

दूरभाष011 : -23007298

फैक्स 23014576-011 :

भारत सरकार, रक्षा मंत्रालय
रक्षा अनुसंधान तथा विकास संगठन
कार्मिक निदेशालय, कार्मिक एए1
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Government of India
Ministry of Defence
Defence Research & Dev. Orgn.
Directorate of Personnel (Pers-AA1)
266 'A' Block, DRDO Bhawan,
Rajaji Marg, New Delhi - 110 011

DOP/AA1/6807/Depu/PS/22

09 Mar 2022

To,

All Ministries/ Department of Govt of India

**SUB: FILLING OF THE POST OF PRIVATE SECRETARY IN DRDO,
MINISTRY OF DEFENCE ON DEPUTATION BASIS**

Sir,

Applications from eligible candidates are invited for filling up 63 posts of Private Secretary (PS), General Central Service Group 'B' Gazetted, Ministerial in the pay level 7 on deputation basis in DRDO as per details in Annexure I.

2. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India from time to time.
3. It is requested that application duly counter-signed by the Cadre Controlling Authority, as per the enclosed (Annexure-II), alongwith photocopies of complete and up-to-date APARs for the last five years (2015-16 to 2019-20) of the officers who could be spared in the event of their selection may be sent to Shri Pravin Kumar Das, Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105, within a period of 60 days from the date of circulation/publication of this circular in Employment News/Rozgar Samachar. Photocopies of the APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.
4. Applications received after the last date or without duly attested copies of ACRs/APARs as indicated above or without the counter-signature of the Cadre Controlling Authority or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

(Pravin Kumar Das)
Dy Dir.(Pers AA-1/ DOP)
for Chairman DRDO

Copy to: -

Asstt Director
Advt Section, Employment News
Ministry of Information & Broadcasting
Room No. 764
Soochna Bhawan
CGO Complex
Lodhi Road, New Delhi- 110003

:With a request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News/ Rojgar Samachar.

DRDO Official Website

Through Q & IT/DESIDOC.

Educational qualitative and experience for the post of Private Secretary to be filled on deputation

- (a) Number of posts* : 63; General Central Service Gp 'B' Gaz Ministerial
- (b) Location* : Hyderabad, Bengaluru, Delhi, Chandigarh, Dehradun, Pune, Jodhpur, Kochi
(subject to change)
- (c) Pay Level : 7

QUALITATIVE REQUIREMENTS:

Deputation :-

Officers holding the post in Stenographer Cadre under the Central Government:

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

Or

(ii) with five years service in the Stenographers grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300—34800 plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or department.

Note 1 : The departmental officers in the feeder category who are in the 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 2 : 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 organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.

**APPLICATION FOR APPOINTMENT TO THE POST OF PRIVATE
SECRETARY ON DEPUTATION IN DRDO, MINISTRY OF
DEFENCE**

Space for
photograph

1.(i) Name and Address (in Block Letters)		Space for photograph
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)		
1.(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)		
2. Date of Birth (in Christian era)		
3.(i) Date of entry in service		
(ii) Date of retirement under Central/State Government Rules		
4. Educational Qualification		
5. Whether Educational and other qualifications required for the post are satisfied.		
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	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject 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.		