Government of India
Ministry of Defence

Applications are invited for filing up of one (01) post of **Principal Design Officer (Engineering)** Group 'A' Gazetted in the pre-revised pay in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 7600 revised to Level-12 of Rs. 78800-209200 in the pay level matrix in the Indian Navy is required to be filled through deputation including short term contract basis. The eligibility conditions for applicants are as under-

Deputation :- Officers under the Central Government.

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

(ii) with five years service in the grade rendered after appointment thereto on regular basis in the pre-revised pay in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5600 revised to Level-11 of Rs. 67700-208700 in the pay laval matrix or equivalent in the parent cadre or department; **or**

(b) Possessing the following educational qualification and experience.

(i) Degree in Mechanical/ Marine Engineering from a recognised University or equivalent.

(ii) 10 years practical experience in design/installation/construction of ships.

Note:- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation 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 OM No 6/8/2009-Estt. (Pay II) dated 17 June 2010 as amended from time to time.

3. It is requested that the applications (in duplicate) in the given proforma along with the complete and upto date APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the **Director of Civilian Personnel (DCP), Integrated Headquarters, Ministry of Defence (Navy), Room No. 100, First Floor, Talkatora Indoor Stadium, Talkatora Stadium Annex Building, New Delhi-110001 within 60 days of the issue of this Advt.** Applications received after the last date or without the APARs 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/vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.

(Devendra Kumar)
Under Secretary to the Government of India
Telefax: 011 23011449

BIO-DATA/CURRICULUM VITAE PROFORMA

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	
5. 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 as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
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. In the case of Degree and Post Graduate 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 of 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.

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 Level in Pay Matrix/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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

Office/ Institution	Pay Level in Pay Matrix/Pay Scale drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc 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 organisation

9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate. **9.2 Note:** Information under Column 9 (c) & (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/ organisation.	
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 Organization d) Government Undertaking 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

Pay in Pay Matrix	Pay Level in Pay Matrix	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 the 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 Organizations are eligible only for Short-Term Contract)	
# (The option of 'STC/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

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