

**Government of India, Ministry of Defence**  
**Office of Joint Secretary & Chief Administrative Officer**

The following vacancies are required to be filled in Integrated Headquarters of Ministry of Defence (Air) as per details given below :-

Ser. No.	Name of Post, No. Pay Band and Classification	No. of Vacancies	Mode of Recruitment	Eligibility conditions and Qualification
1.	<b>Data Processing Assistant</b> Level-7 in the Pay Matrix (General Central Service, Group 'B', Gazzeted, Non-Ministerial)	02	Deputation (Including Short Term Contract)	<p><b>Deputation (Including Short Term Contract):</b> Officers under the Central Government or State Government or Union Territory Administration or Universities or recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations:-</p> <p>(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 6 in the Pay Matrix in the parent cadre or department. <b>AND</b></p> <p>(B) possessing the following educational qualifications and experience:</p> <p>A (i) Master's Degree in Computer Applications or Computer Science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology from a recognized University or Institution, OR</p> <p>B (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communications Engineering from a recognized University or Institution</p> <p>(ii) Two years experience in electronic data processing work including experience in actual programming. <b>OR</b></p> <p>C (i) Master's Degree of a recognized University or Institution or Degree in Engineering of a recognized University or Institution</p> <p>(ii) Three years experience in electronic data processing work including experience in actual programming. <b>OR</b></p> <p>D (i) 'A' level diploma under Department of Electronics and Accreditation of Computer Classes programme or Post Graduate Diploma in Computer Application offered under University programme or Post Polytechnic Diploma in Computer Application awarded by All India or State Council of Technical Education</p> <p>(ii) Three years experience in Electronic Data Processing work including experience in actual programming.</p>

2. Job Profile: Assistance in the design, development and implementation of information systems and Database, operation and analysis thereon, including assistance to system analysis programming, and data organisation, data collection, collation, validation, coding, processing and maintenance of all forms of data including alpha-numeric, textual, graphic, voice and optical and operation of any type of EDP machine/computer/computer based equipment/computer based instrument/computer based online or real time systems/computer network based systems etc. Assistance to the planning, scheduling coordination and implementation of inter-related and integrated Data Processing, and for a few staff who are determined to have the required aptitude and depending upon the need, supervision of the work of subordinate staff.

3. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. 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 organization/department of Central Government shall ordinarily not to 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.

5. For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

The appointment on deputation shall be governed by DOP&T OM No. 6/0/2009-Estt. (Pay-II) dt. 17 Jun