



Government of India
Ministry of Defence
Defence Res & Dev Organisation
Directorate of Personnel

Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105

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DOP/AA-1/68059/DEPU/19-20(SAO-II)

FILLING UP OF THE POSTS OF SENIOR ADMINISTRATIVE OFFICER GRADE-II IN DEFENCE RESEARCH & DEVELOPMENT ORGANISATION, MINISTRY OF DEFENCE ON DEPUTATION (STC) BASIS.

Applications from eligible candidates are invited for appointment to the post of **Senior Administrative Officer Grade-II** on deputation (Short Term Contract Basis) in DRDO, as per details given in **Annexure-I**.

2. The selected officers will be entitled to normal deputation terms as admissible under the Central Government Rules in force from time to time (i.e. as per DOP&T norms).
3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. **Officers of the following categories need NOT apply for the above mentioned posts:-**

- (i) who have not been appointed on regular basis;
- (ii) who have not completed the probation period in their grade;
- (iii) who have attained 56 years of age before the last date of receipt of applications;
- (iv) The departmental candidates in the feeder grade who are in direct line of promotion;

4. The application in the proforma as given in Annexure-II may be sent through proper channel to **Shri Pravin Kumar Das, Dy Director (Pers-AA-1), Room No. 266, Directorate of Personnel, DRDO Bhawan, Rajaji Marg, New Delhi -110 105 within 60 days from the date of issue of this advertisement in the Employment News** alongwith the following:-

- (a) Complete and up-to-date attested photocopies of APARs of the officers for the last 05 years (from 2014-2015 to 2018-19). **Photocopies of APARs must be attested on each page by an officer not below the rank of Under Secretary or equivalent.**
 - (b) Certificate/ details of major/ minor penalties imposed on the officer during last 10 years; and
 - (c) Vigilance and disciplinary clearance and integrity certificate in respect of those who could be spared in the event of their selection.
5. Applications received after the last date or without duly attested copies of APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications which are not received through proper channel.
6. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct, there is no doubt about the integrity of the officer, no major/ minor penalties have been imposed during last 10 years and no disciplinary case is either pending or contemplated against the officer.

(Pravin Kumar Das)
Dy Director (Pers-AA-1)
for Chairman DRDO
Annexure-I

SENIOR ADMINISTRATIVE OFFICER GRADE-II

- (a) **Number of posts* : 11 (Eleven)**
 - (b) **Location*** : Bangalore, Agra, Hyderabad, Delhi, Gwalior, Pune, Mussoorie, Kochi, Chandigarh and Ahmednagar (subject to change).
 - (c) **Pay Scale** : Pay Level 10 (Rs. 56100-177500)
- *Note:** The number of posts and locations given above are subject to change depending upon the requirement existing at the time of appointment.
- Qualitative Requirements:**
- (A) Officers under the Central or State Government or Union Territory or Recognized Research Institutions or Public Sector Undertaking or Semi-Government or Autonomous Organizations or Technical Organization.
 - (I) Holding analogous posts on a regular basis in the parent cadre or department; or
 - (II) With two years' service in the grade rendered after appointment thereto on a regular basis in the Pay Level -08 (Rs. 47,600-1,51,100) or equivalent in the parent cadre or department; **and**
 - (B) Possessing educational qualifications and experience as under: -
- Essential :** (I) Degree of recognized University.
(II) Three years experience of administration, establishment and accounts work.
- Desirable**
- (I) Diploma in Personnel Management or Industrial Relation from a recognised Institution.
 - (II) Working experience in Scientific or Industrial or Technical Organisation or Departments.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/ are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to First January two thousand six (the date from which the revised pay structure based on the sixth CPC recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any upgradation.

ANNEXURE-II
APPLICATION FOR APPOINTMENT TO THE POST OF SENIOR ADMINISTRATIVE OFFICER GRADE-II ON DEPUTATION (STC) IN DRDO, MINISTRY OF DEFENCE

01	(a) Name of the applicant (in Block letters):	PHOTO
	Complete postal address of the applicant's present office: (with PIN, Tele and FAX)	
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele and FAX):	
02	Date of Birth (in Christian Era):	
03	Date of Retirement under Central Govt. Rules:	
04	Educational Qualifications:	
05	Whether Educational and other qualifications/ Experience required for the post are satisfied:	
	(a) Essential:	
	(b) Desired:	
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:	
07	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:	
	Office	Post held
	From	To
	Scale of Pay and Basic pay	Nature of duties (In details)
08	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:	
09	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 (indicate the name of your employer against the relevant column) (a) Central Government; (b) State Government; (c) Autonomous Organisation; (d) Government Undertaking; (e) Universities; (f) Any deptt mentioned in QRs:	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:	
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 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).	
15	Whether belongs to SC/ST	
16	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17	Choice of stations for posting (in order of preference)	

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

Address _____

Date _____

Countersigned
(Employer with Seal)

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY IN RESPECT OF SHRI/ SMT

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.

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5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ attested **photocopies of APARs for the last 5 years (2014-2015 to 2018-2019) are enclosed. Photocopies of APAR have been attested on each page by an officer not below the rank of Under Secretary or equivalent.**

Signature

Date: _____ **Name, Designation & Tele of the forwarding Officer**
Place: _____ **(Office Stamp)**
UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief. "I, _____ undertake that in the event of my selection, to the post of Senior Administrative Officer Grade-II in DRDO, on deputation (ISTC) basis, I will not withdraw my candidature."

Place : _____ **Signature of the Candidate**
Date : _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

DUTIES OF SENIOR ADMINISTRATIVE OFFICER GDE-II

1. To assist the Director of the concerned Lab/ HQ in the administrative management of the Lab/Dte at this HQ.
2. To co-ordinate and supervise all administrative functions of the Lab viz, Recruitment, Promotion, Posting, Pay fixation, Leave etc.
3. To liaise with DRDO HQ on all administrative activities. -
4. To ensure proper and effective man-power management.
5. To modernise office management using modern and latest office aids under the guidance of the Director/ other senior officers
6. Any other function entrusted to SAO-II from time to time.