(15)

Tele: 23072314

**No.18(1)/2026/DPO(G)/DP(A&C)**
Govt of India, Ministry of Defence
Deptt of Defence Production
Dte of Planning & Coordination
5th Floor, C-Block
Defence Office Complex
KG Marg, New Delhi – 110001

Dated: 25 Nov 2026

To

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

Sub: **Appointment of Dy Planning Officer (General) in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence by transfer on deputation including appointment on short term contract**

I am directed to state that 01 (One) post of Deputy Planning Officer (General) (In pay level-12 as per the 7th CPC in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence would fall vacant shortly. The ibid post is required to be filled by transfer on deputation or on short term contract.

2. **JOB SPECIFICATIONS FOR THE POST OF DY PLANNING OFFICER (General)**

(a) Collection, study and analysis of information relating to Capital Acquisition by Service Headquarters 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 assessment of the qualitative requirement, AON of proposals forwarded by the Service Headquarters for categorisation and render advice on the proposals to the department for formulation of comments by the DDP.

(c) Compilation of capital acquisition proposals coming up for consideration before Categorization Committees, Defence Production Board, Defence Acquisition Council in coordination with various wings in DDP, MoD and Service HQs/HQ IDS.

(d) Important/key policy issues related to Defence Production.

(e) Represent DDP in Feasibility studies/IPMT/PFT for the "Make" Projects.

(f) Progress of projects, which become the responsibility of the division and organizing various meetings/briefings on categorization of Capital Acquisition Proposals fielded in the categorization Committee meetings, key policy issues relating to defence production.

3. **Desirable factors**

(a) Overall performance of the officer must be well above average. The officer should not have been permanently superseded for promotion.

(b) Proficient in DAP 2020 and defence capital acquisition procedures.

(c) The officer applying for the ibid post should preferably be familiar with the policy/procedural matters in the field of defence production, indigenization, 'Make-in-India' in defence sector and Defence Procurement Procedure (DPP).

(d) Qualified on DSSC/TSOC.

4. **Mode/Eligibility:**

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

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

OR

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

OR

(c) Serving Service Officers holding the substantive rank of Lt Col/ Cdr/ Wg Cdr in Indian Army/Navy/Air Force respectively.

5. **Terms of Deputation:**

(a) **The Period of deputation, as per existing Recruitment Rules of the Dte of P&C for the post of Dy Planning Officer, shall not ordinarily exceed four (4) years,** which may be extended in public interest as per rules on the subject. 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 allowances from their 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.

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, 5th 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.

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 DPO(G) in Dte of Plg & Coord, DDP".**

(RK Bhonsale)
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)
DDP, MoD
New Delhi-110011

5. HQ IDS
Kashmir House
New Delhi-110011

6. All Ministries/Deptts of Govt of India/ All DPSUs **(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, 2nd Floor
Loknayak Bhawan
New Delhi

(ii) Dir (Estt), 'B' Wing
Sena Bhawan

(iii) P-1, JS (Trg) & CAO
Africa Avenue, New Delhi – 11

10. DPIT/DDP – With a request to upload the circular on DDP website.

## BIO-DATA PROFORMA

(Application for the post of DPO(G) in the Dte of P&C, DDP, MoD)

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 Possessed by the officer :

5. Details of desirable qualifications Possessed (as mentioned in Para 3 of the circular) :

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

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

| Office/Instt/ Organisation /Station (a) | Post Held (b) | From (c) | To (d) | Pay Level and basic Pay (e) | Nature of duties (f) |
|---|---|---|---|---|---|
| | | | | | |

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (For Applicant of PSU - submit supporting documents regarding holding analogous post in his/her parent cadre). :

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/ organisation to which you belong.

11. Additional Details about Present employment. Please state whether working under (please mention details of Cadre Controlling Authority):-

    (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.

Dated: ----------

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Signature of the Candidate

Present Place of Posting----------

Office Address ----------

Communication Address ----------

E-Mail ----------

Mob No ----------

Landline Number ----------

## INTEGRITY CERTIFICATE & DECLARATION REGARDING PENALTY

1. This is to certify that the integrity of Mr/Ms/Lt Col/Cdr/Wg Cdr _____ 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)