

**Government of India**

**Ministry of Defence/HQ Integrated Defence Staff**

Applications are invited for filling up following posts at National Defence Academy, Pune by Composite Method [Deputation (Including Short Term Contract) plus Promotion].

(a)	<b>Statistical Officer</b> (Group 'B' Gaz, Non-Ministerial) in Level - 7 (Rs. 44900-142400)	01
(b)	<b>Senior Technical Assistant (Museum and Archives)</b> (Group 'B' Non-Gaz, Non-Ministerial) in Level - 6 (Rs. 35400-112400)	01

**I. The eligibility conditions for the applicants who will apply for the post of Statistical Officer are as under:-**

(a) Officers under the Central Government or a State Governments or Statutory or autonomous bodies or public sector undertakings or Universities or semi government or recognized research institutes:-

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level-6 (Rs. 35400-112400) of pay matrix or equivalent in the parent cadre or department or

(iii) with eleven years' service in the grade rendered after appointment thereto on a regular basis in level-5 (Rs. 29200-92300) of pay matrix or equivalent in the parent cadre or department **and**

(b) possessing the following educational qualifications and experience:-

(i) Bachelor of Arts or Bachelor of Science with Mathematics and Statistics as main subject from a recognized University.

(ii) Three years experience of collection, compilation, analysis and interpretation of statistical data.

**Desirable :** Master's degree in Statistics or Operations Research or Mathematics or Economics or Commerce (with Statistics) from a recognized University.

**Note 1:** The departmental Statistical Assistant of the concerned establishment under Headquarters Integrated Defence Staff in the level-5 of pay matrix with eleven years regular service in the grade and having the educational qualification and experience prescribed for considering appointment on deputation basis is to be considered along with the outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

**Note 2:** Period of Deputation (Including Short Term Contract) including the 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 to exceed three years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

**II. The eligibility conditions for the applicants who will apply for the post of Senior Technical Assistant (Museum and Archives) are as under:-**

(a) Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute or Research Institution:-

(ii) holding analogous post on regular basis in the parent cadre or department, or  
(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in post in Level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department. **and**

(b) possessing the following educational qualifications and experience:-

(i) Degree in Archaeology or History or a degree in Bachelor of Science with Chemistry as main subject from a recognised University;

(ii) minimum two years practical experience of restoration and conservation of museum artefacts in museum or conservation laboratory.

**Note-1:** The departmental Chemical Assistant (Museum and Archives) of Establishments under Headquarters Integrated Defence Staff in the Level-5 in the pay matrix (Rs. 29200-92300) with six years regular service in the grade and having the educational qualification and experience prescribed for considering appointment on deputation basis is considered alongwith outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

**Note-2:** Period of Deputation (Including Short Term Contract) including the 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 to exceed three years.

**Note-3:** The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding fifty six 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 June 2010, as amended from time to time.

3. It is requested that the applications (in duplicate) duly completed in all respects in the given Proforma alongwith the complete and upto date Confidential Reports/APARs for the preceding five years 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, Room No. 33, Kashmir House, New Delhi - 110011, within 60 days of the issue of this advertisement.**

Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete in any respect will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary and vigilance case is pending or being contemplated against the officer. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished. Integrity of the officer may also be certified and 'NOC' from Cadre Controlling Authority may also be enclosed. The applicant must clearly specify the name of the post(s) viz Statistical Officer/Senior Technical Assistant (Museum & Archive) for which /she is applying on deputation basis.

(K. Giridharan)  
Director (Pers), HQ IDS

## 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.	<b>Educational Qualifications</b> (Enclose copy of Degree Certificate)		
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)		
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>	
	<b>Essential</b>	<b>Essential</b>	
	A) Qualification	A) Qualification	
	B) Experience	B) Experience	
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>	
	<b>Desirable</b>	<b>Desirable</b>	
	A) Qualification	A) Qualification	
	B) Experience	B) Experience	
	<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/ Department/Office</b> at the time of issue of circular and issue of advertisement in the Employment News. <b>5.2 Note:</b> 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 for the post.	:	
	<b>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.</b>		
7.	Details of Employment in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>		
Office/ Instt.	Post held in regular basis	From To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis
<b>* Important:</b> Pay Band & 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		
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 present organisation	:	
	<b>9.1 Note:</b> 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. <b>9.2 Note:</b> 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/organisation.		
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	:	

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