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Most Immediate/DPC Matter
Government of India
Ministry of Defence
Deptt of Defence Production
Dte General of Quality Assurance
Nirman Bhawan PO
New Delhi – 110 011

A/86611/DPC/SCIENTIFIC/12/DGQA/Adm-10

27 Jun 2012

The Controllers
CQA(ME), Pune
CQA(Metals), Ichapur
CQA(Veh), Ahmednagar
CQA(T&C), Kanpur
CQA(Materials), Kanpur
CQA(EE), Aundh Camp, Pune

DPC-II MEETINGS FOR THE VACANCY YEAR 2011-12 : SCIENTIFIC STAFF

1. Reference DOP&T OM No. 22011/15/86-Estt(D) dated 10 Apr 1989 and other Government instructions issued from time to time regarding procedure to be followed by DPCs.
2. Revised Recruitment Rules for posts of JTO(S) and Scientific Assistants (SA) of Scientific Staff have been published vide SRO No. 69 dated 16 Nov 2011. To facilitate early holding of DPC meetings in Scientific Cadre, following information/documents may be forwarded so as to reach this HQ (DGQA/Adm-10/concerned Technical Directorate) latest by **20 July 2012** :-

(a) **03 (three)** copies of Seniority Roll of JTO(S) (two copies to DGQA/Adm-10 and another copy to concerned Technical Directorate) taking into account the position as on 01 Apr 2011. **03 copies** of Seniority Roll of Scientific Assistant (two copies to DGQA/Adm-10 and another copy to concerned Technical Directorate) having position updated as on **01 Apr 2011**. Seniority Rolls of JTO(S) and SA will be prepared taking into consideration the fact of merger of grades (SA-1 with JTO(S) and SA-III with SA-II). An indication of category in respect of SC/ST individuals shall be made in Seniority Rolls in order to work out representation of reserved categories in the particular grade. It is to be kept in view that individuals in the grade of Scientific Assistant possessing the qualification of '**Diploma in Engineering**' or '**Degree in Science**' would only be eligible for promotion to the grade of **JTO (S)**. While preparing Seniority Rolls of Scientific Assistant, educational qualification may be indicated correctly based on entries in the Service Book of the individuals. Details of the individuals who are posted to under the aegis of Standardisation Directorate/on deputation outside DGQA Organisation are also required to be indicated in the Seniority Roll. Seniority Rolls may be prepared in the format as given at **Appendix 'A'** attached.

....2/-

(b) The details of authorization/holding in the grade of JTO(S) as on **01 Apr 2011** be given taking into account the changes occurred due to revision of PE/cut imposed by SIU, cut under Annual Direct Recruitment Plans and merger of grades etc as per format given at **Appendix 'B'** attached.

(c) A copy of roster for reservation of SC/ST as prescribed vide **DOP&T OM No. 36012/2/96-Estt(Res) dated 02 Jul 1997** in respect of JTO(S) as well as communal break-up of posts as per post-based roster as per format at **Appendix 'C'** attached.

(d) All establishments of concerned Scientific Assistants may be informed that ACRs/APARs of the periods **2005, 2006, 2007, 2008-09, 2009-10** will be taken into consideration by DPC for assessing suitability for promotion to JTO(S). They may be asked to ensure that ACRs/ICRs/NICs where ever applicable for these periods, if still pending, may be sent to this HQ (**DGQA/Adm-10**) by **20 Jul 2012** positively.

(e) Seniority Rolls shall be circulated to all establishments of concerned individuals and shown to all concerned. Discrepancies/observations if any, either observed by the establishments or pointed out by the individual in respect of the following aspects may be incorporated in the Seniority Rolls duly verified from the **Service Book** of the individuals by the Head of Establishment before forwarding the same to this HQ (**DGQA/Adm-10** and concerned Technical Directorate) latest by **20 Jul 2012** positively :-

- (i) Name
- (ii) Date of Birth
- (iii) SC/ST Status
- (iv) Present Address of Establishment
- (v) Date of Appointment in the present grade
- (vi) Seniority Position
- (vii) Omission of any name in Seniority Roll
- (viii) Requirement of deletion of name due to resignation, VRS, Death etc.

3. Guidelines on preparation of Seniority Roll of JTO(S) and Scientific Assistant are attached as **Appendix 'D'**.



(R Nanda Kumar)
Special DGQA

Copy to :-

Addl DGQA (Veh)
Addl DGQA (EE), Kashmir House
Addl DGQA (Store)
Addl DQA (M&E), Ichapur
DGQA (M&E Cell), 162, 'H' Block

Concerned Controllerate may please be directed to do the needful in the matter by due date i.e. **20 Jul 2012**. Further, all establishments under your aegis may be directed to download copy of this letter along with the Appendices from DGQA website.

✓ Project Leader (SDCC), 2E, 'G' Block, New Delhi

For posting on DGQA website.

Appendix 'A'

SP Roll of : (Name of Post)

SP Subject : _____

Discipline : _____

POSITION AS ON 01 APR 2011

Sl No.	Name of the Officer & Establishment	Whether belongs to SC or ST, if not, say neither	Educational Qualifications	Date of Birth	Date of regular appointment to the grade	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)

It is authenticated that Seniority list has been circulated to all concerned before finalization and names of all officers who were in position as on the crucial date (excluding those who have since retired/expired/removed/dismissed etc) as on 01 Apr 2011 have been included in the seniority list.

*Signature of Authenticating Officer

Name :

Designation :

Date :

*To be signed by an officer of or above the rank of Under Secretary (with grade pay of Rs. 6600/- or above).

VACANCY POSITION

SP Roll of : (Name of Post)
(After merger of SA-I
With JTO(S))

SP Subject : _____

Discipline : _____

POSITION AS ON 01 APR 2011

Combined Authorised strength after merger of SA-I with JTO(S) on AHSP basis	Held As on 01 Apr 2011	Deficiency	Anticipated vacancies due to retirement between 01 Apr 2011 and 31 Mar 2012 (Date and occurrence of the vacancy is to be indicated below)	Total number of vacancies	Total numbers and names of individuals posted outside DGQA Organisation ie. Under Dte of Stdn/on deputation for more than one year i.e. upto 31 Mar 2012 or beyond.
(a)	(b)	(c) = (a)-(b)	(d)	(e) = (c) + (d)	(f)

*Signature of Authenticating Officer

Name :

Designation :

Date :

*To be signed by an officer of or above the rank of Under Secretary (with grade pay of Rs. 6600/- or above).

VACANCY POSITION

Name of Post : JTO(S)

SP Subject : _____

Discipline : _____

COMMUNAL BREAK-UP
AS ON 01 APR 2011

Combined Authorised strength on AHSP basis [after merger of SA-I with JTO(S)]	Number of reservatio n points for SC/ST as per post-based roster		Held strength of SC/ST candidates as on 01 Apr 2011		Shortfall of representation in reservation of SC/ST as on 01 Apr 2011		Number of SC/ST retiring between 01 Apr 2011 and 31 Mar 2012		Total shortfall of representation in reservation of SC/ST upto 31 Mar 2012	
	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST
(a)	(b)	(c)	(d)	(e)	(f) = (b)-(d)	(g) = (c)-(e)	(h)	(j)	(k) = (f)+(h)	(l) = (g)+(j)

*Signature of Authenticating Officer

Name :

Designation :

Date :

*To be signed by an officer of or above the rank of Under Secretary (with grade pay of Rs. 6600/- or above).

GUIDELINES FOR PREPARATION OF SENIORITY ROLLS OF JTO(S) AND SCIENTIFIC ASSISTANT IN WAKE OF MERGER OF GRADES AFTER 6TH CPC.

SCIENTIFIC ASSISTANT GRADE-I MERGED WITH JTO(S) AND DESIGNATION OF MERGED POST AS JTO(S) AS ON 22 OCT 2009

1. All erstwhile SA-I existing in the Cadre will be designated as JTO(S). Inter-se-seniority of erstwhile JTO(S) will remain intact. All erstwhile JTO(S) will be placed on-bloc senior to erstwhile SA-I maintaining their inter-se-seniority.
2. In case of erstwhile JTO(S) promoted prior to 01 Jan 2006 their regular service for further promotion will be reckoned from the date of assumption of appointment/promotion in that grade. However, in the case of erstwhile JTO(S) promoted on or after 01 Jan 2006, individuals will be designated as JTO(S) wef 01 Jan 2006, if they were Scientific Assistant Grade-I as on 01 Jan 2006.
3. Relative seniority of promotee and DR erstwhile Scientific Assistant Grade-I will remain intact based on ratio prescribed for promotee (75%) and DRs (25%) in then recruitment rules in vogue. All erstwhile Scientific Assistant Grade-I promoted/appointed prior to 01 Jan 2006 will be designated as JTO(S) wef 01 Jan 2006. However, erstwhile Scientific Assistant Grade-I promoted/appointed on or after 01 Jan 2006 will be designated as JTO(S) from the date of assumption of appointment in the grade.

Scientific Assistant Grade-I directly recruited ^{after} 22 Oct 2009.

Scientific Assistant Grade-I directly recruited after 22 Oct 2009 shall be placed en-bloc junior to all aforesaid Scientific Assistant Grade-I and JTO(S) [merged via MOD order dated 22 Oct 2009] and designated as JTO(S) from date of assumption of appointment.

SCIENTIFIC ASSISTANT GRADE-III MERGED WITH SCIENTIFIC ASSISTANT GRADE-II AND DESIGNATION OF MERGED POST AS SCIENTIFIC ASSISTANT AS ON 21 OCT 2009

1. All erstwhile Scientific Assistant Grade-II and Scientific Assistant Grade-III existing in the cadre will be designated as '**Scientific Assistant**'. There will be no change in the inter-se-seniority of erstwhile Scientific Assistant Grade-II. The relative seniority of promotee (50%) and DR(50%) erstwhile Scientific Assistant Grade-II will remain intact based on ratio prescribed for promotees and DRs in then in vogue Recruitment Rules. Erstwhile Scientific Assistant Grade-II will be placed en-bloc senior to erstwhile Scientific Assistant Grade-III.
2. In case of erstwhile Scientific Assistant Grade-II promoted/appointed prior to 01 Jan 2006, the regular service as 'Scientific Assistant' for further promotion will be computed from the date of promotion/appointment in that grade. However, in case of erstwhile Scientific Assistant Grade-II, promoted on or after 01 Jan 2006, they will be designated as 'Scientific Assistant' wef 01 Jan 2006, if the incumbents were erstwhile Scientific Assistant Grade-III as on 01 Jan 2006 erstwhile DR Scientific Assistant Grade-II appointed on or after 01 Jan 2006 will be designated as 'Scientific Assistant' from the date of assumption of appointment.
3. The existing inter-se-seniority of erstwhile Scientific Assistant Grade-III will remain intact. The relative seniority of promotee (10%) and DR(90%) erstwhile Scientific Assistant Grade-III will also remain intact based on quota for promotees and DRs prescribed in the then in vogue RRs. All erstwhile Scientific Assistant Grade-III appointed/promoted prior to 01 Jan 2006 will be designated as 'Scientific Assistant' wef 01 Jan 2006. However, erstwhile Scientific Assistant Grade-III, appointed/promoted on or after 01 Jan 2006 will be designated as 'Scientific Assistant' from the date of assumption of appointments.

4. **Scientific Assistant Grade-III Promoted/Recruited after 22 Oct 2009.** Scientific Assistant Grade-III promoted/appointed after 22 Oct 2009 shall be placed en-bloc junior to all aforesaid Scientific Assistant Grade-III merged with Scientific Assistant Grade-II (merged vide MOD order dated 22 Oct 2009) and designated as Scientific Assistant from the date of assumption of appointment/promotion.