

VACANCY CIRCULAR

No. A/37953/E-2/CAO/R-III

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE JOINT SECRETARY & CHIEF ADMINISTRATIVE OFFICER

Room No. 174, 'E' Block,
Dara Shukoh Road,
New Delhi - 110011

Dated, the 12 Jan 2018

SUB : FILLING UP OF ONE POST OF ELECTRICIAN IN THE ARMED FORCES FILM AND PHOTO DIVISION, INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (AIR), AND JOINT CIPHER BUREAU, MINISTRY OF DEFENCE.

Sir,

I am directed to say that **One post** of **Electrician** are required to be filled in the Armed Forces Film and Photo Division, Integrated Headquarters of Ministry of Defence (Air), and Joint Cipher Bureau, Ministry of Defence by absorption basis. For ex-Servicemen re-employment basis. The details of the post are as under :-

Name of the post, Classification and Level in the Pay Matrix.	No of Vacancy	Eligibility conditions and Qualifications
Electrician General Central Service Group 'C', Non-Gazetted, Non-Ministerial Level -2 in the Pay Matrix	01	<u>Absorption</u> :- From amongst Group 'C' (erstwhile Group 'D') regular employees of Integrated Headquarters of Ministry of Defence (Army, Navy, Air), Defence Staff Headquarters and Inter Serving Organisations with three years regular service in Level-1 in the Pay Matrix and possessing the following qualifications :- (a) Matriculation pass from a recognised Board or School. (b) Certificate of passing the competency examination (Class II for Wiremen). (c) Three years' practical experience in testing, installation and repair of electric instruments and other electric equipment. <u>Note</u> : The maximum age limit for appointment by absorption shall be not exceeding 56 years as on the closing date of receipt of applications. <u>For Ex-Servicemen re-employment</u> : The Armed Forces Personnel due to retire or who are to be transferred to reserve within a

		period of one year and having the requisite experience and qualifications as prescribed above for absorption shall also be considered and if selected such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. (Re-employment upto the age of superannuation with reference to civil posts)
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2. **Job Profile** :- Upkeep and maintenance of the switches, light and fan units etc. To undertake minor repairs to electrical gadgets, fans, heaters etc. To assist Electrician (Senior Grade) in his duties.

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach Administrative Officer, CAO/R-III, O/o Joint Secretary & Chief Administration Officer, Ministry of Defence, E Block, Room No. 174, Dara Shukoh Road, New Delhi 110011 within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **Separate certificate is also required to be furnished by Cadre Controlling authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

4. The Curriculum Vitae Proforma can also be downloaded from our website www.caomod.gov.in.

NOTE : **CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully,


(ZS Koireng)
Dy Director (R-I & R-III)
for JS & CAO

Copy to :-

All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of Min of Defence (Air) PC Coord
Integrated HQ of Min of Defence (Navy)/DOA(Civ)
All Coord Sections of Inter Service Organisations
All Sections of the Office of JS and CAO

CAO/P-2 -for info w.r.t your Note No. A/27183/P&T/Elec/CAO/P-2 dt. 08.04.2016.

