

VACANCY NOTIFICATION

Employer	372024 Ministry of Defence, Naval Headquarters
Name of the Post	Administrative Officer Grade-I
No. of Vacancy	02
Last date to apply	04 Mar 2024
Remarks	See detailed notification attached below

How to Apply: - 1. All Eligible Ex-Servicemen officers need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
(ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

3. **(For Zila Sainik Welfare Officer/ RSB Director vacancy only):** An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

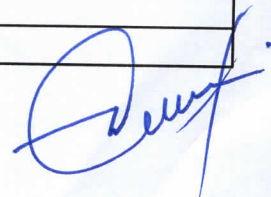
Note 1:- All willing and Eligible JCOs/ OR may forward their application in Officer's willingness format through their ZSB/ RSB only, else name will not be accepted under any circumstances.

Note 2:- Willingness format must be as per instructions mentioned above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

PROFORMA FOR SEEKING NAC/NOC

1.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">(a) Name of the Organisation/ Office.</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(b) Ministry/ Department to which attached.</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Naval Headquarters/ Directorate of Civilian Personnel</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Ministry of Defence</div>
2.	Complete Postal Address of the Organization & Head Office	Directorate of Civilian Personnel Naval Headquarters Ministry of Defense Room No 100, First Floor Talkatora Stadium Annex Building New Delhi-110 001
3.	Details of the post	
	(a) Designation	Administrative Officer Grade-I
	(b) Cadre & classification of post (i.e. whether Central Civil Services post/ Gazetted or Non-Gazetted , etc.)	General Central Service, Group 'A', Gazetted, Non-Ministerial
	(c) Pay Band / Grade Pay	Level-10 in the Pay Level Matrix (Rs.56100-177500/-)
	(d) Mode of Recruitment (Ad-hoc/ Promotion/ Direct Recruitment/ Deputation, etc.)	Direct Recruitment
	(e) The post is Temporary or Permanent	Permanent
4.	Brief description of the job recruitment and nature of duties of the post	(a) Dealing with personnel, legal, financial, administrative and establishment matters pertaining to Civilian employees of Indian Navy. (b) Initiation and implementation of recruitment, promotion, upgradation and transfer/posting of Civilian employees. (c) Handling court cases, disciplinary cases, Pay and Allowances of Civilian employees.
5.	Details of Vacancies	
	(a) Place (state) of initial posting* for each vacancy	Mumbai/Visakhapatnam/Kochi with All India Service Liability
	(b) Break-up of vacancies reserved for**	
	(i) SC	00
	(ii) ST	00
	(iii) OBC	01
	(iv) UR	01
	(v) EWS	00
	Total vacancies	02



	(c) Date of the occurrence of Vacancies	<p>02 vacancies each had occurred in the year 2023 and 2024, out of which 01 each to be filled by departmental promotion and 01 each to be filled by direct recruitment, i.a.w. SRO 108/18. The vacancies of DR quota occurred as under:-</p> <p>(i) Revival of 01 post of AO-I vide MoF ID No. 3322286/2023/E.Coord.I dated 22 Sep 23.</p> <p>(ii) 01 additional sanction in the grade of AO-I vide Gol letter No. CS/0610/019/IHQ MoD(N)/65/US (MP)/ D(N-II)/23 dated 10 Oct 23.</p>
6.	Qualification as laid down in the approved Recruitment Rules including any relaxation.	
	(a) Essential	<p><u>Educational Qualification:-</u> Degree of a recognized University or Institute.</p> <p><u>Experience:-</u> Three years of experience in a supervisory capacity of administration, accounts and establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body.</p> <p>(Note: Any person holding a post in Pay Level-7 and above in Government office or Autonomous body or Statutory body, and Executive in E-1 Grade and above in Public Sector Undertaking may be considered being in a supervisory capacity for the purpose of direct recruitment to the grade of AO-I).</p>
	(b) Desirable	NA
7.	<p>Note 1: Qualifications are relaxable at the discretion of the UPSC or Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience is relaxable at the discretion of the UPSC for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	
8.	Any other requirements or condition not covered by the above columns.	No

It is certified that:-

9.	Vacancies projected in this requisition are regular and all regular vacancies as on date, which fall within the direct recruitment quota, have been included in this requisition, and also the necessary sanction of the Government for these posts is available.
10.	The number of vacancies reserved for Schedule Caste, Schedule Tribe and Other Backward Class as mentioned in Col. 5 above is in accordance with the reservation quota fixed by the Government for these communities.
11.	Surplus employee(s), nominated against these vacancies, shall be given appointment within a period of three months from the date of nomination.

* Indicate specific place with Name of State in bracket. Don't write as All India/Anywhere in India. If vacancies are spread at several places in India, indicate them as mentioned below at**.

** (i) If vacancies are available at more than one places, please indicate category (SC/ST/OBC/UR) and number of vacancy available at each place (with name of State) in separate sheet;

(ii) Vacancies for PH, Ex-Serviceman (if any) may be indicated in bracket, after indicating total vacancies under respective category.