

No. A.15012/2/Addl Dir/2013- Ad.II
Government of India
Ministry of Home Affairs
Directorate of Coordination
(Police Wireless)

Block No.9, CGO Complex
Lodhi Road, New Delhi-03
Dated the 8th June 2021.

To,

1. Secretary General, Lok Sabha Sectt/Rajya Sabha Sectt, New Delhi
2. The Secretary
President's Secretariat / Vice President's Secretariat /
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.
6. DGPs/IGPs & PROs all State /UT Govts.

Subject: Filling up of two posts of Additional Director in the Level 13 in the Pay Matrix Rs. 1,23,100-2,15,900/- (Rs. 37400-67000, GP-8700/- Pre -revised) on Deputation Basis in DCPW.

Sir,

I am directed to say that it is proposed to fill up 02 (Two) posts of Additional 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 5-1-1994 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 staff under your administrative control and, application (in duplicate), in the enclosed pro-forma (Annexure-II) alongwith complete and up-to-date CR/APAR dossiers of the officers and other necessary certificates/documents etc., who can be spared in the event of their selection, may be sent to this

Directorate, within a period of 60 days from the date of publication of this Circular or within 60 days when this vacancy is published in the Employment News for which Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting has already been requested. Application received after the last date or without CR/APAR dossiers and certificates/documents or other-wise found incomplete will not be considered. While forwarding the applications, the particulars furnished by the officers may please be verified and necessary certificates as required may please be attached along with CR/APAR dossier of the officer.

Encl: As above.

Yours faithfully,

08/06/2021

(Hemant Kumar)

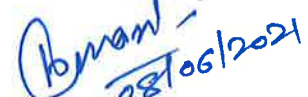
Deputy Director (Admn)

Tele No. 24362833

Copy to :-

1. All Ministries/Department 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 proforma, within a period of 60 days from the date of issue of this circular or within 60 days from the date of publication of this vacancy in Employment News.
2. The Comptroller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting , Soochna Bhawan , Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated 08.06.2021 for the publication of the advertisement of these vacancies in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
5. All Central Police Organizations.
6. The Secretary, UPSC for information. The complete proposal to UPSC in the required proforma will be sent /uploaded immediately after the closing date for receipt of application.

Yours faithfully,

08/06/2021

(Hemant Kumar)

Deputy Director (Admn)

Tele No. 24362833

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Government of India

Ministry of Home Affairs

Directorate of Coordination

(Police Wireless)

Block No.9, CGO Complex

Lodhi Road, New Delhi - 3.

Dated June, 2021

1. Name of post : Additional Director.
2. Number of post : Two. (Additional Director (Hqrs) & Additional Director (OP)
3. Pay Scale : Level 13 in the Pay Matrix Rs. 1,23,100-2,15,900/
(Rs. 37400-67000, GP-8700 Pre-Revised)
4. Classification : General Central Service, Group 'A', Gazetted, Non-ministerial.
5. Mode of Recruitment : On Deputation basis.
6. Duties of the posts :-

Duties & Responsibilities of Additional Director (Headquarters), DCPW

- i. To supervise the works of different sections viz., Administration, Official Language, Accounts, Inventory/Store, Procurement, IT/Website, Coordination, and Training Institutes CPRTI & RPWTIs.
- ii. To coordinate all operational matters pertaining to police communication at national level, providing necessary advice, guidance and assistance to the Central and State Police Organizations.
- iii. To formulate policies pertaining to standardization of equipment, specifications of equipment, syllabus and training schedules of Police personnel at Central and States, modernization of Police Communication of States and CPOs and their smooth implementation throughout the Country.
- iv. To represents the Police Organizations in various national and international working groups/committees of frequency spectrum management, Bureau of Indian Standards, International Telecommunication Union etc.
- v. To look after the work of the Director in his absence, as an overall in-charge.
- vi. Link officer of Additional Director (Operations) in his absence.
- vii. Any other work assigned by Director.



Duties & Responsibilities of Additional Director (Operations), DCPW

- i. To formulate policies pertaining to POLNET, a Satellite based Communication Network for State Police Organizations and CPOs throughout the Country.
- ii. To supervise the Operations & Maintenance of POLNET-Hub, Planning & liaison with users, WPC, DoS, DoT for POLNET.
- iii. To supervise the Operations and Maintenance of ISPW Stations and Communication Centers including IIF Network and VSAT networks along with liaison with WPC for the same.
- iv. To manage the Monitoring of Radio Networks of Police Organizations, Cipher matters, Land & Building Section, Repairing & Testing of DCPW's equipments in Workshop and Inspection/ Testing of new equipments of DCPW/CAPF/ States/ UTs.
- v. Link officer of Additional Director (Headquarters) in his absence.
- vi. Any other work assigned by Director.

7. Last date of receiving of application : Sixty days from the date of the advertisement first published in the 'Employment News'.
8. Age limit : 56 years as on the closing date of the receiving of the application.
9. To whom the applications are to be sent : Director, DCPW (MHA) Block No. 9, CGO Complex, Lodhi Road, New Delhi -110 003.
10. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.

11. Eligibility :

Officers under the Central / State Government / Union territories including Central /State /Union territories Police Organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre /Department; or
- (ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level 12 in the Pay Matrix Rs. 78800-209200/- (Pre- Revised Scale of Pay of Rs. 15600-39100, GP-7600/ or equivalent) in the parent cadre / Department ; and
- (b) Possessing the following educational qualifications and experience: -

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 recognised University or equivalent with twelve years' experience in Radio Communication, Computer Communication or Satellite Communication;



Or

Master of Engineering /Master of Technology in Electronics or Telecommunication or Computer or Information Technology from a recognised University or equivalent with ten years' experience in Radio communication, Computer Communication or Satellite Communication.

(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.)

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ 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.



(The application is to be submitted in the following pro-forma)

ANNEXURE-II

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) | |
| Qualifications/Experience required as mentioned in the advertisement/vacancy circular | Qualifications/experience possessed by the officer |
| Essential | Essential |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification 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. | |
| 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate . | |
| 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. | |
| 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. | |

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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>9.1 Note: 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>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> | | | |

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| | | |
|--|--|------------------|
| 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 |
| | | |
| 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.A 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) | | |

| | |
|---|--|
| <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | |
| <p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p> | |
| <p>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)</p> | |
| <p>##(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p> | |
| <p>18. Whether belongs to SC/ST</p> | |

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 (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)

Ammit