

VACANCY NOTIFICATION

Employer	1352024 DGAFMS, Ministry of Defence
Name of the Post	Store Officer (Civilian)
No. of Vacancy	04
Last date to apply	20 October 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.

SCHEDULE

Name of the post	Number of the post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Store Officer (Civilian)	23* (2014) *Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Ministerial.	Pay Band-2, Rs. 9300-34800 with grade pay of Rs. 4600	Selection	Not exceeding 30 years. Note 1: Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government. Note 2 : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any
(7)			(8)		(9)
Essential :			Age : No		Two years
(i) Degree in Science from a recognised University.			Educational qualification : No		
(ii) Three years experience in Managing Stores with experience in functions such as inventory control and Management, Stock maintenance/ Stock taking, receipt & issues, Settling Bills payments, etc,					
Desirable :					
(i) Recognised Diploma or Certificate in Materials Management or Inventory Control.					
(ii) Experience in stores functions of a Medical or Scientific nature.					

CHARTER OF DUTIES OF STORE OFFICER (CIVILIAN)

1. The main charter of duties of SO (Civ) are as under:-
 - (a) He will be over-all incharge of Group/Section of his control, other than administration.
 - (b) He will supervise the work carried out by the subordinate staff namely Store Staff and labourer of his area of responsibilities.
 - (c) He will ensure and supervise the safe custody of valuable, control and attractive store.
 - (d) He will ensure and supervise that adequate fire precautions/ instructions are followed by the Store Staffs under his control.
 - (e) He will ensure maintenance of bin cards in order by his group Senior Store Superintendent in order as per laid down instructions.
 - (f) He will supervise and ensure that store are correctly recorded/ issued and will make random check of receipt/ issue entry made in the register by his group Store Superintendent and other subordinate staff.
 - (g) He will ensure and supervise that no unauthorized person enter the area of his control and all security instructions are followed by his subordinate staffs and also all fire precautions are taken specially in respect of inflammable and controlled stores.
 - (h) He will ensure and supervise that copies of all issue vouchers, content sheet, loss statement and other connecting documents are cleared in order of priority of sequences of receipt by his group store staffs.
 - (j) He will ensure and supervise that maintenance of such registers and records as required to perfect order by his staffs of control.
 - (k) He will ensure and supervise that necessary action in transfer, disposal and repair of stores made by his subordinate officers/ staffs strictly as per laid down procedure/ instructions.
 - (l) He will ensure that all matters related to and suspected theft, fraud or neglect of loss of stores brought his notice by his subordinate staffs and he will look into the matter promptly and further report the matter to his next higher authority.
 - (m) He will ensure and supervise that 'turn over' of oldest stock in particular attention to short life item is scrupulously carried out by the staff under his control.
 - (n) He will ensure and supervise functioning his group/ section with efficiency and effectiveness with all laid down procedure and instructions by officers and staffs of the group.
 - (o) Store keepers/ labourers of concerned corps/ sections under his direct control.
 - (p) He will ensure that subordinate staff thoroughly acquaint themselves with Depot procedure instructions on case and preservation with particular attention to short life cool/ cold storage items and ensure that the instructions are carried out efficiently.
 - (q) He will ensure that report to diminishing stock is brought to his notice by his subordinate staff.
 - (r) He will also ensure that list of all store moving items is submitted to him every quarter by his subordinate staff for action of superior as necessary.
 - (s) He will ensure that necessary action in the transfer disposal of repair of stores is taken by his subordinate officer/ staff as laid down in procedure instructions.
 - (t) Supervision of any other job relating to stocking/issue/disposal of stock etc relating to his area of Command.