhi
7. DGQA, New Delhi
8. Cadre Controlling Authority :-
 - (i) Under Secretary, CS-I, Division, DoPT, Lok Nayak Bhawan, New Delhi.
 - (ii) Deputy Secretary (Estt.), DoD, Sena Bhawan, New Delhi
 - (iii) JS(Trg) & CAO, South Block, New Delhi – 110011
 - (iv) CEO, DPIT for uploading on the Website of DDP

ANNEXURE – I

1. Name of the post : Director (Planning & Coordination)
2. Number of Post : One
3. Classification of post : Civilian in Defence Service, Group-A Gazetted
4. Pay Scale : Pay Level 13 (Rs. 123100 – 215900)
5. Age Limit : 55 years as on closing date of the application
6. Eligibility Conditions for appointment on deputation :

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/ 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 productionized equipments. Director(P&C), is primarily responsible to look after work relating to:-
- (i) Inputs on categorization 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 Division under Directorate of P&C functionally report to the respective JSs, through Dir(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 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 now far they can be met from within existing capacities and how far the setting up of new capacities will be justified, keeping in view of the budget resources on the one hand and the priority allocated by the user on the other.

BIO-DATA PROFORMA

(Application for the post of Director(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. Education 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 of the same)

Qualification / Experience required

Qualification/Experience Possessed by the officer

Essential: (a)
(b)
(c)

Desirable (a)
(b)

6. Please clarify whether in the light of entries made by you above, you meet the requirement of the post. :

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

Office/Institution/ Organisation	Post Held	From	To	Scale of Pay and basic pay	Nature of duties
(a)	(b)	(C)	(d)	(e)	(f)

8. Nature of present employment :
i.e. Ad-hoc or Temporary or Quasi-
permanent or permanent

9. In cas the present employment is held on deputation/contract basis please state –
- (a) The date of appointment
 - (b) Period of appointment on deputation / contract
 - (c) Name of the parent office / Organisation to which you belong
10. Additional details about present employment. Please state whether working under :
- (a) Central Government
 - (b) State Government
 - (c) Autonomous organisation
 - (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
.....
Dated :

Certificate to be given by the Employer while forwarding the application

- (i) Certified that the particulars furnish above by Shri/Smt./Km. _____
Designation _____ have been verified form the service records and found perfect.
- (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.,
- (iv) *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: