

VACANCY CIRCULAR

“Har Kaam Desh Ke Naam”

No A/49823/DPA/CAO/R-I

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF JOINT SECRETARY & CAO**

Hall No. 1, 1st Floor, 'A' - BLOCK
Defence Offices Complex, Africa Avenue
(Near S.N. Depot), New Delhi – 110 023

Dated : 10 Oct 2022

All the Ministries/Depts of Govt. of India

All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF SIX (06) VACANCIES IN THE GRADE OF DATA PROCESSING ASSISTANT IN DIRECTORATE GENERAL OF INFORMATION SYSTEMS, MANAGEMENT INFORMATION SYSTEMS ORGANISATION (MISO), GENERAL STAFF BRANCH, INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY) ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)

Sir/Madam,

I am directed to state that Six vacancies in the grade of Data Processing Assistant (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Level-7 in Pay Matrix, are required to be filled in Directorate General of Information Systems, Management Information Systems Organisation (MISO), General Staff Branch, Integrated Headquarters of Ministry of Defence(Army) for a period of (01 vacancy upto 31.12.2024 and 05 vacancies for 03 years) on deputation (including short term contract) on the following conditions :-

Deputation (Including Short Term Contract) :

Officers under the Central or State Governments or Union Territories or Public Sector Undertakings or recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organisations:-

(A)(i) holding analogous posts on regular basis in the parent cadre or department;

OR

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 in the Pay Matrix in the parent cadre or department;

AND

(B) possessing the following educational qualifications and experience :

(i) Bachelor's Degree in Computer Applications or Information Technology or Computer science of a recognized University or Institute and a speed test of not less than 15000 key depressions per hour for Data Entry work to be ascertained through speed test on computer.

(ii) Two years experience in electronic data processing.

2. Job Profile : Design, development, organisation, programming and implementation of information systems and data bases and data analysis thereon; planning, scheduling, coordination and implementation of inter related and integrated Data Processing; for a few staff who are determined to have the required aptitude and depending upon the need, supervision of the work of Data Processing Assistant-A and Data Processing Assistant and assistance to system analysis, modeling, simulation, graphic processing, design processing etc.

Handwritten signature
10-10-2022

(जेड एस कोइरेण्ग / ZS KOIRENG)
उप निदेशक/पती-1 एवं 3
Dy. Director/R-1 & III
संयुक्त सचिव एवं प्रमुख का कार्यालय
O/o JS & CAO
रक्षा मंत्रालय, नई दिल्ली-110011
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