

REGISTERED/BY HAND
A/24825/RR/CP/OS-8D/01/D(O-II)
Government of India
Ministry of Defence
New Delhi, the 30 Apr 2019

To,

All Ministries/Departments under the Central Govt.

Sub : **FILLING UP OF THE POSTS OF CIVILIAN ASSISTANT PROGRAMMER IN ARMY
ORDNANCE CORPS, MINISTRY OF DEFENCE BY TRANSFER ON DEPUTATION BASIS**

Sir,

It is proposed to fill up 01 (One) post of Civilian Assistant Programmer in Army Ordnance Corps, Ministry of Defence, by transfer on deputation basis from amongst the officers under the Central Government. The details of station and educational qualification(s)[Essential and Desirable]/experience and eligibility requirements are given in Annexure-I.

2. The selected officer will be entitled to normal deputation terms as admissible under the Government Rules in force from time to time (i.e. as per DoP&T norms).
3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organizations/Department of the Central Govt, should ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.
4. The application in the proforma as given in Annexure-II, may be sent through proper channel to **Col OS (Pers), MGO/OS (Pers), IHQ of MoD (Army), Room No 404, 'B' Wing, Sena Bhawan, New Delhi – 110 011** within **60 days** from the date of issue of this circular/advertisement in the Employment News alongwith the following:-
 - (a) Complete and up-to-date APARs of the Officers for last 5 years or photocopies thereof, duly attested by an officer not below the rank of Under Secretary or equivalent on each page. Photo copies of APARs not attested by an officer of the rank of Under Secretary or equivalent, shall not be accepted.
 - (b) Certificate by the Administrative Authority as per format enclosed at Annexure III.
5. Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered.
6. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct and that there is no doubt about the integrity of the officer and no disciplinary case is pending or contemplated against the officer.

Sd/- -----
(Anurag Sharma)
Under Secretary to the Govt of India
(Tele: 2301 449)

**FILLING UP OF THE POSTS OF CIVILIAN ASSISTANT PROGRAMMER IN ARMY
ORDNANCE CORPS, MINISTRY OF DEFENCE BY TRANSFER ON DEPUTATION BASIS**

1. Name of Post : Civilian Assistant Programmer
2. Number of Post : 01 (One only)
3. Station : Delhi
4. Pay Scale : Level-7 in the Pay Matrix (Rs 44,900-1,42,400)
5. Qualitative Requirements

As per Schedule of Recruitment Rules

Transfer on deputation: Officers holding equivalent or analogous posts under the Central Government and possessing the following qualifications:-

Essential

- (a) Master's degree in Statistics/Mathematics/Operations Research/Computer Science or a degree in Engineering of a recognized University or equivalent.
- (b) The training in Computer Programming/System designing.
- (c) 2 year's experience as a programmer in a Government office, recognized Institute or a business concern of repute.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable

- (a) Experience in the field of Inventory Control in a Government Office or a business concern of repute.

**APPLICATION FOR APPOINTMENT TO THE POST OF CIVILIAN ASSISTANT PROGRAMMER
BY TRANSFER ON DEPUTATION IN ARMY ORDNANCE CORPS, MINISTRY OF DEFENCE**

Affix
Photograph

1. Name of applicant (In block letters)
(as given in his/her service records) :
2. Father's name :
3. Date of Birth (in Christian Era) :
4. Whether belongs to SC/ST/OBC :
5. Present employment, whether working under
Central Government : Yes/No
6. Name & Address of parent organization
(with Tele/Mobile No and E-mail) :
7. Present office address (with Tele No.) :
8. Present post held on regular basis and date of
appointment there to on the regular basis :
9. Permanent post held and date of confirmation :
10. Present Level in the Pay Matrix with Basic Pay :
11. Date of retirement under Central Government Rules :
12. Educational and Professional Qualification :

Sl No.	Name of the Board	Exam Passed	Year	Subjects	% of Marks obtained
(i)					
(ii)					
(iii)					
(iv)					

13. Whether the eligibility conditions prescribed for the post
are satisfied :
14. Details of experience in relevant field, if any
(use extra sheet, if space is insufficient) :

S No	Experienced required	Experience possessed by the applicant

15. Nature of present employment, i.e. ad-hoc or Temporary or Permanent or regular :

16. Details of the previous employments, if any, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/ Organisation	Post held on regular basis	From	To	Level in the Pay Matrix and Basic Pay	Nature of Duties

17. In case the present employment is held on deputation/contract basis, please state:-

(a)	The date of initial appointment on Deputation/Contract	
(b)	Period of appointment on Deputation/Contract with date	
(c)	Name and address of the parent office/organization to which you belong/retired from	

18. If earlier worked on deputation : Yes/No
Whether cooling off period of 3 years since last deputation completed, as per rules (if yes, please also indicate the date of repatriation) : _____

19. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

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UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief.

I, _____ undertake that in the event of my selection to the post of Assistant Civilian Programmer in Army Ordnance Corps by transfer on deputation basis, I will not withdraw my candidature.

Place : _____

Signature of the Candidate

Date: _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

CERTIFICATE BY THE ADMINISTRATIVE AUTHORITY

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied for as per terms and conditions mentioned in the circular/advertisement.
3. Certified that no vigilance/disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date APAR dossier of the applicant/photocopies of APARs for the last 5 years duly attested by an officer of the rank of Under Secretary/equivalent or above are enclosed.
7. In case of selection of the officer, he will be relieved of duties from this office.

Signature :

Name :

Designation :

(Not below the rank of Under Secretary)

Date :

Tele No:

Place :

(Office Stamp)