

Tele: 23072314

**18(1)/2025/PO(LS)/DP(A&C)**

Government of India  
Ministry of Defence  
Department of Defence Production  
Dte of Planning & Coordination  
'C' Block, Defence Office Complex  
K G Marg, New Delhi-110001

09 Sep 2025

To

As per distribution list given in vacancy circular

**APPOINTMENT OF PLANNING OFFICER (LS) IN THE DTE OF PLANNING &  
COORDINATION, DEPTT OF DEFENCE PRODUCTION,  
MINISTRY OF DEFENCE ON DEPUTATION BASIS**

1. Refer vacancy circular issued vide letter No. 18(1)/2025/PO(LS)/DP(A&C) dated 16 Jun 2025 and 05 Aug 2025 for appointment on deputation for the post of PO(LS) in this Directorate.
2. The last date for receipt of applications is extended up to 08 Oct 2025.

  
(Radha Raman Kumar)  
Dy Dir(A&C)

**Distribution List**

- |   |   |
|---|---|
| 1. IHQ of MoD (Army)<br>MS Branch/MS-3B<br>South Block, New Delhi       | 2. Wg Cdr PO-1(Dep Int)<br>Room No-328(C,)<br>Air HQ, Vayu Bhawan |
| 3. NHQ/DOP, 'C' Wing<br>Sena Bhawan, New Delhi- 11                      | 4. Director G, DoO(C&S)<br>K G Marg<br>New Delhi-110001           |
| 5. HQ IDS<br>Kashmir House<br>New Delhi-110011                          |   |
| 6. All Ministries/Deptt of Govt of India <b>(Through DDP's website)</b> |   |
| 7. DRDO (Dir/Personnel),<br>DRDO Bhawan                                 | 8. DGQA/Adm-4, 'G' Block<br>New Delhi – 11                        |
| 9. <u>Cadre Controlling Authority:</u> -                                |   |

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 – Extension of the date for vacancy circular in respect of appointment of PO(LS) in the Dte of Planning & Coordination, Department of Defence Production, Ministry of Defence on deputation basis.

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**No.18(1)/2025/PO(LS)/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

/6 Jun 2025

To

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

**Appointment of Planning Officer (Land Systems) in the Dte 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 (LS) in the Pay Band IV, (VI CPC), in the pay scale of Rs 37400-67000/- (Rupees Thirty-Seven Thousand Four Hundred Sixty-Seven Thousand) with Grade pay of Rs. 8700/- (Rupees Eight Thousand Seven Hundred only) in the Directorate of Planning and Coordination, Department of Defence Production, Ministry of Defence would fall vacant shortly. The ibid post is required to be filled by transfer on deputation. However, as per establishment norms of the Directorate of P&C, 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 (LAND SYSTEM)**

The job involves the following:-

- (i) Collection, study and analysis of information relating to various armoured and special vehicle projects, Armaments, Ammunition and Explosive in Land 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) Carrying out technology scans in the field of Land Systems, being updated of the direction in which the technology is moving and State of the Art in different Sub System.
- (iii) Technical support work relating to Land System Division in DDP.
- (iv) Analysis of production capacity, requirement of raw materials, intermediates and end products in defence factories, DPSUs related to Land Systems.
- (v) Monitoring Transfer of technology, indigenisation, production monitoring for new generation of armoured vehicles.
- (vi) Progress of projects which become the responsibility of the division.
- (vii) Processing proposals for manpower, finances and projects of the production organization (Ordnance Factories) and organize Project Management Board Meeting.



- (viii) Transfer of Technology in the scope of contract.
- (ix) Close interaction with R&D organizations and production agencies.
- (x) Facilitating interaction of Defence Production Units with foreign governments.
- (xi) Monitoring the progress on Defence Export/Export Promotion in respect of Defence Production Units in the country.
- (xii) Identification of thrust areas for export.

3. **Essential/Desirable Qualification**

- (a) Overall performance of the officer must be well above average. The officer should not have been permanently superseded for promotion.
- (b) LDMC qualification
- (c) Land System Equipment related appointments, Technical Staff Course (TSC) or Passed Staff Course (PSC) qualification is desirable. The officer should have adequate knowledge of Defence Equipment, preferable those relating to Land System. The officer should also be familiar with the Defence Procurement Procedure.
- (d) The officer should be well versed of International Cooperation in Defence Industry and be conversant with international trade related commercial matters and issues in International Defense Trade.
- (e) Officers from Artillery, Air Defence and Ordnance will be preferred.

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.

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.



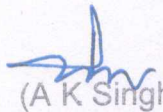
6. **How to Apply:**

Application as per the attached Proforma duly recommended by the concerned administrative authorities and ACR Dossier/ authenticated copies of last 5 years ACRs/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 Officer are correct and no disciplinary/vigilance case is pending/ contemplated against the Officer. An integrity certificate and a Statement of major/minor penalty, if any, imposed during the last 10 years, as per enclosed proforma, is also required to be forwarded.

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(LS) in Directorate of Planning & Coordination, DDP, MoD".**

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



Distribution:

1. IHQ of MoD (Army)  
MS Branch/MS-3B  
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2. Wg Cdr PO-1(Dep Int)  
Room No-328(C,) Air HQ, Vayu Bhawan
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Sena Bhawan, New Delhi- 11
4. Director G  
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K G Marg  
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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. All 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(LS)

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	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 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. 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:
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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Mob No-----

Dated: -----



**INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY**

1. This is to certify that the integrity of Mr/Ms/ Col/Capt(INS)/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)