



कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No. 1 STAFF ROAD, SECUNDERABAD - 500 009
TELEPHONE No. 040-27843385, FAX No. 040-27810499



No. AN/I/1144/Misc

Dated: 01.05.2020

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The DCDA I/c, PAO(ORs)EME, Sec'bad.
3. The DCDA I/c, AAO (Army), Vizag.
4. The ACDA I/c, PAO(ORs)AOC, Sec'bad.
5. The Group Officers (Local).
6. All SAOs / AOs in Main Office.
7. All Sub-offices located at Sec'bad / Hyd'bad / Vizag.


Subject : Filling up one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

Reference : Hqrs Office letter No. AN/II/2407/CPO, dt. 27.04.2020

* * *

Hqrs office vide its letter cited under reference has called for willing SAOs / AOs for filling up the post of Contract Purchase Officer in Department of Defence Production on Deputation basis.

2. A copy of the OM, Eligibility Conditions (Annexure-I), Bio-data of applicants (Annexure-II) enclosed herewith for information.
3. Eligible and willing officers may forward their application duly filled in all respects latest by 06.05.2020 to this office for onward transmission to Hqrs. Office.


(S Vatsala)
ACDA (AN)

Copy to:

The AO, IT Section, Local - For uploading in the website.


(L Padmapani)
SAO (AN)

'हर काम देश के नाम'

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR MARG, PALAM, DELHI CANTT. -110010

दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email : hqan2.cgda@gov.in वेबसाइट/website : <http://cgda.nic.in>



No. AN/III/2407/CPO

Dated: 27.04.2020

To

All PCsDA / PCA (FYs) / CsDA (including PIFA/IFA offices) / HQrs AN-IV

Section.

Subject: Filling up one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

Ministry of Defence vide O.M No. A-12018/01/2020-D(Estt./Gp.I) dated 18-02-2020 (copy enclosed) has invited suitable candidate for filling up one post of Contract Purchase Officer in Department of Defence Production. Details of the deputation post are as below:

| | |
|----------------------------------|--|
| Name of the Organization | Department of Defence Production, Ministry of Defence |
| Name of the post | Contract Purchase Officer (General Central Service, Group-A, Gazetted, Non-Ministerial) |
| Number of vacant post | 01 |
| Eligibility and other conditions | As per enclosed annexure-I |
| Closing date | Within two months from the date of publication of this advertisement in the Employment News. |

2. Eligible and willing SAOs/AOs may forward their application as per annexure – II (Part-A & Part-B) (copy enclosed) through proper channel so as to reach HQrs Office by 08.05.2020. The officers are also requested to forward attested copies of APAR for last 05 years along with their applications.

(Amit Gupta)
Sr. Dy. CGDA (Admin)

No.A-12018/01/2020-D(Estt./Gp.I)
Government of India
Ministry of Defence

Room No.319 A, B Wing, SenaBhavan
New Delhi-110 105, 18th Feb, 2020

OFFICE MEMORANDUM

Subject: Filling up one post of Contract Purchase Officer in Department of Defence Production, Ministry of Defence on deputation basis.

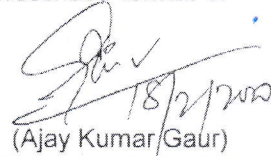
The undersigned is directed to say that it is proposed to fill up one post of Contract Purchase Officer which is vacant in Department of Defence Production, Ministry of Defence on deputation basis by officers fulfilling the requirements prescribed in Annexure-I.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations, as are accompanied by the requisite personal data as in Part-A of Annexure-II, requisite certificate and documents by the cadre controlling authority in the prescribed proforma as in Part B of Annexure-II, will be considered.

3. It is requested that applications of eligible officers, who are willing to be considered for the post and who could be spared, may be sent (through proper channel) to this Ministry at the following address within two months from the date of publication of this advertisement in the Employment News/Rozgar Samachar.

Under Secretary
D(Estt./Gp.I)
Room No.319A, 'B' Wing, 3rd Floor
SenaBhavan
New Delhi-110 011

4. Applications received after the due date or which is not in the prescribed format or without requisite documents will not be considered.


(Ajay Kumar Gaur)

Under Secretary to the Government of India

To

1. All Ministries/Departments of Government of India
2. EO, DoP&T (With the request to place the above vacancies on their website)
3. D(IT)/NIC, MoD (With the request to upload the OM on the website of MoD)



P.T.O.

Eligibility conditions for the post of Contract Purchase Officer, Ministry of Defence.

1. Post : Contract Purchase Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial)
2. Pay Scale : Pay at Level 11 (Rs.67,700 – 2,08,700/-) of the Pay Matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 6600/- (pre revised)).

3. Eligibility Conditions:

a) Officers under the Central Government

i) Holding analogous post on regular basis in the parent cadre or department;

OR

ii) With 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)) or equivalent in the parent cadre or department.

AND

b) Possessing five years' experience in drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies.

4. Period of Deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department, of the Central Govt. shall ordinarily not to exceed 4 (four) years.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

PART-ABIO-DATA OF PERSONS SPONSORED FOR THE POST OF CONTRACT PURCHASE OFFICER IN MINISTRY OF DEFENCE

1. Name and Address
(in Block Letters)
2. Date of birth
(Completed years of age)
3. Designation
4. Office where working
5. Scale of Pay & Present Pay
6. (a) Service & Batch to which belongs

(b) Substantive appointment held,
if any
7. Educational Qualifications
8. Whether Qualifications/experience
required for the post are satisfied. (If any
qualification has been treated as equivalent
to the one prescribed in the Rules, state the
Authority for the same).

| Qualifications/Experience required | Qualifications/Experience possessed by the Officer |
|--|--|
| A. For officers under Central Govt. | |
| i) Holding analogous post on regular basis in the parent cadre or department; or | Yes/No |
| ii) With 5 years' regular service in the Grade rendered after appointment thereto on a regular basis in level 10 (Rs. 56100-177500) in the pay matrix (Pay Band 3: Rs. 15600-39100/- plus Grade Pay of Rs. 5400/- (pre revised)) or equivalent in the parent cadre or department | |
| AND | |
| B. Possessing five years' experience in | |
| i) Drafting and issue of contract documents and supply orders and dealing with contractual matters relating to purchase and supplies. | Yes/No |
| If so, please indicate the no. of years of experience | |

9. Particulars of service, in chronological order. 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 detail) |
|------------------------|-----------|------|----|----------------------------------|---------------------------------|
| | | | | | |

10. Nature of present employment i.e. :
Ad-hoc or Temporary or Permanent.

11. In case the present employment is :
Held on deputation/contract basis
Please state.:

(i) the date of initial appointment :

(ii) Period of appointment on deputation/
Contract :

(iii) Name & Address of the parent office/
Organization to which you belong :

12. Additional information, if any, which :
You would like to mention in support
Of your suitability for the post.

(This among other things may provide
Information with regard to

(i) additional academic qualification :

(ii) professional training and :

(iii) work experience over and above :
Prescribed in the advertisement

13. Whether belongs to Scheduled Caste/ :
Scheduled tribe

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.

Date :

(Signature of the Applicant)

Address: _____

Tel/Mob. No.: _____

e-mail: _____