

# VACANCY CIRCULAR

"Har Kaam Desh Ke Naam"

No A/49822/PSA/CAO/R-1

GOVERNMENT OF INDIA  
Ministry of Defence  
Office of Joint Secretary & Chief Administrative Officer

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

Dated : 14 Oct 2022

To

All the Ministries/Deptts of Govt. of India  
All the Chief Secretaries of State Govts. and Union Territories

**Sub :** FILLING UP OF 01 VACANCY IN THE GRADE OF 'PRINCIPAL SYSTEM ANALYST' IN THE DIRECTORATE GENERAL OF INFORMATION SYSTEMS, MANAGEMENT INFORMATION SYSTEM ORGANISATION (MISO) GENERAL STAFF BRANCH, INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE(ARMY) ON DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS.

Sir/Madam,

I am directed to say that **01** vacancy in the grade of 'Principal System Analyst' (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-12 in the Pay Matrix, is required to be filled in Directorate General of Information Systems, Management Information System Organisation (MISO), General staff Branch, Integrated Headquarters of Ministry of Defence(Army) on Deputation (including short term contract) basis for a period of one year or till 31.12.2023 whichever is earlier on the following conditions: -

**Deputation (including short term contract):**

Officers under the Central or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or semi Government or statutory or autonomous organisations:-

- (a) (i) holding analogous post 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-11 in the pay matrix in the parent cadre or department; and
- (b) possessing the following educational qualification and experience, namely :-
- (i) Master's degree in Computer Applications or M.Sc (Computer Science/Information Technology) from a recognised University or Institute; **or**
- B.E./B.Tech (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognised University or Institute.
- (ii) Eight years post qualification experience in the relevant areas of Programming or Information System in a Government office or Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognised Institution.

2. **Job Profile** : Brief particulars of duties assigned to the post of Principal System Analyst are as under : -

- (a) Advise and Co-ordinate feasibility studies for the selection of systems/sub-systems for automation.
- (b) Liaison with Directorates and Branches in the Army Headquarters on the matters relating to development of systems.
- (c) Monitoring the conduct of systems Analysis, Design and Development of the systems.
- (d) Standardisation and rationalisation of input documents required for the systems.
- (e) Review the maintenance and validation of the existing systems.

3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. The Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 04 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.


5. 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 (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 to the undersigned 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 Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

6. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Public Sector Undertakings, Semi-Government or Statutory or Autonomous Organisations under their administrative control.

7. The Curriculum Vitae proforma can be downloaded from our website [www.caomod.nic.in](http://www.caomod.nic.in)

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

Yours faithfully

  
(Z S Koireng)  
Deputy Director  
CAO/R-1 & R-3  
For JS & CAO

Copy to :-

All Coord Sections of Integrated HQ of MoD(Army)

Air HQ/PC-1

Integrated HQ of MoD (Navy)/Dte.of Admin

All Coord Section of IS Organs.

All Sections in the Office of JS & CAO

Kendriya Sainik Board

JCB, DRDO, Metcalfe House, MG Road, Delhi-110054

CAO/P-2 : for information.

CAO/EDP Cell : for uploading on the website of O/o JS & CAO.

