

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

Applications are invited for filling up of One (01) post of Administrative Officer (Group 'A' Gazetted) in Level – 10 in the Pay Matrix as per 7th CPC at the National Defence Academy, Khadakwasla, Pune on Promotion/Deputation (including Short Term Contract) basis. The eligibility conditions for applicants are as under:-

Officers under the Central Government or State Government or Public Sector Undertakings or Autonomous bodies or Semi-Government organizations.

- (a) (i) Officers holding analogous posts on regular basis in the parent cadre/ Department; or
- (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in Level 8 (Rs. 47,600-1,51,100) in the Pay Matrix as per 7th CPC or equivalent in the parent cadre/Department; or
- (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Level 7 (Rs. 44,900-1,42,400) in the Pay Matrix as per 7th CPC or equivalent in the parent cadre or Department and
- (b) Possessing the following educational qualifications and experience:-
- (i) Degree of a recognized University or equivalent;
- (ii) Five years' experience in establishment and personnel administration.

Note 1: The Establishment officer of National Defence Academy in Level 7 (Rs. 44,900-1,42,400) in the Pay Matrix as per 7th CPC with three years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and upto date confidential reports/APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the **Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room No. 33, Kashmir House, Rajaji Marg, New Delhi-110011** within 60 days of the issue of this advertisement. Applications received after the last date or without the confidential reports or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary and vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.

JOB DESCRIPTION/CHARTER OF DUTIES FOR THE POST OF ADMINISTRATIVE OFFICER
AT NATIONAL DEFENCE ACADEMY, KHADAKWASLA, PUNE.

- (a) Consolidation of the PE as a whole and periodical reviews.
- (b) Appointment, Promotion, Quasi-permanency and permanency.
- (c) Pay and allowance and pensions.
- (d) Postings, transfers and adjustment of surpluses and deficiencies.
- (e) Discipline including disciplinary proceedings under the CSS (CC&A) Rules, 1965.
- (f) Retirements, resignations, invalidation from service and voluntary retirements.
- (g) Welfare matters.
- (h) Departmental Promotion Committee.
- (i) Appeals and petitions.
- (k) Compassionate appointments in case of death in harness and invalidment from service.
- (l) Revision of pay as per Rules.
- (m) Pay fixation in case of pensioners, promotions, re-classification and surplus/deficiencies adjustment.
- (n) Maintenance of roster for SC/ST reservations for appointment, permanency and promotion.
- (o) Maintenance of records for Ex-servicemen and physically handicapped persons.
- (p) Administer the office contingencies grant and requisite expenditure for office stationary, equipment, books and publications liveries for Group 'C' and 'D' employees and maintain accounts and ledgers for the same.
- (q) Initiate all pension claims, and progress the cases.
- (r) Deal with all representations for the civilians.
- (s) Preparation and maintenance of Seniority list for the 34 cadres/isolated posts of civilian employees thereto.
- (t) Preparation of Recruitment Rules for the different posts and progressing the action thereon.
- (u) Act as a member in all Selection Committees and boards for employment of personnel.
- (v) Scrutinize the various cases pertaining to Civilian Personnel and submit detailed notings on each case for decision of the higher authorities.



BIO DATA-PROFORMA

POST APPLIED FOR _____

1.	Name and address (in block letters)	:	
2.	Date of Birth (in Christian era)	:	
3.	(i) Date of entry into service	:	
	(ii) Date of retirement under Central /State Government Rules;	:	
4.	Educational qualifications (enclose copy of Degree Certificate)	:	
5.	Whether educational and other qualifications required for the post are satisfied. (If any, qualifications have been treated as equivalent to the one prescribed in the rules, state the authority for the same)	:	
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	Essential		Essential
	(a) Qualification		(a) Qualification
	(b) Experience		(b) Experience
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular		Qualifications/Experience possessed by the officer
	Desirable		Desirable
(a) Qualification		(a) Qualification	
(b) Experience		(b) Experience	
5.1 NOTE – This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.			
5.2 NOTE – In the case of Degree and Postgraduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.	:	
	6.1 NOTE – Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.		

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7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.					
Office /Instt.	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay Scale 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 /Instt.	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	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/Organisation to which the applicant belongs	:			
	(d) Name of the post and Pay of the post held in substantive capacity in the present organization	:			
9.1 Note – In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.					
9.2 Note – Information under Columns 9(c) and 9(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.					

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10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	:	
11.	Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column)	:	
	(a) Central Government	:	
	(b) State Government	:	
	(c) Autonomous Organisation	:	
	(d) Government Undertakings	:	
	(e) Universities	:	
	(f) Others	:	
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
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.	:	
14.	Total emoluments per month now drawn.	:	Basic Pay in the PB: Grade Pay: Total Emoluments:
15	In case the Applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by Organisation showing the following details may be enclosed:-		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances, etc., (with break up details)	Total Emoluments
16-A.	Additional information, 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). (Note. - Enclose a separate sheet, if the space is insufficient).	:	



16-B	Achievements: The candidates are requested to indicate information with regard to:-	
	(i) Research publications and reports and special projects	:
	(ii) Awards/Scholarships/Official Appreciation	:
	(iii) Affiliation with the professional bodies/institutions/societies and	:
	(iv) Patents registered in own name or achieved for the organization	:
	(v) Any research/innovative measure involving official recognition.	:
	(vi) Any other information (Note – Enclose a separate sheet if the space is insufficient)	:
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" # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular are specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	:
18.	Whether belongs to SC / ST	:
19.	Contact Telephone/Mobile No.	:

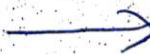
I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of Essential Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time 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.

Signature of the Candidate

Address: _____

Date.....

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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 –

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) 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

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(Employer/Cadre Controlling Authority with Seal)

CBC 10622/11/0010/2425