

**MINISTRY OF DEFENCE**  
**{Office of the JS & CAO}**

**Sub : FILLING UP THE FACULTY POST OF ASSISTANT DIRECTOR**  
**(01) ON TENURE BASIS IN THE DHTI**

Applications are invited to fill up the 01 faculty post of Asstt Director in CAO/DHTI on tenure basis for a period of 03 years from the date of appointment, from amongst suitable and eligible officers of AFHQ Civil Services who can be spared immediately in the event of selection.

2. The officer selected shall be entitled to 'Training Allowance' on his Basic Pay at the rates as may be determined by the Government of India from time to time. The eligibility criteria, conditions, qualification and experiences required for the post and other details are given in Annexure I to this Note.

3. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with Bio-data (in duplicate) in the proforma given in Annexure II so as to reach this office by 27 Oct 2017.

4. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in prescribed proforma are liable to be rejected. In case of selection to the post, the officer shall not be permitted to apply for any deputation at least for a period of three years from date of joining. The selection will be made by a Committee constituted for this purpose and finally selected officers will be intimated accordingly.

5. While forwarding the application, it may be certified that the particulars furnished by the officer are correct. This may please be given wide publicity.



(Anand Kumar TB)  
AO, CAO/P-1(A)  
18 Sep 2017

Encls: Annexure I & II

**All Branch Coord Officers in Army, Navy & Air HQrs/ISOs**

**CAO/EDP Cell** : for uploading on CAO's Website.

**Annexure I**

1.	Name of Post	<b>Assistant Director (Establishment Wing)</b>
2.	Number of Post	One
3.	Level	8 & 10
4.	Grade Pay	Rs. 4800/- and Rs. 5400/- (Pre-revised)
5.	Period of tenure	3 years
6.	Duties and responsibility of the post	(a) To schedule, organize, direct training programme and impart training for civilian officers and staff as well as Service Officers/PBORs working in the three Service HQ/ISOs and MoD; (b) To produce training material, case studies and update it from time to time; and, (c) To assist the Director of the Institute in Administrative and Training matters.
7.	Pay & Allowance	Shall be entitled to Basic Pay and Training Allowances thereon as per rates determined by the Govt of India from time to time.
8.	Qualification, Experiences and Eligibility	Section Officers of AFHQ Civil Services, preferably in the Level 10, possessing the following educational qualification and experience:-  <b><u>Essential</u></b>  (a) Degree of a recognized university or equivalent (b) Knowledge of Establishment/Administrative/ Financial Rules and regulation of the Government.  <b><u>Desirable</u></b>  (a) Experience as a trainer/organizing training programme in the area of Establishment/ Recruitment/Manpower planning; (b) Experience of handling establishment matters/Preparation/maintenance of Reservation Roster as part of duty; and, (c) Participated in Direct Trainer Skill (DTS) Programme of DoP&T.
9.	Age	Not exceeding 55 years as on closing date of receipt of applications.



**APPLICATION FORM**

1. Post Applied For :
2. Name and Designation (In BLOCK LETTERS):

3. Address and Phone Number	Present Office	Residence

4. Date of Birth(in Christian era) :
5. Date of Retirement :
6. Whether education and other qualification required for the post are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

(a) Educational/Professional Qualification	Qualification/Experience possessed by the officer
(i) Essential	
(ii) Desirable	
(b) Work Experience	Details of organisations and duties performed by the officers
(i) Essential	
(ii) Desirable	
(c) Experience as a trainer/organising training in a recognise training institute	
(d) Whether participated in DTS, if yes state the year & Institute where attended (enclose the Certificate)	

7. Please state clearly in the light of entries made above, you meet the requirement of the post. Yes/No

