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रक्षा अनुसंधान तथा विकास संगठन
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266, 'ए' खण्ड, डी आर डी ओ भवन
राजा जी मार्ग नई दिल्ली- 110 011

DOP /AA1/68080/Depu/Cir

Telephone : 011-23007298
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Government of India
Ministry of Defence
Defence Research & Dev. Orgn.
Directorate of Personnel (Pers-AA1)
266 'A' Block, DRDO Bhawan,
Rajaji Marg, New Delhi – 110 011

12 Feb 2026

To,

All Ministries/ Departments of Govt of India
State Governments
Union Territory Administrations

SUB: FILLING UP OF VARIOUS POSTS IN DRDO, MINISTRY OF DEFENCE ON DEPUTATION BASIS

Sir,

Applications from eligible candidates are invited for filling up the following posts in DRDO with All India Service Liability on deputation/absorption basis:-

Sl No	Name of Post	Pay Level	No of post	Mode of recruitment	Normal tenure of deputation	Place of Posting
(i)	Joint Director (Administra-tion)	13	04	Deputation	1 Yrs	Hyderabad, Bengaluru, Any where in India
(ii)	Joint Director (Accounts)	13	01	Deputation	3 Yrs	Hyderabad Any where in India
(iii)	Addl CCE	13	01	Deputation	3 Yrs	Delhi, Any where in India
(iv)	Sr. Accounts Officer Grade –II	10	01	Deputation or Absorption	3 Yrs	Bengaluru Any where in India
(v)	Administrative Officer	07	46	Deputation	3 Yrs	Kochi, Balasore, Hyderabad, Leh, Dehradun, Tezpur, Chandigarh, Bengaluru, Hyderabad, Pune Any where in India
(vi)	Stores Officer	07	34	Deputation	3 Yrs	
(vii)	Accounts Officer	07	16	Deputation	3 Yrs	
(viii)	Private Secretary	07	85	Deputation	03 Yrs	

….2/

2. Number of deputation vacancies may increase or decrease due to administrative reasons. The eligibility conditions and job description for the above posts are given in Annexure-I and Annexure- II respectively to this letter.

3. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India from time to time.

4. It is requested that application duly counter-signed by the Cadre Controlling Authority, as per the enclosed proforma (Annexure-III), alongwith photocopies of complete and up-to-date APARs for the last five years (2019-20 to 2023-24) of the officers, who could be spared in the event of their selection may be sent to Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110105, within a period of 45 days from the date of circulation/publication of this circular in Employment News/Rozgar Samachar. Photocopies of the APARs should be attested on each page by an officer not below the rank of Under Secretary in the Central Govt or equivalent, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.

5. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidate would not be processed for determining the eligibility of the candidates for the selection.

6. Applications received after the last date or without duly attested copies of ACRs/APARs as indicated above or without the counter-signature of the Cadre Controlling Authority, or otherwise incomplete, will not be considered. No action will be taken on advance copy of the applications or applications which are not received through proper channel.

(Pravin Kumar Das)
Dy Dir.(Pers AA-1/ DOP)
for Director, DOP, DRDO HQ

Copy to: -

DESIDOC	For uploading on DRDO Official Website.
Q& IT	For uploading on DRONA.

Annexure-I to letter
No. DOP /AA1/68080/Depu/Cir dated 12 Feb 2026

ELIGIBILITY CONDITIONS FOR THE POSTS

1. Joint Director (Administration), (Pay Level 13)

Qualitative Requirements:

Deputation : Officers under the Central Government or State Government or Union Territory :

(a) (i) Holding analogous posts in the parent cadre or department;

or

(ii) With five year service in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following Educational Qualification and experience:

(i) degree from a recognized university or institution;

(ii) Twelve years experience in administration, establishment or accounts matters.

2. Joint Director (Accounts), (Pay Level 13)

Qualitative Requirements:

Deputation : Officers under the Central Government or State Government or Union Territory Administration:

(a) (i) Holding analogous posts on regular basis in parent cadre or Department;

or

(ii) With five years regular service in the grade rendered after appointment thereto on a regular basis in level-12 (Rs. 78800-209200/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following Educational Qualification and experience:

(i) Bachelor degree from a recognized university;

(ii) Ten years experience in Accounts, Management of Finance and Budgeting.

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3. Additional Chief Construction Engineer, (Pay Level 13)

QUALITATIVE REQUIREMENTS:

Deputation/absorption (Civilian Officers): Civilian Officer of the organized Engineering services of the Central Government or other departments or State Government or public sector undertakings:-

(a) (i) holding analogous posts on a regular basis in the parent cadre or department;

or

(ii) With five years regular service in grade rendered after appointment thereto on regular basis in the Level-12 in the pay matrix (Rs. 78800-209200) in the parent cadre or department; and

(b) possessing the following education qualification and experience:-

Essential :

(i) Bachelor Degree or equivalent in Civil or Electrical or Mechanical Engineering or in Architecture from a recognized university or institution;

(ii) Ten years experience in planning or execution of civil works in a responsible position in a Govt service or in a semi Govt or local body.

(iii) Experience in planning/execution of major time-bound projects or Workshops/Factories/Research Establishments in a responsible position in a Govt service or in a semi Govt or local body.

or

Experience in Estate management in a responsible position in a Govt service or in a semi Govt or local body (i.e. encroachments, development, usufructs and litigation and other matters relating thereto) provision of civic amenities for inhabited, estates, arboriculture and environmental health, civic taxes and other matters relating thereto and expert knowledge of Land Acquisition, Laws, Land valuation techniques, rules related to negotiated purchase or hiring of immovable property.

Desirable:

Knowledge of scales of accommodation, budget monitoring and quantity.

Deputation/absorption or re-employment (service officers) : Engineers officers from the services of the rank of :-

(a)(i) Colonel Pay level -13 in the Defence pay matrix (Rs. 125700-214000) or equivalent;

or

(ii) Lieutenant Colonel pay level-12A in the Defence pay matrix (Rs. 116700-210700) or equivalent with five years regular service in the rank : and

(b) possessing the following education qualification and experience:-

Essential :

(i) Degree or equivalent in Civil or Electrical or Mechanical Engineering or in Architecture from a recognized university or institutions;

(ii) Ten years experience in planning or execution of civil works in a responsible position in a Govt service or in a semi Govt or local body.

(iii) Experience in planning/execution of major time-bound projects or Workshops/Factories/Research Establishments in a responsible position in a Govt service or in a semi Govt or local body.

or

Experience in Estate management in a responsible position in a Govt service or in a semi Govt or local body (i.e. encroachments, development, usufructs and litigation and other matters relating thereto) provision of civic amenities for inhabited, estates, arboriculture and environmental health, civic taxes and other matters relating thereto and expert knowledge of Land Acquisition, Laws, Land valuation techniques, rules related to negotiated purchase or hiring of immovable property.

Desirable:

Knowledge of scales of accommodation, budget monitoring and quantity.

4. Senior Accounts Officer Grade –II, (Pay Level 10)

Qualitative Requirements:

Deputation/Absorption : Officers under the Central government or State Government or Union Territory Administrations:

(a) (i) holding analogous posts on regular basis in the parent cadre or Department:

or

(ii) with two years service in the grade rendered after appointment thereto on regular basis in level-9 (53100-167800/-) in the pay matrix or equivalent in the parent Cadre or department :

or

(i) with four years service in the grade rendered after appointment thereto on regular basis in level-8 (Rs. 47600-151100/-) in the pay matrix or equivalent in the parent cadre or department: and

(b) Possessing the following Educational Qualification and experience:

(i) Bachelor degree from a recognized university or Institute.

(ii) Three years experience in Accounts, management or finance and budgeting.

5. Administrative Officer

Qualitative Requirements:

(a) Officers of the Central Government or State Government or Union Territories or public sector undertakings or recognized universities or recognized research institutions or statutory or autonomous organisations:

(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 regular basis in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department: and

(b) Possessing following educational qualification and experience:

(i) Bachelor degree from a recognized university or institute;

(ii) Two years experience in Accounts or Administration or Establishment matters.

6. **Store Officer**

Qualitative Requirements:

(a) Officers of the Central Government or State Government or Union Territory Administration or public sector undertakings or universities or recognized research institutions or autonomous bodies or statutory organisations:

(i) Holding analogous post on regular basis in the parent cadre or department;

Or

(ii) With five years service in the grade rendered after appointment thereto on regular basis in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department; and

(b) Possessing following educational qualification and experience:

(i) Bachelor degree from a recognized university;

(ii) Three years' experience in store keeping and maintaining stores accounts in the Central Government or State Government or statutory or autonomous organization or public sector undertaking or University or any recognized institution or Banks or in a private sector organization listed on the Stock Exchanges of India.

7. Accounts Officer, (Pay Level 7)

Qualitative Requirements:

Deputation : Officers under the Central Government of State Government or Union Territory Administration:

(a) (i) holding analogous posts on regular basis in the parent cadre/department ; and

(ii) with five years service in the grade rendered after appointment thereto on regular basis in Pay Level -6 (Rs. 35400-112400/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing the following qualifications:-

(i) Possessing Degree of a recognized university; and

(ii) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central government or successful completion of training in the Cash and Accounts work conducted by the Institute of Secretariat Training and Management or DRDO or any other Govt. Training Institute and a minimum of 3 years experience in cash, accounts and budget work.

8. Private Secretary

Qualitative Requirements:

Officers holding the post in Stenographer under the Central Government:

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) with five years service in the Stenographers grade rendered after appointment thereto on regular basis in the Pay Level-6 (Rs. 35400-112400/-) in the Pay Matrix or equivalent in the parent cadre or department.

General Note

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

2. The 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 three years.

3. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

Annexure-II to letter
No. DOP /AA1/68080/Depu/Cir dated 12 Feb 2026

JOB DESCRIPTION OF JOINT DIRECTOR (ADMINISTRATION)

1. Joint Director (Administration) is to advise Director on the administrative and personnel matters in large R&D laboratories for effective and efficient accomplishment of the goals of the laboratory. His main action are:-

(a) Administrative Management
(b) Financial Management.
(c) Stores/Purchase/Materials Management.

2. He is to coordinate the interaction between the management and the various trade unions/Associations functioning in the Lab/Estt.

3. He is to act as Liaison Officer for inspection of Reservation Rosters & Annual Inspection Report pertaining to the Estts.

4. He is to exercise financial powers delegated to him judiciously and with utmost care. This covers also cash assignment, Public Funds and Regimental Accounts.

JOB DESCRIPTION OF JOINT DIRECTOR (ACCOUNTS)

The duties of the post of Joint Director (Accounts) are as follows:-

1. Responsible for planning, programming, budgeting and review of expenditure.

2. Costing of projects, performance, budgeting and compilation of project expenditure.

3. To exercise control over financial matters and procedures including stores procedures.

4. To provide necessary assistance to the management on all matters relating to accounts in DRDO Laboratories/Establishments.

5. Monitoring of settlement of Audit objections.

6. Any other job as assigned to him by his superiors from time to time.

JOB DESCRIPTION OF ADDITIONAL CHIEF CONSTRUCTION ENGINEER (ADDL CCE)

1 Assist the Chief Construction Engineer in undertaking planning of civil works project commencing from conceptual stage to detailed architectural and structural design, specifications, bill of quantities, cost estimates for buildings, utility services and external services.

2 Assist the Chief Construction Engineer in undertaking execution of selected time bound R&D Civil Works Projects.

3 Preparation of schemes for land scaping/arboriculture and environmental/ecological improvements for DRDO centres and undertake implementation of sanctioned schemes on turn key/ consultancy or contract basis.

4 To evolve management structure and procedures for the maintenance services of buildings and utility assets of DRDO till assets are handed to MES/Director of Estates.

5 To take contract action including preparation and issue of work package.

6 Office management and control of the staff

JOB DESCRIPTION OF SENIOR ACCOUNTS OFFICER GRADE-II

The duties of the post of Senior Accounts Officer Grade-II are as follows

(1) To look after all maters relating to Accounts and Purchases.

(2) Budget forecasting and control and monitoring of expenditure.

(3) To ensure proper control and supervision on matters relating to pay & allowances, preparation of bills, project costing and expenditure etc.

(4) Dealing with Audit Objections at various levels,

(5) Any other job assigned by the Headquarters/Head of the Establishment / Laboratory or Chief Accounts Officer from time to time.

JOB DESCRIPTION OF ADMINISTRATIVE OFFICER

The duties of the post of Administrative Officer are as follows:-

(1) Maintenance of seniority roll, reservation rosters etc.

(2) Processing of papers for convening of DPCs for promotion and confirmation, review on attaining the age of 50/55 years/completion of 30 yrs of service; crossing of EB, disciplinary cases etc.

(3) Processing of papers for direct recruitment in accordance with the provisions of recruitment rules and the rules/instructions of the Govt. on the subject.

(4) Claiming of Pay & Allowances including pay fixation on initial appointment/promotion.

(5) Maintenance of leave records, service books and personal files.

(6) Processing of pension papers by due dates.

(7) Publication of Daily Orders Part-II, periodical increment sheets, etc.

(8) Forwarding of monthly, quarterly, half yearly and annual reports and returns to DRDO HQ and other agencies.

(9) Any other function relating to administration as assigned by superior officers from time to time.

JOB DESCRIPTION OF STORES OFFICER

(1) Supervision of day-to day activities of stores section, ledger section and bill section, signing of bills & vouchers and countersigning ledger posting.

(2) Responsible for managing receipt, verification & documentation, stacking/binning, preservation and issue of stores.

(3) Co-ordinating audit, test audit and settlement of their objections.

(4) Supervision of staff and industrial employees working in the division.

(5) Total inventory management.

JOB DESCRIPTION OF ACCOUNTS OFFICER

(1) Financial Advice.

(2) Interpretation of Financial Rules & Regulations.

(3) Surprise check of cash in respect of Public fund/unit fund etc.

(4) Signing of Pay Bills, TA/DA bills etc.

(5) To deal with Local/Test audit objections.

(6) Compilation of Budget and submission of report and returns to DRDO HQ.

(5) He will also be required to perform any other duty assigned by the Director/Head of the Lab/Estt from time to time.

JOB DESCRIPTION OF PRIVATE SECRETARY

(i) All the Secretarial work (including taking dictation and typing) of the officers with whom attached.

(ii) Proper maintenance and keeping vigil over classified/unclassified documents.

(iii) Any other work as assigned from time to time by his superior officer or the Direction/Head of the Estt.

ANNEXURE-III

Affix

Passport size photograph

APPLICATION FOR APPOINTMENT TO THE POST OF _____ ON DEPUTATION (ISTC) BASIS IN DRDO, MINISTRY OF DEFENCE

1.(i) Name and Address (in Block Letters)	
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)	
1(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)	
2. Date of Birth (in Christian era)	
3.(i) Date of entry in service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualification	
5. Whether Educational and other qualifications required for the post are satisfied.	

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

5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject 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.	

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**	**From**	**To**	*** Pay Band and Grade Pay/Pay Level of the post held**	**Nature of Duties (in detail) 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, Pay Level drawn under ACP/MACP**	**From**	**To**

8. Nature of present employment i.e. adhoc 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.
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.			

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/organization.	
10. If any post was held on deputation in the past by the applicant, date and 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) Union Territory (d) Autonomous/ PSU/Statutory Organisations (e) Government Undertaking (f) Recognised Universities/research institutions (g) 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 Pay Matrix/ pay in pay cell	**Pay Level**	**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 in the Pay Matrix	**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) (**Note: Enclose a separate sheet, if the space is insufficient**)	
16 B. **Achievements:**	

The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects; (ii) Awards/Scholarships/Official Appreciation; (iii) Affiliation with the professional bodies/ institutions/ societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/innovative measure involving official recognition; and (vi) 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 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	
19. Choice of Stations for posting.	

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.

Date: (**Signature of the Candidate**)

Address with Mob No.: _____

e-mail _____

Countersigned
(employer with Seal)

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: -

(a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. _____.

(b) His/Her integrity is certified.

(c) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years (2019-20 to 2023-24) duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

(d) 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)

Points to be noted by the Borrowing/Parent Department/Office to be highlighted in DOP&T circular for compliance by the Ministries/Deptarments

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T OM No. 11012/11/2007-Estt (A) dated 14.12.2007.

2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly, the instructions of DOP&T as contained in OM No. 2/1/2012-Estt. (Pay-II) dated 04.01.2013 may be strictly adhered to.

3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.

4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date of determining eligibility should be the date on which the vacancy is expected to arise.

5. It shall be prominently mentioned in the vacancy circular/advertisement that the applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection.

6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the Employment News i.e., for the vacancy published in the Employment News of _____ the crucial date will be counted from the _____ (excluding the first date of publication).

7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organisations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing department. Where necessary, details in this regard may also be ascertained from the lending Department.