

VACANCY CIRCULAR

NO 2933/DPT/SAO/DGAQA/ADM-II

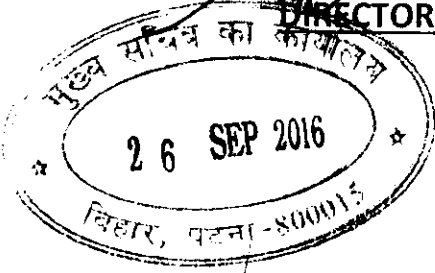
GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

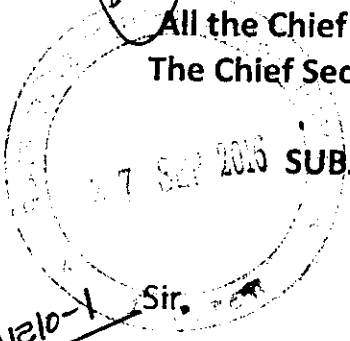
DIRECTORATE GENERAL OF AERONAUTICAL QUALITY ASSUARANCE

ROOM NO 101, 'H' BLOCK,
Krishan Memon Marg
NEW DELHI - 110011

Dated, the 19 Sep 2016



To
All the Ministries/Depts. Of Govt of India
All the Chief Secretaries of State Govts
The Chief Secretaries of Union Territories



SUBJECT: FILLING UP 01 (ONE) POST OF SENIOR ADMINISTRATIVE OFFICER, GRADE-II BY DEPUTATION (INCLUDING SHORT TERM CONTRACT).

I am directed to say that 01 (One) post of Senior Administrative Officer, Grade-II is required to be filled in the office of Commanding Officer, Aeronautical Quality Assurance Wing(Armament), Directorate General of Aeronautical Quality Assurance, Ministry of Defence, Khamaria, Jabalpur-482005(MP) by deputation (including short term contract). The details of the post are as under :-

Post & Classification : Senior Administrative Officer Grade-II
General Central Service, Group 'A',
Gazetted, Ministerial.

Pay Scale : Level 10 in the Pay Matrix(Pre revised Pay Band-3 of Rs 15600-39100 + Grade Pay of Rs 5400)

मुख्य सचिव का कार्यालय
आफिस सं. 28/9/16
दिनांक 27/9/16

28/9/16

3738/21001
29.09.16

Contd...p2/-

Eligibility Conditions : **Deputation (Including Short Term Contract) :-**

Officers under the Central or State Governments or Union Territories or Universities or public sector undertakings or semi-government or Statutory or autonomous organisation

(A)(i) 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 posts in Level 8 of the Pay Matrix (Pre-revised Pay Band-2, Rs 9300-34800 plus grade pay of Rs 4800/-) 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 of the Pay Matrix (Pre-revised Pay Band-2, Rs 9300-34800 plus grade pay of Rs 4600/-) or equivalent in the parent cadre/department.

And

(B) Possessing the following educational qualification and experience

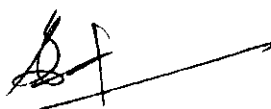
(i) Bachelor's degree from a recognised university.

(ii) Three years experience in administrative, establishment, Budget and accounts matters.

2. Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of application.

3. **Job Profile:-** To assist the Director in administrative management of the office. To supervise work relating to admin, personnel and establishment matters viz promotion, Pay fixation, recruitment, and other service related matters. To liaise with HQs on all administrative activities.

Contd...p3/-



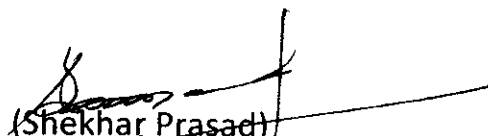
4. It is requested that the applications (in duplicate) in the enclosed proforma along-with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach Director(HR), Directorate General of Aeronautical Quality Assurance, Ministry of Defence, 'H' Block, Krishnan Memon Marg, New Delhi-110011 within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A Separate certificate is also required to be furnished by Cadre Controlling authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

5. The Curriculum Vitae Proforma can also be downloaded from our website www.dgaeroqa.gov.in.

6. All Ministries/Departments are requested to circulate this vacancy circular to all organisations, universities, recognized research institutions, Public Sector Undertakings, Semi-Government or Statutory or autonomous Organisations under their administrative control.

NOTE : **CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully,


(Shekhar Prasad)
Director (HR)
For DG, AQA

Application for the post of _____ on
deputation basis (including short term contract) at Directorate General of Aeronautical Assurance, Ministry of
Defence, New Delhi-110011

1	Name and address in BLOCK letters			Affix here recent passport size photograph	
2	Father's Name				
3	Date of birth(in Christian era)				
4	Date of retirement under Central/State Government Rules				
5	Educational Qualification	i)			
		ii)			
		iii)			
		iv)			
6	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)				
	Qualifications/Experience				
		Required		Possessed by the Officer	
	Essential				
	Desirable				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.				
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.				
	Office/Instt/Organization	Post Held	Pay-band and Grade Pay(Scale of Pay if in pre-revised scale of pay)		Nature of Duties
			From	To	

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/organization to which you belong.		
11	Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University (f) others		
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 scale.		
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. This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above. Enclose a separate sheet, if the space is insufficient.		
15	Whether belongs to SC/ST/OBC(if yes, please specify)		
16	Contact Nos	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17	If selected, specify the minimum required joining time		
	Declaration:- I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post,		_____ Signature Of the Candidate
	Date	Address	
	Countersigned:		
	[Employer/Authorized Officer]		