

No. 130/25/ADM/DE(24)/18/141/19/D(Apptts)

Government of India
Ministry of Defence
Room no. 132, 'B' Wing,
Sena Bhawan, New Delhi - 110011

Dated the 18 July, 2019

To

1. All Cadre Controlling Authorities (CCAs), Departments of Government of India (As per list enclosed)
2. Chief Secretaries of all State Governments/ Union Territories Administrations
3. All Autonomous Bodies/ Statutory/ Semi-Government Organizations
4. Chairman & Managing Director of all Public Sector Undertakings

Subject: Filling up of 10 posts of Joint Director/ Deputy Director General (in Junior Administrative Grade) in the pre-revised pay scale of Rs.15600-39100/- (PB-3) with Grade Pay of Rs.7600/- OR Rs.37400-67000/- (PB-4) with Grade Pay of Rs.8700/- in Defence Estates Organisation, Ministry of Defence, on deputation basis.

Sir,

I am directed to inform you that the Defence Estates Organisation is one of the oldest organization under the Government of India, Ministry of Defence, which is being headed by the Director General of Defence Estates. The function of the Defence Estates Organisation broadly is management of Defence land and administration of the Cantonment Boards. The Ministry of Defence is the biggest land holder among all the ministries of Govt. of India. The area of Defence land, measuring approximately 17.57 lakh acres, is placed with various land users, such as Army, Navy, Air Force and other organizations, like Ordnance Factories Board, DRDO, DGQA and CGDA etc. The Defence Estates Organization endeavours to ensure optimum utilization of Defence land and also secures the proprietary, occupancy, tenancy and other legal rights of Ministry of Defence over the land owned by the MoD. Besides corresponding broadly to the three Services, the Defence Estates Organization also caters for the Ordnance Factories, Defence Research & Development Organization, Canteen Stores Department, the Indian Coast Guard, The Border Roads Organization and other Inter-Service Organizations under the Ministry of Defence. The Organization handles the municipal administration of Cantonment areas through the Cantonment Boards. The Defence Estates Organization is presently having acute shortage of officers in Junior Administrative Grade (JAG) and Junior Non-Functional Selection

Grade(NFSG) of JAG. In this background, it has been decided with the approval of the Competent Authority to fill 08 vacant posts of Joint Directors in the 06 Directorates of Defence Estates, located at Lucknow, Pune, Chandigarh, Kolkata, Jammu and Jaipur and 02 vacant post of Deputy Director General (DDG) in the Directorate General and Joint Director, NIDEM, at New Delhi

2. Accordingly, I am directed to invite applications from eligible Officers in the appropriate grade for filling up of these 10 vacant posts of Joint Directors/DDG (in Junior Administrative Grade) in the pre-revised pay scale of Rs.15600-39100/- (PB-3) with Grade Pay of Rs. 7600/- (PB-3), in the Directorate General, Defence Estates, New Delhi/ NIDEM, New Delhi / Directorate of Defence Estates, Central Command, Lucknow / Southern Command, Pune / Northern Command, Jammu / Western Command, Chandigarh / Eastern Command, Kolkata / South Western Command, Jaipur, in Defence Estates Organisation, Ministry of Defence, on deputation basis, initially for a period of 03 years extendable further in accordance with the extant Government instructions. Details of the posts, eligibility conditions etc. are given at **Annexure-I**. The pay of the officers selected for appointment on deputation basis as well as other conditions related to their deputation will be regulated in terms of DoP&T's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

3. Applications of only such Officers will be considered as are routed through proper channel and are accompanied by:

- (i) Bio-data (in duplicate) as per proforma (**Annexure-II**);
- (ii) Photocopies of ACRs/APARs for the last five years, attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level;
- (iii) Vigilance Clearance Certificate (**Annexure-III**);
- (iv) Integrity Certificate (**Annexure-IV**);
- (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed, if any, on the officer during the last 10 years (**Annexure-V**); and
- (vi) Cadre Clearance Certificate, in the enclosed format (**Annexure-VI**). It may also be verified and certified that the particulars furnished by the officers are correct.

4. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment, in the same or some other department / of the Central Government, shall ordinarily not exceed five years.
5. Applications not received through proper channel or received after the last date or incomplete in any respect such as those not accompanied by the documents mentioned at para 2 above, will be liable to be rejected.
6. It is requested that the applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection, may be sent to Dy. Director General (Administration), Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaan Baatar Marg, Delhi Cantt-110010 within 60 days of issue of this advertisement.
7. The vacancies may please be given wide publicity in your Department/Organization.

Yours faithfully,



(Biswajit Guha)

Under Secretary to the Govt of India

Copy for information and necessary action to:-

- (i) All Ministries/ Departments of the Government of India. It is requested that the vacancies may be given wide publicity in their attached/ subordinate offices/ PSUs/ Autonomous or Statutory/ Semi Government Organizations.
- (ii) Deputy Secretary (MM), DoPT, New Delhi with a request to arrange to upload this on DOP&T website
- (iii) Editor, Employment News - for publication at an early date
- (iv) Guard File/Notice Board
- (v) DMS / AU&RC
- (vi) DGDE website

Annexure-I

1. **Name of the post** : Deputy Director General/Joint Director
2. **Number of posts** : **10**
3. **Classification of post** : General Central Service, Group 'A' Gazetted, Non-Ministerial
4. **Pay Scale** : Rs. 15600-39100/- (PB-3) with Grade Pay Rs. 7600/- (pre-revised)

5. **Places of posting** :

Name of office	Tentative vacancies
Directorate General, Defence Estates, New Delhi	01
NIDEM, New Delhi	01
Central Command, Lucknow	02
Southern Command, Pune	02
Eastern Command, Kolkata	01
Western Command, Chandigarh	01
Northern Command, Jammu	01
South-Western Command, Jaipur	01
Total	10

6. **Age Limit** : The maximum age limit for appointment on deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.
7. **Method of Recruitment** : By deputation.
8. **Period of deputation** : The period of deputation will be initially for 03 years extendable further in accordance with the extant Government instructions. The period of deputation shall be regulated in accordance with DoP&T OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time.
9. **Eligibility** : The posts are to be filled up by deputation from amongst officers in the appropriate grade from other Department of Central Government, or from a State Government, Union Territory or Statutory, Semi Government, Public Sector Undertakings or Autonomous Bodies:-
- (i) who is at least a Graduate from recognised University and,
- (ii) holding analogous post on regular basis in the parent cadre/ Department.

Note-I:- The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-II:- The crucial date of determining eligibility will be the last date for receipt of the applications.

Note-III:- Experience of working in a Municipal body will be duly considered while assessing the candidates.

9. **Duties and responsibilities attached to the post :** A Joint Director will function as Staff Officer in the Directorate of Defence Estates, the Command. Her/his duties and responsibilities will include processing matters related with one or more of the following:

- (i) general administration;
- (ii) personnel administration;
- (iii) municipal administration of the Cantonments;
- (iv) land acquisition/requisition/hiring/audit; and
- (v) land management

ANNEXURE II

APPLICATION FOR DEPUTATION TO THE POST OF DEPUTY DIRECTOR GENERAL / JOINT DIRECTOR IN THE DEFENCE ESTATES ORGANIZATION UNDER MINISTRY OF DEFENCE ON DEPUTATION BASIS.

CURRICULUM VITAE PROFORMA

1. Name and Address (In block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Government Rules :
4. Educational Qualification :
5. Whether qualification required for the post are satisfied :
6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
7. Details of employment, in chronological order since joining service (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient) :

Office / Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)

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 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 Organization :

d) Government Undertaking :

e) Others (Please specify) :

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 Among other things, may provide information with regard to:

- i) Academic qualifications :
- ii) Professional training; and :
- iii) Work experience :

(Note: Enclose a separate sheet, if the space is insufficient).

- 15. Whether belongs to SC/ST :
- 16. Indicate place of posting mentioned at Sr. No. 5 of Annexure-I in the order of preference :
- 17. Remarks, if any :

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

It is verified and certified that the above particulars furnished by the officer are correct.

Countersigned
(Employer with Seal)

INTEGRITY CERTIFICATE

After scrutinizing the Service records of Shri/Smt./Ms. _____, who has applied for deputation to the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of
Deputy Secretary or above)

Name & Office Seal: _____

Date: _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for deputation to the post of Deputy Director General / Joint Director in Defence Estates Organisation, under Government of India, Ministry of Defence, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms.
_____, who has applied for deputation to the post of Deputy
Director General / Joint Director in Defence Estates Organisation, under
Government of India, Ministry of Defence, Directorate General of Defence Estates,
Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantonment-110010.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

CADRE CLEARANCE CERTIFICATE OF PARENT DEPARTMENT

This office has no objection to Shri/Smt./Ms. _____
applying for the post of Deputy Director General / Joint Director in Defence Estates
Organisation, under Government of India, Ministry of Defence, Directorate General
of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi
Cantonment-110010 on deputation basis. It will be possible to relieve
Shri/Smt./Ms. _____ from this Office without any delay, in
case she / he is selected for the said post of Joint Director.

[Authorised signatory]

Name & Office Seal: _____

Date: _____