

VACANCY CIRCULAR

“Har Kaam Desh Ke Naam”

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

Office of Joint Secretary & Chief Administrative Officer

The following vacancies are required to be filled in Directorate General of Information Systems, Management Information Systems Organisation(MISO), Integrated Headquarters of Ministry of Defence (Army) as per details given below :-

Ser No	Name of Post, Pay Band and Classification	No. of Vacancies	Mode of Recruitment	Eligibility conditions and Qualification
1.	Data Processing Assistant Level-7 in the Pay Matrix (General Central Service, Group 'B', Gazetted, Non-Ministerial)	06 for a period of (01 vacancy upto 31.12.2024 and 05 vacancies for 03 years)	Deputation (Including Short Term Contract)	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.

Following
10.10.2022

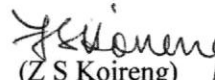
(जेड एस सिस्टिम / ZS MISO)
एच आर सेल, एच आर-1 कमंड
D.O. Director/HR-1 कमंड
सिस्टिम ऑफिस, एच आर/एम आर
एच आर/एस & एच
एच आर सेल, एच आर-1 कमंड
Ministry of Defence, New Delhi-110011

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.
3. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
4. 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/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years, as on the closing date of 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 of last five 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 this office 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. The Job Profile and Curriculum Vitae proforma can be downloaded from our website www.caomod.nic.in

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

No. A/49823/DPA/CAO/R-1

Dated : 10 Oct 2022


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

CBC-10107/11/0009/2223