

**ELIGIBILITY CONDITIONS FOR THE POSTS**

**1. Joint Director (Administration), (Pay Level 13)**

**Qualitative Requirements:**

**Deputation** : Officers under the Central Government or State Government or Union Territory :

(a) (i) Holding analogous posts 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-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following Educational Qualification and experience:

(i) degree from a recognized university;

(ii) Twelve years experience in administration, establishment or accounts matters.

**2. Joint Director (Accounts), (Pay Level 13)**

**Qualitative Requirements:**

**Deputation** :Officers under the Central Government or State Government or Union Territory:

(a) (i) Holding analogous posts on regular basis;

or

(ii) With five years regular service in the grade rendered after appointment thereto on a regular basis in level-12 ( Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following Educational Qualification and experience:

- (i) Bachelor degree from a recognized university;
- (ii) Ten years experience in Accounts, Management of Finance and Budgeting.

**3. Chief Accounts Officer, (Pay Level 12)**

**Qualitative Requirements:**

**Deputation** :Officers under the Central Government or State Government or Union Territory:

- (a) (i) Holding analogous posts on regular basis;  

or

  - (ii) With five years service in the grade rendered after appointment thereto on regular basis in the level-11 in the pay matrix ( Rs. 67700-208700) or equivalent in the parent Cadre or Department; and
- (b) Possessing the following Educational Qualification and experience:
  - (i) Bachelor degree from a recognized university or institute;
  - (ii) Seven years experience in Accounts, Management of Finance and Budgeting.

**4. Senior Accounts Officer Grade –II, (Pay Level 10)**

**Qualitative Requirements:**

**Deputation/Absorption** :Officers under the Central government or State Government or Union Territory Administrations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department;  

or

  - (ii) with two years service in the grade rendered after appointment thereto on regular basis in level-9 (53100-167800/-) in the pay matrix or equivalent in the parent Cadre or department :

or

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(ii) with four years service in the grade rendered after appointment thereto on regular basis in level-8 (Rs. 47600-151100/-) in the pay matrix or equivalent in the parent cadre or department: and

(b) Possessing the following Educational Qualification and experience:

(i) Bachelor degree from a recognized university or Institute.

(ii) Three years experience in Accounts, management or finance and budgeting.

**5. Accounts Officer, (Pay Level 7)**

**Qualitative Requirements:**

**Deputation** :Officer under the Central Government of State Government or Union Territory Administration:

(a) (i) holding analogous posts on regular basis in the parent cadre/department : and

(ii) with five years service in the grade rendered after appointment thereto on regular basis in Pay Level -6 (Rs. 35400-112400/-) in the pay matrix or equivalent in the parent cadre or department:

(b) Possessing the following qualifications:-

(i) Possessing Degree of a recognized university; and

(ii) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central government or successful completion of training in the Cash and Accounts work conducted by the Institute of Secretariat training and Management or DRDO or any other Govt. Training Institute and a minimum of 3 years experience in cash, accounts and budget work.

**6. Chief Security Officer, (Pay Level 11)**

**QUALITATIVE REQUIREMENTS:**

**(A) Deputation (Including short term contract) :-**

Officers under the Central Government or State Government or Union Territories or public sector undertakings or recognized research institutions or universities or semi Government or statutory or autonomous organization:

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or
- (ii) With five years regular service in posts in the Level 10(Rs. 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and
- (b) possessing the following education qualification and experience:-
  - (i) Degree from a recognized University; and
  - (ii) Five years experience in Security and Fire fighting duties.

**(B) Deputation or re-employment (For Armed Force Personnel):**

Armed forces personnel in the rank of Major or equivalent in Army, Navy and Air Force in Level -11 (Rs. 67700-208700 in the pay matrix who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationst shall also be considered if selected, such officers will be given deputation terms up to the date on which they are due for release from the armed forces; thereafter they may be continued on re-employment terms in case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis.

(Re-employment up to the age of superannuation with reference to civil posts)

7. **Additional Chief Construction Engineer, (Pay Level 13)**

**QUALITATIVE REQUIREMENTS:**

**Deputation/absorption (Civilian Officers):** Civilian Officer of the organized Engineering services of the Central Government or other departments of State Government or public sector undertakings:-

(a) (i) holding analogous posts on a regular basis in the parent cadre or department;

or

(ii) With five years regular service in grade rendered after appointment thereto on regular basis in the Level-12 in the pay matrix (Rs. 78800-209200) in the parent cadre or department; and

(b) possessing the following education qualification and experience:-

**Essential :**

(i) Degree or equivalent in Civil or Electrical or Mechanical Engineering or in Architecture from a recognized university or institutions;

(ii) Ten years experience in planning or execution of civil works in a responsible position in a Govt service or in a semi Govt or local body.

(iii) Experience in planning/execution of major time-bound projects or Workshops/Factories/Research Establishments in a responsible position in a Govt service or in a semi Govt or local body.

or

Experience in Estate management in a responsible position in a Govt service or in a semi Govt or local body (i.e. encroachments, development, usufructs and litigation and other matters relating thereto) provision of civic amenities for inhabited, estates, arboriculture and environmental health, civic taxes and other matters relating thereto and expert knowledge of Land Acquisition, Laws, Land valuation techniques, rules related to negotiated purchase or hiring of immovable property.

**Desirable:**

Knowledge of scales of accommodation, budget monitoring and quantity.

**Deputation/absorption or re-employment (service officers) :**

Engineers officers from the services of the rank of :-

(a) (i) Colonel Pay level -13 in the Defence pay matrix (Rs. 125700-214000) or equivalent;

or

(ii) Lieutenant Colonel pay level-12A in the Defence pay matrix (Rs. 116700-210700) or equivalent with five years regular service in the rank : and

(b) possessing the following education qualification and experience:-

**Essential :**

(i) Degree or equivalent in Civil or Electrical or Mechanical Engineering or in Architecture from a recognized university or institutions;

(ii) Ten years experience in planning or execution of civil works in a responsible position in a Govt service or in a semi Govt or local body.

(iii) Experience in planning/execution of major time-bound projects or Workshops/Factories/Research Establishments in a responsible position in a Govt service or in a semi Govt or local body.

or

Experience in Estate management in a responsible position in a Govt service or in a semi Govt or local body (i.e. encroachments, development, usufructs and litigation and other matters relating thereto) provision of civic amenities for inhabited, estates, arboriculture and environmental health, civic taxes and other matters relating thereto and expert knowledge of Land Acquisition, Laws, Land valuation techniques, rules related to negotiated purchase or hiring of immovable property.

**Desirable:**

Knowledge of scales of accommodation, budget monitoring and quantity.

**JOB DESCRIPTION OF JOINT DIRECTOR (ADMINISTRATION)**

1. Joint Director (Administration) is to advise Director on the administrative and personnel matters in large R&D laboratories for effective and efficient accomplishment of the goals of the laboratory. His main action are:-

- (a) Administrative Management
- (b) Financial Management.
- (c) Stores/Purchase/Materials Management.

2. He is to coordinate the interaction between the management and the various trade unions/Associations functioning in the Lab/Estt.

3. He is to act as Liaison Officer for inspection of Reservation Rosters & Annual Inspection Report pertaining to the Estts.

4. He is to exercise financial powers delegated to him judiciously and with utmost care. This covers also cash assignment, Public Funds and Regimental Accounts.

**JOB DESCRIPTION OF JOINT DIRECTOR (ACCOUNTS)**

The duties of the post of Joint Director (Accounts) are as follows:-

1. Responsible for planning, programming, budgeting and review of expenditure.
2. Costing of projects, performance, budgeting and compilation of project expenditure.
3. To exercise control over financial matters and procedures including stores procedures.
4. To provide necessary assistance to the management on all matters relating to accounts in DRDO Laboratories/Establishments.
5. Monitoring of settlement of Audit objections.
6. Any other job as assigned to him by his superiors from time to time.

**JOB DESCRIPTION OF CHIEF ACCOUNTS OFFICER I**

The duties of the post of Chief Accounts Officer are as follows:-

1. To advise the Head of the Establishment or Laboratory on all matters relating to accounts, planning (Annual as well as Five Year plans) and budgeting.
2. To oversee all accounts functions including budgetary control in the respective Establishment/Laboratory.
3. To ensure speedy settlement of audit objections.
4. Any other job as assigned by the Headquarters/Head of the Establishment/Laboratory from time to time.

**JOB DESCRIPTION OF SENIOR ACCOUNTS OFFICER GRADE-II**

The duties of the post of Senior Accounts Officer Grade-II are as follows

- (1) To look after all matters relating to Accounts and Purchases.
- (2) Budget forecasting and control and monitoring of expenditure.
- (3) To ensure proper control and supervision on matters relating to pay & allowances, preparation of bills, project costing and expenditure etc.
- (4) Dealing with Audit Objections at various levels,
- (5) Any other job assigned by the Headquarters/Head of the Establishment / Laboratory or Chief Accounts Officer from time to time.

**JOB DESCRIPTION OF ACCOUNTS OFFICER**

- (1) Financial Advice.
- (2) Interpretation of Financial Rules & Regulations.
- (3) Surprise check of cash in respect of Public fund/unit fund etc.
- (4) Signing of Pay Bills, TA/DA bills etc.
- (5) To deal with Local/Test audit objections.
- (6) Compilation of Budget and submission of report and returns to DRDO HQ.

**JOB DESCRIPTION OF CHIEF SECURITY OFFICER**

- (1) He will be the overall incharge of the Security of the Lab and will be directly responsible for the security and fire fighting arrangements in the Lab.
- (2) He will plan, control and monitor the overall security arrangements of the Laboratories and take all necessary measures, including liaison with police and other civil authorities to ensure the security.
- (3) He will supervise the functions of the Security Officers and staff placed under his control.
- (4) He will ensure adequate precautionary measures for ensuring the safety and security of the buildings and other assets and to guard against insurgency/sabotage.
- (5) He will also be required to perform any other duty assigned by the Director/Head of the Lab/Estt from time to time.



**JOB DESCRIPTION OF ADDITIONAL CHIEF CONSTRUCTION  
ENGINEER (ADDL CCE)**

- 1 Assist the Chief Construction Engineer in undertaking planning of civil works project commencing from conceptual stage to detailed architectural and structural design, specifications, bill of quantities, cost estimates for buildings, utility services and external services.
- 2 Assist the Chief Construction Engineer in undertaking execution of selected time bound R&D Civil Works Projects.
- 3 Preparation of schemes for land scaping/arboriculture and environmental/ecological improvements for DRDO centres and undertake implementation of sanctioned schemes on turn key/ consultancy or contract basis.
- 4 To evolve management structure and procedures for the maintenance services of buildings and utility assets of DRDO till assets are handed to MES/Director of Estates.
- 5 To take contract action including preparation and issue of work package.
- 6 Office management and control of the staff

ANNEXURE-III

APPLICATION FOR APPOINTMENT TO THE POST OF  
ON DEPUTATION (ISTC)  
BASIS IN DRDO, MINISTRY OF DEFENCE

Affix  
Passport  
size  
photograph

1.(i) Name and Address (in Block Letters)	
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)	
1.(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)	
2. Date of Birth (in Christian era)	
3.(i) Date of entry in service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualification	
5. Whether Educational and other qualifications required for the post are satisfied.	
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications./experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
(A) Qualification	(A) Qualification
(B) Experience	(B) Experience
<b>Desirable</b>	<b>Desirable</b>
(A) Qualification	(A) Qualification
(B) Experience	(B) Experience
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject may be indicated <b>by the candidate.</b>	
<b>6.</b> Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay, Pay Level drawn under ACP/MACP	From	To

8. Nature of present employment i.e. adhoc 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 the applicant belongs.	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 <b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			

<p>9.2 <b>Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>								
<p>10. If any post was held on deputation in the past by the applicant, date and return from the last deputation and other details.</p>								
<p>11. <b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Union Territory (d) Autonomous/ PSU/Statutory Organisations (e) Government Undertaking (f) Recognised Universities/research institutions (g) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;"><u>Basic Pay in the Pay Matrix/ pay in pay cell</u></th> <th style="width:20%;"><u>Pay Level</u></th> <th style="width:40%;"><u>Total Emoluments</u></th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>			<u>Basic Pay in the Pay Matrix/ pay in pay cell</u>	<u>Pay Level</u>	<u>Total Emoluments</u>			
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<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;"><u>Basic Pay in the Pay Matrix</u></th> <th style="width:20%;"><u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u></th> <th style="width:40%;"><u>Total Emoluments</u></th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </tbody> </table>			<u>Basic Pay in the Pay Matrix</u>	<u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u>	<u>Total Emoluments</u>			
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<p>16 A. <b>Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								

<p><b>16 B. Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"><li>(i) Research publications and reports and special projects;</li><li>(ii) Awards/Scholarships/Official Appreciation;</li><li>(iii) Affiliation with the professional bodies/ institutions/ societies;</li><li>(iv) Patents registered in own name or achieved for the organization;</li><li>(v) Any research/innovative measure involving official recognition; and</li><li>(vi) Any other information.</li></ul> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of ‘STC’/Absorption/Re-Employment are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-Employment”)</p>	
<p>18. Whether belongs to SC/ST</p>	
<p>19. Choice of Stations for posting.</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Address with Mob No.: \_\_\_\_\_  
e-mail \_\_\_\_\_

Countersigned  
(employer with Seal)

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that: -

(a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. \_\_\_\_\_.

(b) His/Her integrity is certified.

(c) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years (2017-18 to 2021-22) duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

(d) No major/minor penalty has been imposed on him/her during the last 10 years

**OR**

A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

CBC 10301/11/0091/2425