

VACANCY CIRCULAR

"Har Kaam Desh Ke Naam"

No A/39869/D-27/CAO/R-1

GOVERNMENT OF INDIA MINISTRY OF DEFENCE

Office of Joint Secretary & Chief Administrative Officer

Hall No.1, 1st Floor, 'A'-Block
Defence Offices Complex, Africa Avenue
(Near S.N. Depot), New Delhi - 110 023

Dated : 10 Nov 2021

Diary No. SAD/2021/33094
All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUBJECT: FILLING UP OF ONE VACANCY IN THE GRADE OF DEPUTY DIRECTOR IN HISTORY DIVISION, MINISTRY OF DEFENCE ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS

Sir/Madam,

I am directed to state that One vacancy in the grade of Deputy Director, History Division (General Central Service, Group 'A', Gazetted, Non-Ministerial), Level - 11 in the Pay Matrix is required to be filled in History Division, Ministry of Defence by Deputation (including short term contract) on the following conditions :-

Deputation (including short term-contract) :

Officers under the Central Government or State Governments or Union Territories Administration or Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organisations :-

Secy (Services)

(a) (i) holding analogous post on regular basis in the parent cadre or department ; or

(ii) with five years service in the grade rendered after appointment to the post on a regular basis in the level-10 in the pay matrix (Rs. 56100-177500) or level-9 in the pay matrix (Rs.53100-167800) or equivalent in the parent cadre or department ; and

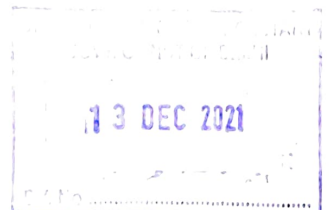
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(b) possessing the following educational qualifications and experience :

Essential

(i) Master Degree in History from a recognised University or Institute; and

(ii) Five years Research or Teaching experience in History.



Following
10.11.2021

Mr. Jagan
17.12.21

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S.O. (CO-OR)

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Desirable :

- (i) Doctorate Degree in History from a recognised University or Institute;
- (ii) Two years experience in administration.

2. **Job Profile** :

- (a) Conduct research in military history.
- (b) Compile the histories of military operations under the supervision of Director.
- (c) Write the battle accounts for the use of military training institutions.
- (d) Maintenance of classified records received from three services Hqrs.
- (e) Assist the visitors, including foreign researchers, in their research work
- (f) Supervise the general administration.

3. The departmental officers in the feeder category who are in the 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. The 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 or Department of the Central Government shall ordinarily not to exceed four 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. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

5. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five years(duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office **within 60 days of the date of publication of this advertisement in the Employment News.** **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and

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that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

6. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Universities, recognised Research Institutions, Public Sector Undertakings, Statutory and Autonomous Organisations under their administrative control.

7. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

Yours faithfully

[Signature]
(Z S Koireng) 10.11.2021
Deputy Director
CAO/R-1 & R-3
For JS & CAO

Copy to :

All Coord Sections of Integrated HQ of MOD (Army)

Integrated HQ of MoD(Air)/AIR HQ/PC-1

Integrated HQ of MOD (Navy)/Dte of Admin

All Coord Section of IS Orgns.

All Sections in the Office of the JS & CAO

CAO/P-2 - For information.

CAO/EDP - For uploading on the website of CAO's office.