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फ़ैक्स/ Fax :23013447
Email:dirpers-dot.ids@gov.in

रक्षा मंत्रालय / Ministry of Defence,
मुख्यालय एकीकृत रक्षा स्टाफ /
HQ Integrated Defence Staff,
कार्मिक निदेशालय /Dte of Personnel,
कमरा संख्या 35-38/Room No.35-38,
कश्मीर हाउस/Kashmir House,
राजाजी मार्ग /Rajaji Marg,
नई दिल्ली /New Delhi -110011.

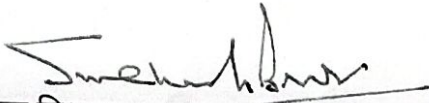
16090/Rectt/JD(Coord)/2018-19/DSSC/IDS/PERS

12 Feb 2025

PUBLICATION OF ADVERTISEMENT FOR FILLING UP ONE POST OF JOINT DIRECTOR(COORDINATION) AT DEFENCE SERVICE STAFF COLLEGE, WELLINGTON, NILGIRIS UNDER MINISTRY OF DEFENCE BY COMPOSITE METHOD{DEPUTATION(INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION}

1. Please find enclosed copy of MoD OM No.19(3)/2022/D(Apptts) dated 25 Sep 2024 and copy of employment news dated 01-07 Feb 2025 for filling up one post of Joint Director (Coordination) in the Pay Scale of Rs.15,600-39,100/- (PB-3) Plus Grade Pay of Rs.6600/- (Level 11 in the Pay Matrix as per 7th CPC) at Defence Services Staff College (DSSC), Wellington.
2. All Ministries/Departments of Govt. of India is requested to give wide publicity to the above mentioned OM at their end. Copy of the advertisement to this post was published by BOC in the Employment News dated 01-07 Feb 2025 is also enclosed for your necessary action.
3. The last date of submission of the applications is 60 days from issue of advertisement in Employment News.

Encl: As above.


(सुभाष विश्वास/Subhash Biswas)
उप निदेशक (कार्मिक)/Dy Director (Pers)

Distribution (As per standard list attached)

All Ministries/Department of Govt of India[Attn: Under Secretary(Admin)]

SUBJECT: FILLING UP OF ONE (01) POST OF JOINT DIRECTOR (COORDINATION) AT DEFENCE SERVICES STAFF COLLEGE, WELLINGTON, NILGIRIS UNDER MINISTRY OF DEFENCE BY COMPOSITE METHOD [DEPUTATION (INCLUDING SHORT TERM CONTRACT) PLUS PROMOTION]

One (01) post of Joint Director (Coordination) (General Central Services, Group 'A' Gazetted, Non-Ministerial) in Level-11 (Rs. 67,700-208700/-) in the pay matrix at Defence Services Staff College, Wellington, Nilgiris, Tamil Nadu under Ministry of Defence is required to be filled by Composite Method [Deputation (Including Short Term Contract) plus Promotion].

Deputation (Including Short Term Contract):-

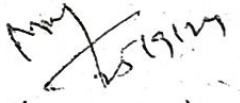
Officers under the Central or State Government or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organization:-

- (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-10 (Rs. 56,100-177500/-) in the pay matrix or equivalent in the parent cadre or department; or
(iii) With six years' service in the grade rendered after appointment thereto on a regular basis in posts Level-08 (Rs. 47,600-151100/-) in the pay matrix or equivalent in the parent cadre or department; or
(iv) With seven years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-07 (Rs. 44,900-142,400/-) in the pay matrix in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience, namely:-
(iii) Bachelor's degree from a recognized University.
(iv) Five years experience in Administration and Establishment work.

Note 1: The departmental Establishment officer of Defence Services Staff College under Headquarters Integrated Defence Staff in Level-07 (Rs. 44,900-142,400/-) in the pay matrix with seven years regular service in the grade will also be considered and in case he or she is selected for appointment to the post, the same shall be deemed to be have been filled by promotion.

{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 to exceed four years. The maximum age-limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years, as on the closing date of the receipt of applications}.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.
3. The Job description/ Charter of duties for the post of Joint Director (Coordination) at Defence Services Staff College, Wellington is annexed at **Annexure-I**.
4. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up to date Confidential Reports/APARs of the officers (who could be spared in the event of their selection) duly countersigned by the employer not below the rank of Under Secretary to the Govt of India or equivalent may be sent to the office of the **Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room no. 33, Kashmir House, Rajaji Marg, New Delhi - 110011** within 60 days of the issue of this circular. Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/Minor Penalties imposed on the officer during the last 10 years may also be furnished.



(M.P. Harinarayanan)
Under Secretary to Government of India
Tele: 2301-1449

Distribution (As per standard list)

All Ministries/Departments of Government of India [Attn: Under Secretary (Admn)]

Copy to:

All Line Directorates of Army HQ
Directorate of Personnel, Air HQ
Directorate of Personnel, Naval HQ
IDS HQ (Pers)
Inter Service Organisations

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With a request to forward the vacancy circular to all the lower formations.

Ministry of Defence

Applications are invited for filling up of one (01) post of Joint Director (Coordination) (Group 'A' Gazetted) in Level-11 (Rs. 67,700-208700/-) in the pay matrix at Defence Services Staff College, Wellington, Nilgiris, Tamil Nadu under Ministry of Defence is required to be filled by Composite Method [Deputation (Including Short Term Contract) plus Promotion].

Deputation (Including Short Term Contract):-

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

- (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-10 (Rs. 56,100-177500/-) in the pay matrix or equivalent in the parent cadre or department; or
- (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-08 (Rs. 47,600-151100/-) in the pay matrix or equivalent in the parent cadre or department; or
- (iv) With seven years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-07 (Rs. 44,300-142,400/-) in the pay matrix in the parent cadre or department; and

(b) Possessing the following educational qualification and experience, namely:-

- (i) Bachelor's degree from a recognized University.
 - (ii) Five years experience in Administration and Establishment work.
- Note 1:** The departmental Establishment Officer of Defence Services Staff College under Headquarters Integrated Defence Staff in Level-07 (Rs. 44,900-142,400/-) in the pay matrix with seven years regular service in the grade will also be considered and in case he or she is selected for appointment to the post, the same shall be deemed to be have been filled by promotion.

(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 to exceed four years. The maximum age-limit for appointment by deputation (Including Short Term Contract) shall be not exceeding fifty six years, as on the closing date of the receipt of applications).

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 5/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. It is requested that the applications (in duplicate) in the given proforma along with the complete and up to date Confidential Reports/APARs of the officers (who could be spared in the event of their selection) duly counter signed by the employer not below the rank of Under Secretary to the Govt of India or equivalent may be sent to the office of the Principal Director (Pers), Headquarters Integrated Defence Staff, Ministry of Defence, Room No. 33, Kashmir House, Rajaji Marg, New Delhi -110011 within 30 days of the issue of this Advt. Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/Minor Penalties imposed on the officer during the last 10 years may also be furnished.

Under Secretary to Government of India

Tele: 2301-1449

Annexure-I

JOB DESCRIPTION/CHARTER OF DUTIES FOR THE POST OF JOINT DIRECTOR (COORDINATION) AT DSSC, WELLINGTON

- (a) Personnel administration of Civilian Staff posted at Defence Services Staff College, Wellington, including maintenance of records of Civilian Staff.
- (b) Establishment matters and Co-Ordination functions as assigned by Superior Officer.
- (c) Budgeting, procurement, accounting and distribution of training stores and all other expenditure from the training grant and the incidental and miscellaneous grant.
- (d) Assisting Col 'A' in dealing with the functions of Administrative division of DSSC.
- (e) Immediate and complete actions required by guest speakers.
- (f) Expenditure of IIM Grants and College Funds.
- (g) Preparation of Bulletin and various Joint presentations.
- (h) Formulation of PE and concerned correspondence in consultation with Army, Navy and Air Wings.
- (i) Procurement and presentation of memento and Gift items for foreign delegations/dignitaries visiting DSSC, Wellington.
- (k) Media Coverage of DSSC events.
- (l) Member of the College Coordination Committee.
- (m) To interface between MG-IC-Adm/Brig-IC-Adm/Cot 'A' and Establishment Officer for dealing with Civilian staff.
- (n) Represent on behalf of the college in all Court cases up to the level of High Court.
- (o) Member of Departmental Appointment Committee.
- (p) Member of Departmental Promotional Committee.
- (q) Member of Civilian Employee Welfare Committee.
- (r) Overall in-charge of the personnel management, administration, logistics, planning and quartering.
- (s) Responsible for Official Language Implementation.
- (t) Drawal of pay and allowances of Group B Gazetted Officers.
- (u) Publication of Part II Orders in respect of Group B Gazetted Officers.
- (v) Total man-management and budgeting of Outsourced personnel.

BIO-DATA PROFORMA

Post Applied For

1.	Name and Address (in Block letters)		
2.	Date of Birth (in Christian era)		
3.	i) Date of entry into service		
	ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications (enclose copy of degree certificate)		
5.	Whether educational and other qualification required for the post are satisfied.		

	(If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer				
	Essential A) Qualification B) Experience	Essential A) Qualification B) Experience				
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer				
	Desirable A) Qualification B) Experience	Desirable A) Qualification B) Experience				
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of advertisement in the Employment News.</p> <p>5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>						
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.					
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>						
7.	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt.	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>* Important: Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/Instt.	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To		
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	In case the present employment is held on deputation/contract basis, please state-					
	a) The date of Initial appointment					
	b) Period of appointment on deputation/contract					
	c) Name of the parent office/organization to which the applicant belongs					
	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation					
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>						
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)					
	a) Central Government					
	b) State Government					
	c) Autonomous Organization					
	d) Government Undertaking					
	e) Universities					
	f) Others					
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.					
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.					
14.	Total emoluments per month now drawn				Basic Pay in the PB : Grade Pay : Total Emoluments :	

फोन : 022-22662044/22616925
 फोन : 022-22620402 (आयुक्त)
 ई-मेल : spfo-commr@spfo.gov.in
 वेब : www.spfo.gov.in
 फैक्स : 022-22616202



Tel : 022-22662044/22616925
 Tel : 022-22620402 (Commissioner)
 E-mail : spfo-commr@spfo.gov.in
 Web : www.spfo.gov.in
 Fax : 022-22616202

आयुक्त नाविक भविष्य निधि कार्यालय, मुंबई
 (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)

Office of the Seamens Provident Fund

Commissioner

(Under Ministry of Ports, Shipping and Waterways)

कृपानिधि, तीसरा माला/Krupanidhi, 3rd Floor

9, बालचंद्र हीराचंद्र मार्ग/Walchand Hirachand Marg

बेलाई इस्टेट/Ballard Estate

मुंबई-400001/Mumbai-400001

कृपया सभी पत्र व्यवहार आयुक्त के पते पर करें

All Replies should be Addressed to the Commissioner

Ref. No. 948/II/25

Applications on plain paper as per format prescribed in Annexure are invited for the post of Administrative-cum-Accounts Officer (A.A.O.) on direct recruitment basis in the Office of the Commissioner, Seamen's Provident Fund Organization, (Under Ministry of Ports, Shipping and Waterways), "KRUPANIDHI", 3rd Floor, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400001. The details of the post are given below:

Qualification and other details required for the post.

1. Name of the post: Administrative-cum-Accounts Officer

2. Number of post: One

3. Classification: Group "A", Non-Gazetted, Non-Ministerial.

4. Scale of pay: Pay Matrix level -10, Rs. 56100 -177500/-

5. Place of duty: Mumbai

6. Age limit: Minimum -25 Maximum- 35

7. Minimum educational and other qualifications: Graduate having ten years' experience in Government, Administration / Accounts. Working knowledge of Computer is essential.

8. Desirable: (i) Pass in the SAS or equivalent examination conducted by anyone of the organized Accounts department or the Central or State Government.

(ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent and three years experience in Cash, Accounts up to Balance sheet and Budget work.

(iii) Computer literate with experience in online system in matters of Accounts, Establishment, Government administration.

Bio-Data Proforma

- Name and Address in Block Letters: _____
- Date of Birth (In Christian era): _____
- Education Qualifications: _____
- Whether educational and other qualification required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Recent
Passport size
photograph

Qualifications / Experience required	Qualifications/Experience possessed by the Applicant

5. Minimum educational and other qualifications : Graduate having ten years' experience in Government, Administration / Accounts. Working knowledge of Computer is essential.

- Desirable:
- Pass in the SAS or equivalent examination conducted by anyone of the organized Accounts department or the Central or State Governments.
 - Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent and three year Experience in Cash, Accounts up to Balance sheet and Budget work.
 - Computer literate with experience in online system in matters of Accounts, Establishment, Government administration.

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.

9. In case the present employment is held on deputation/contract basis please state:

- The date of initial appointment.
- Period of appointment on contract
- Total emoluments per month drawn.

11. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose separate sheet duly authenticated by your signature.

12. Whether SC/ST/OBC/EWS

13. Remarks:

(Signature of the Candidate)

Address: _____

Note 1: Candidates applied against the advertisement made on 24th - 30th September 2022 in Employment News need not required to apply again.

Note 2: Date of eligibility here be considered on last date of advertisement in

Continued from page 24

15. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ Other Allowances etc., (with break-up details)	Total Emoluments

16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)

16. Achievements
- The candidates are requested to indicate information with regard to:
- Research publications and reports and special projects;
 - Awards/Scholarships/Official Appreciation;
 - Affiliation with the professional bodies/institutions/societies; and
 - Patents registered in own name or achieved for the organization;
 - Any research/innovative measure involving official recognition;
 - Any other information.
- (Note: Enclose a separate sheet, if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis. # (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract). # (The option of 'STC/ 'Absorption/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")

18. Whether belongs to SC/ST

19. Contact Telephone/Mobile No.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate

Date : _____ Address : _____

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advt. If selected he/she will be relieved immediately.

2. Also certified that:
- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. _____
 - His/her integrity is certified.
 - His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
 - No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

CBC 10131/11/0003/2425 EN 44/59

Note 3: While forwarding the application, it may be verified and certified by the employer that the particulars furnished by the officer are correct, no disciplinary/vigilance case is pending or contemplated against the officer and no major / minor penalty has been imposed on him during the last 10 years. Terms & Condition: A panel of committee of Board of Trustees, Seamen's Provident Fund will screen the applications and shortlist the candidates. Such shortlist candidates will be called for interview will have to make their own arrangement for interview. No claim whatsoever for reimbursement will be entertained. On selection of a candidate, the candidate shall be prepared to take up assignment from the date as may be informed. The candidate in addition to pay is entitled such allowances as admissible to the corresponding categories in Central Government amended from time to time. Initially the appointment shall be on probation for a period of two years from the date of appointment and shall be considered for retention on completion of satisfactory performance as may be decided by the selection committee. Duly filled in application on the above format super-scribing on the envelop "For the Post of Administrative-cum-Accounts Officer" may be addressed to the Commissioner, Seamen's Provident Fund at the above Address so as to reach in 30 days from the date of publication of advertisement in Employment News.

Shri Surendra Kumar, Commissioner, SPFO

CBC 17224/17/0002/2425 EN 44/29