

Directorate General of Quality Assurance

New Delhi

1. Applications are invited for filling up two (02) posts of **Senior Administrative Officer, Grade-I** (General Central Service, Group 'A' Gazetted, Non-Ministerial) in the pay scale of Rs.10000-325-15200 (pre-revised) in the Directorate General of Quality Assurance Organisation, Department of Defence Production, Ministry of Defence on deputation basis. The vacancy of Senior Administrative Officer Grade-I is available in establishment under DGQA organisation located at Bangalore and Pune.

2. Officers under the Central Govt. who fulfill the following eligibility conditions relating to qualifying/eligibility service and experience are eligible for consideration for filling up the post on deputation basis: -

- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; **or**
(ii) With five years', regular service in the grade rendered after appointment thereto on a regular basis in the pay scale of Rs.8,000-13,500 (pre-revised) or equivalent in the parent cadre/department; **and**

[**Note:** As only Group 'A' officers appointed on regular basis in the scale of Rs 8000-13500 (pre-revised) are eligible, Group 'B' officers drawing the said scale of pay on non-functional/ personal ACPs basis are not eligible for consideration.]

(b) Possessing four years' experience in Administrative, Establishment and Accounts matters.
3. The departmental officers in the feeder category or feeder grade to the post in feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. The appointment on deputation shall be governed by DOP&T OM No.6/8/2009-Estt. (Pay-II) dated 17 Jun 2010, as amended from time to time.

3. It is requested that application (in triplicate) in the enclosed proforma along with the complete and up-to-date CR Dossiers of the officers for the last five years who could be spared in the event of their selection may be sent so as to reach HQ DGQA, Dte of Adm / Adm-6A, Room No. 69, 'H' Block, DHQ PO, New Delhi-110011 **within 60 days** of publication of this circular. Applications received late or without the ACRs or otherwise found incomplete will not be considered. **In case the original CR Dossiers cannot be spared, photocopies of ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent may be forwarded.** While forwarding the application, it may be verified and certified by the Cadre Controlling Authority **that the Particulars furnished by the officer are correct, the integrity of the officer is satisfactory, no disciplinary/vigilance case is pending or contemplated against the officer and that no major or minor penalty had been awarded to the officer during the last 10 years.**

Proforma

(To be furnished in triplicate)

- Name of the post applied for : _____
- Name of the applicant (In Block Letters) : _____
- Date of birth (In Christian era) and age as on last date for receipt of application : _____
- Date of retirement under Central Govt. Rules : _____
- Residential (i) Present address and telephone No., if any : _____ Pin _____ Tel No. _____
(ii) Permanent : _____ Pin _____ Tel No. _____
- Name of the Central Govt Orgn., where serving with full address and Telephone No. of the Employer : _____
- Designation / scale of pay (pre-revised / revised) of the present post held by the applicant : _____
- If in the revised pay scale, indicate date of revision of scale and the pre-revised scale : _____
- Gross emoluments being drawn at present : _____
- Nature of present employment i.e. whether Ad hoc/ Temporary/Quasi Permanent/Permanent : _____
- Educational Qualification (Matric onwards) (Attested photocopies of certificates to be enclosed)

Sl. No.	Name of the School/College/University	Academic year	Marks obtained	Division

- Other Qualifications (Photocopies of certificates to be enclosed) : _____
- Details of employment in chronological order (including the present post held) starting from initial appointment :

Sl. No.	Office/Orgn.	Post Held	Regular/ Ad hoc/ deputation	From	To	Scale of Pay	Basic Pay	Nature of duties

- 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 / organisation to which you belong : _____

- Whether educational and other qualifications required for the post are satisfied :
Qualification/Experience
Required as per terms & conditions Possessed by the applicant

- (a) Essential
(b) Desirable

16. Please state, clearly whether in the light of entries above made by you meet all the requirement of the post applied for : Yes/No

17. Whether working in the same department and are in the feeder grade or in the feeder grade to the post in the feeder grade : _____

18. Whether belongs to SC/ST/OBC/PH : _____

19. Additional information if any, in support of your suitability for the post

20. Choice of place of posting in order of preference : (i) _____

(ii) _____

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for.

Place: _____
Date: _____ (Signature of the applicant)

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending /contemplated against the officer and that no major/minor penalty has been awarded to him during past 10 years and there is no doubt about the integrity of the officer.

No. : _____

Date : _____
(Name, Signature & Seal of the cadre Controlling Authority/Employer)