

“Har kaam Dsh ke Naam”

VACANCY CIRCULAR

No. A/51421/Binder Grade-1/CAO/R-3

GOVERNMENT OF INDIA

Ministry of Defence

Office of Joint Secretary & Chief Administrative Officer

Hall No. 1, 1<sup>st</sup> Floor, A Block,  
Defence Officers Complex/Africa Avenue  
Near Sarojani Nagar Depo, New Delhi-11023  
Dated, the 10 Jun 2022

All the Ministries/Deptts of Govt of India

**SUB : FILLING UP OF TWO VACANCIES OF BINDER GRADE -1 IN THE ARMED FORCES HEADQUARTERS AND INTER SERVICE ORGANISATION IN MINISTRY OF DEFENCE ON DEPUTATION BASIS.**

Sir/Madam,

I am directed to say that **Two vacancies of Binder Grade -1** are required to be filled in the Armed Forces Headquarters and Inter Service Organisation in the Ministry of Defence on deputation basis. The details of the post are as under :-

Post & Classification	:	<b>Binder Grade -1</b> General Central Service, Group 'C' Non-Gazetted, Non-Ministerial
Level in the Pay Matrix	:	Level-4
Eligibility Condition	:	<b><u>Deputation</u></b>  (a) Persons holding similar or analogous posts on regular basis under Central Government.

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(b) possessing the following educational qualification and experience :

- (i) Matriculation or equivalent from a recognised University/ Board.
- (ii) Trade Certificate of successful completion of Apprenticeship Act. 1961 (52 of 1961) as amended from time to time and two years experience of the trade.

OR

Five years experience of the trade.

2. Job Profile :-

- (a) To do all kind of binding work (Binding Style 1 to 8) including leather and board.
- (b) To operate paper cutting machine, cut paper to size as required and trim finished books in the respective sizes.
- (c) To do cutting and preparation of various kinds of index, Gold lettering etc.
- (d) Responsible for proper oiling and cleaning of the machines entrusted to him.

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, deputationist shall not be eligible for consideration for appointment by promotion.

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4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and condition laid down in Department of Personnel & Training 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 alongwith 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 JS & CAO, Ministry of Defence, **Hall No. 1, 1<sup>st</sup> Floor, A Block, Defence Officers Complex/Africa Avenue Near Sarojani Nagar Depo, New Delhi-11023** within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APRs, Integrity Certificate, Cadre Clearance and Vigilance Certificate 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. **A 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.**

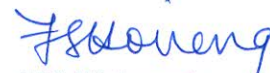
6. The Curriculum Vitae Proforma can also be downloaded from our website [www.caomod.gov.in](http://www.caomod.gov.in).

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**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 Joint Secretary & CAO

Copy to :-

**All Coord Sections of Integrated HQ of MOD (Army)**

**Integrated HQ of MoD(Air)/AIR HQ/PC-1**

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

**All Coord Sections of IS Orgns**

**All Sections of the Office of JS & CAO**

**CAO/EDP**

**CAO/P-2(A)** - for information w.r.t your Note No.  
A/25267/DR/CAO/P-2 (B) dated 05 May 2022.

