

संख्या / No. A-15012/3/DD/2016--Admn.II.

भारत सरकार / Government Of India

गृह मंत्रालय / Ministry of Home Affairs

समन्वय निदेशालय / Directorate of Coordination

पुलिस बेतार / Police Wireless

ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated 25th September,, 2017

To

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary  
President's Secretariat/ Vice President's Secretariat/ Planning Commission/  
Election Commission of India/ Union Public Service Commission/  
Central Vigilance Commission.
3. Registrar(Admn), Supreme Court of India
4. The Chief Secretaries, all State Governments
5. The Chief Secretaries/ Administrators, all Union Territories.

**Subject :- Circulation of advertisement for filling up the one post of Deputy Director on deputation basis in LEVEL 11 in the PAY MATRIX (Rs.15600-39100, GP-Rs. 6600, PB-3-Pre-Revised) in this Directorate - regarding.**

Sir,

I am directed to say that it is proposed to fill one post of Deputy Director in this Directorate on deputation basis. The particulars of the post, eligibility conditions etc. are given in annexure -I.

2. The pay of the selected officer will be regulated in accordance with the Deptt of Personnel & Training O.M. No. 2/29/91-Estt (Pay-III) dated 5-1-94 as amended from time to time.
3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.
4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (Annexure-II) alongwith complete and up-to-date CR dossiers of the officers, who can be spared in the event of their selection, may be sent to this Directorate, within 60 days from the date of issue of this Circular OR from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without CR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

Yours faithfully

  
( Ghan Shyam )

Deputy Director (Admn)

Tele No. 24361589

copy to :

All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed form within 60 days from the date of issue of this Circular OR from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later,

2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. All Central Police Organisations.
5. The Secretary, UPSC for information. The complete proposal to UPSC in the required form will be sent immediately after the closing date for receipt of application.



( Ghan Shyam )

Deputy Director (Adm)  
Tele No. 24361589

**ANNEXURE-I**

1. Name of post : Deputy Director
2. Number of post : One.
3. Pay Scale : LEVEL 11 in the PAY MATRIX  
(Rs. 15,600-39,000, GP-Rs.6600 –Pre-Revised)
4. Classification : General Central Service, Gr. 'A', Gazetted, Non-Ministerial.
5. Mode of Recruitment : On Deputation basis.
6. Last date of receiving : within 60 days from the date of issue of this Circular OR  
from the date of publication of this Circular in Employment  
News/Rozgar Samachar, whichever is later.
7. Age limit : 56 years as on the closing date of the receiving of the  
application.
8. To whom the applications are to be sent : Deputy Director (Admn), DCPW (MHA) Block No. 9, CGO  
Complex, Lodhi Road, New Delhi - 110 003.
9. **Eligibility:**

**Officers under the Central /State Governments/Union Territories including central/State/Union Territories Police Organisation :-**

**(A) (i) holding analogous post on a regular basis in the parent cadre department;**

**OR**

**(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in LEVEL 10 in the PAY MATRIX (Rs.15600-39100, GP-Rs. 5400, PB-3-Pre-Revised) or equivalent in the parent Cadre/Department and**

**(B) Possessing the following educational qualifications and experience:**

**(i) Bachelor of Engineering/Bachelor of Technology in Electronics or Telecommunications or Computer or Information Technology or Masters Degree in Physics or Computer Applications from a recognized university or equivalent with five years' experienced in Radio Communication, Computer Communication or Satellite Communication:**

**OR**

**(ii) Master of Engineering/Master of Technology in Electronics or Telecommunications or Computer or Information Technology from a recognized university or equivalent with three years' experience in**

## **Radio Communication, Computer Communication or Satellite Communication.**

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

Note 2:- 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 exceed three 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.

### **Duties of Deputy Director:-**

1. As DD (Administration)- Dealing with all the establishment matters like Promotio recruitment, Deputation, MACP, Compassionate appointment, transfer, APAR, Pensio RTI, Leave, Vigilance, disciplinary cases, Court Cases, Purchase of stationary etc.

2. As DD (MM&IT)- Controller of Budget under M&E Head. Arrangement procurement of Wireless equipment for the Reserve Stock maintained by the Director: for loaning the Radio equipment to states/CPOs to meet their urgent/emerge requirement. Scrutinizing of store demands received for procurements of items. Marl survey for obtaining quotations. Arranging Purchase Committee Meeting, Submission cases for expenditure sanction of competent authority. Issue of supply order. Scrutinizi and forwarding of bills to Accounts section. Issue of online supply order on DGS&D r contract. Maintaining of expenditure sanction register.

Proper supervision and issuing guidelines to staff for maintenance of Internet Ser Projectors, PCs and their peripherals for smooth functioning. Uploading of material DCPW website as and when required. Initiating proposals for purchase of IT related it (computers, UPS, Printer/Antivirus, Hard Disk etc.)

3. As DD (Store/Land & Building)- General administration of store sect Supervision and execution of store work. Supervision of stock holder & ledgers store Various Wings of store, work orders for testing of equipments, etc. Deals distribution of VHF Mobiles, Hand Held Sets, HF Sets and accessories on loan bas State Police& CPOs during General Election and Emergent Crisis situation.

Processing the cases for the annual repairs and maintenance of Office and Reside buildings of head quarters and 31 ISPW Stations. Initiating action for Acquisition of assets. House keeping activities of DDCPW both at New Delhi and out stat Stationary, cleaning provisions Monitoring CPWD progress on sanctions.

4. As DD (Training)- Conducting various training programmes for Police Communic personals of State/UT and Central Police Organization. Supervision Work of al training programmes and Course Coordinator for various officers courses. Ge administrative work of Institute. Checking of Daily dak and required reply/action th Planning of curriculum for entire year of Institute. Follow-up work of Upgrac schemes of Institute. Regular monitoring of Renovation work of Ho Assessments/feedback of courses conducted during the period. Managing work rela Conduction of examination of PWCC and other Proficiency Courses. Re

management work of Staff, Store Canteen, Hostel Procurement Library, land & building. Welfare related work being Welfare officer of DCPW.

5. As DD (Communication)- Man and material management of 31 ISPW Stations and Communication Centre at Hqrs, Communication Centre at North Block and Communication Centre at Parliament for round the clock operations/as per schedule of operations and clearing the message traffic on ISPW network using POLNET VSATs, Catering to various repairs and consumables for the functioning of ISPW Stations. Also maintaining equipments both indoor and outdoor, their posting, leave sanctions and other manpower related issues. Condemnation and replacement process to the equipment, motor cycles, Generators etc. as per procedures. Keeping close coordination with CMO in respect of Breaches in Communication Security and to take remedial action to curb breaches in police communication.

6. As DD (Polnet Hub)-Ensuring round the clock network services through Satellite Hub Installation comprising of 3 different networks and complex baseband and NMS systems to about 1000 VSATs installed at locations State/UT Police, CAPFs, DCPW and MHA offices including NCRB. Undertaking preventive maintenance and maintenance works of Satellite Communication Equipments, Power Bank, Outdoor Installation. Air conditioners, Generators, Electrical Substation. On job training to Police organizations as and when requested. Also arranging AMCs for all system of POLNET-HUB working and taking services accordingly. Maintenance of Building and complex. Undertaking testing/inspection in the process of Upgradation/expansion on award of contract to successful bidder.

7. As DD (Standardization & Coordination.)- To look after the work of Coordination and Standardization section, modernization of Police Forces, waiver of spectrum charges, Frequency allocation and issuance of wireless licenses for State/UT Police/CAPFs, Plan Scheme, Annual action plan. Performance review activities, Wireless equipment details of State/UT Police/CAPFs, Disaster Management, Infringement reports, Lost of equipments, Frequencies and Flood reports.

8. As DD (Cypher)-General Administration, Annual Forecast in respect of Cryptographic Documents, Monthly collection of Cryptographic Documents from JCB, Quarterly Distribution of Documents of State/UT Police Cipher users and ISPW Stations, Monthly Cipher Traffic Returns, Local Production of Cryptographic Documents, Destruction of obsolete Cryptographic Documents at users level and submission of consolidated Destruction Certificate to JCB, Verification of handing/taking over charge Certificate in respect of Cryptographic Documents received from the users, Annual safe custody returns, Management of Crypto-communication, Management of SECTEL system, Liaisoning with JCB and SAG, Ministry of Defence, Ensuring Cipher Training for State Police personnels.

9. As DD(Workshop)-Testing of VHF mobile & Handheld Radios, proper maintenance of all technical/administrative records held by /central Workshop. Initiation of condemnation action of the items which have become unserviceable beyond economical repair, surplus or outdated and handed over to Central Stores for Condemnation process.

10. Any other duties assigned in addition to above mentioned tasks.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

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. Whether Educational and other qualifications 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work Experience of the post.	
<p><b>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.</b></p>	

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

Office/Institution	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 details) highlighting experience required for the post applied for

--	--	--	--	--	--

**\*Important:** Pay-band and 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;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	To

8. Name 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 organization
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance, vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (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.	
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking</p>	

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
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
<p><b>16.A Additional information</b>, 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
<p><b>16.B Achievements:</b>          The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul>		



<b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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 Organisations 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	

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)

Address \_\_\_\_\_

Date \_\_\_\_\_

### **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 vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri /Smt\_\_\_\_\_
- ii) His/Her integrity is certified.
- iii) 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.
- iv) 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)**