



**Subject: Limited Departmental Examination for recruitment to the post of Chief Executive Officer (CEO) Group `B' Gazetted in Defence Estates Organisation for the years 2020, 2021, 2022 & 2023.**

Reference this Directorate General Note of No. 131/29/ADM/DE(25)/2020 dated 28.09.2020 (copy enclosed)

2. It has been decided to fill up 02(Two) vacant posts of Chief Executive Officers (CEOs Group `B' Gazetted) in the Pay Scale of Level-7 [pre-revised pay scale of Rs. 9300-34800 (PB-2) with Grade Pay of Rs.4600/-] by holding a Limited Departmental Examination. These 02 posts are reserved for **Ex-Servicemen**. The eligibility criteria as on 15.07.2022 for appearing in the said examination are given hereunder:-

Ex-Servicemen of the rank of Subedar Major/Subedar or equivalent who are still in service but are about to retire or transferred to the reserve within a year shall be eligible to appear at the competitive examination. In the event of their selection before retiring they shall be appointed on transfer on deputation basis to be absorbed on re-employment subsequently on their retirement from Armed Services. Commission shall be consulted for appointment of Ex-Servicemen on transfer.

3. The last date for submission of applications in prescribed form (enclosed) to this Dte. General is 15.07.2022. The date of examination and detailed programme will be intimated separately.

4. It is requested that applications from eligible candidates may please be called for on the prescribed proforma enclosed and forwarded to the **Director General, Defence Estates, Ministry of Defence, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantt.-10** before 15.07.2022. A copy of Syllabus of examination and a brief job description are also enclosed.

5. It is further provided that the candidate(s) fulfilling the requisite eligibility criteria and who have applied earlier for the said post in response to this Directorate General Note No. 131/29/ADM/DE(25)/2020 dated 28.09.2020, **are not required to apply again. Their earlier applications would be considered.**



**(Amit Kumar)**

Deputy Director General(Admin)  
Defence Estates

- (a) Director (MP-1), Addl. Dte Gen Manpower, AG's Branch, Army Headquarters, South Block, New Delhi-110011.
- (b) JDP (S), Dte of Personnel, Naval Headquarters, 'C' Wing, Sena Bhavan, New Delhi-110011.
- (c) Commodore, Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai- 400088.
- (d) JDPA, AOP Branch, Air Headquarters, Vayu Bhavan, New Delhi-110011.
- (e) AOC, Air Force Record Office, Subroto Park, Delhi Cantt.-10.
- (f) Dte General, Resettlement/MOD, West Block-IV, R.K. Puram, New Delhi.  
DGDE ID No. 131/29/ADM/DE(23)/2022 (FMS:70149), dated 08 June, 2022

**Internal :-**

Website.



**Subject: Limited Departmental Examination for recruitment to the post of Chief Executive Officer (CEO) Group 'B' Gazetted in Defence Estates Organisation for the year 2020-21.**

It has been decided to fill up 02(Two) vacant posts of Chief Executive Officers (CEOs Group 'B' Gazetted) in the Pay Scale of Level-7 [pre-revised pay scale of Rs. 9300-34800 (PB-2) with Grade Pay of Rs.4600/-] by holding a Limited Departmental Examination subject decision of Ld. CAT, Allahabad Bench in O.A. No. 1511/2017 titled as Rajkumar Kushwaha & another Vs. UOI & Ors. These 02 posts are reserved for Ex-Servicemen. The eligibility criteria as on 31.12.2020 for appearing in the said examination are given hereunder:-

Ex-Servicemen of the rank of Subedar Major/Subedar or equivalent who are still in service but are about to retire or transferred to the reserve within a year shall be eligible to appear at the competitive examination. In the event of their selection before retiring they shall be appointed on transfer on deputation basis to be absorbed on re-employment subsequently on their retirement from Armed Services. Commission shall be consulted for appointment of Ex-Servicemen on transfer.

2. The last date for submission of applications in prescribed form (enclosed) to this Dte. General is **31.12.2020** The date of examination and detailed programme will be intimated separately.

3. It is requested that applications from eligible candidates may please be called for on the prescribed proforma enclosed and forwarded to the **Director General, Defence Estates, Ministry of Defence, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantt.-10** before 31.12.2020. A copy of Syllabus of examination and a brief job description are also enclosed.

  
**(Srikant Sharma)**  
Deputy Director (Adm)  
Defence Estates

- (a) Director (MP-1), Addl. Dte Gen Manpower, AG's Branch, Army Headquarters, South Block, New Delhi-110011.
- (b) JDP (S), Dte of Personnel, Naval Headquarters, 'C' Wing, Sena Bhavan, New Delhi-110011.
- (c) Commodore, Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai- 400088.
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- (e) AOC, Air Force Record Office, Subroto Park, Delhi Cantt.-10.
- (f) Dte General, Resettlement/MOD, West Block-IV, R.K. Puram, New Delhi-66.

DGDE I.D. No. 131/29/ADM/DE(25)/2020 (FMS:67406), dated 28 Sept, 2020

**Internal :-**

Website.

## **SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION**

### **PAPER-1 :CANTONMENT ADMINISTRATION**

1. Definition and delimitation of Cantonments.
2. Constitution of Cantonment Boards.
3. Preparation of Electoral Rolls and conduct of Elections.
4. Financial management including development and resource inoculation through tax and non-tax measures.
5. Duties of the President, Cantonment Board, the Vice President, the Chief Executive Officer, the Health Officer and the Garrison Engineer, Inter action between the elected members and the executive wing.
6. Democratization of civic administration in Cantonment areas. Constitution and powers of Civil Area Committee.
7. Control and supervision of Cantonment administration by General Officer Commanding-in-Chief and Central Government.
8. Powers of Cantonment Boards for enforcement of public safety measures, rendering of public and community services including public health, water supply, sanitation, medical relief, vaccination and inoculation, environmental hygiene, primary education, public convenience, public transport, libraries, parks, cultural and recreation facilities.
9. Regulatory functions of the Cantonment Board, public markets, slaughter houses, prevention of food adulteration.
10. Compulsory and discretionary duties of the Cantonment Boards.
11. Application of Cantonment funds and administration of property.
12. Regulation of building activity and management of lands in civil areas.
13. Provisions relating to delegated legislation including framing of bye-laws and business regulations.
14. Beautification measures in Cantonments.

Contd....2/-

**PAPER-II :LAND ADMINISTRATION**

1. Various land tenures in Cantonment-Old Grants/Cantonment Code leases, leases under CLAR 1925 and CLAR 1937.
2. Maintenance of land records under Cantt. Land Administration Rules.
3. Classification of lands for purposes of custody, management and control by various agencies under the Ministry of Defence.
4. Allotment of building sites on lease hold basis.
5. Conditions of grant of agricultural leases of defence lands.
6. Revised land policy for civil and bungalow areas.
7. Principles and procedure for preparation of Standard Table of Rent.
8. Custody, control and management of various types of defence lands outside Cantonments.
9. Law relating to and procedure for resumption of land.
10. Disposal of surplus lands and assets.
11. Functional role of Defence Estates Service for hiring, requisitioning and acquisition of properties (lands and buildings) for defence purposes.
12. Detection, removal of encroachment and recovery of damages.
13. General application of Rent Control Laws in the Cantonment Areas.

**PAPER-III : GENERAL ENGLISH**

The paper will consist of two parts :-

**PART-I : GENERAL ENGLISH**

An essay on a subject of topical interest to test the General awareness of the candidate and his ability to express himself fluently and logically. Some of the suggested topics are :- National Integration, Unemployment, Population control, Energy Crisis, Capitalism Vs. Socialism, Non-Violence, Life in Indian Villages, Democracy Vs. Dictatorship, Adult education, Place of Women in Indian Society, Untouchables, Nuclear War, Human Rights,

Contd.....3/-

2. Precise Writing.
3. Drafting of official correspondence like letters, Office Memorandum.

**PART-II : GENERAL KNOWLEDGE**

1. The Constitution of India with special reference to the Preamble, Fundamental Rights, Directive Principles of State Policy, the President and the Vice President, Council of Ministers, the Parliament, the Union Judiciary, Comptroller and Auditor General of India, relations between the Union and the States, Unitary features in the Constitution, Services under the Union and the States, Reservation for Scheduled Castes and Scheduled Tribes in Services, Distribution of revenue between Union and the States, Official Languages.
2. Indian History-Gandhian Philosophy and Independence Movement.
3. Current Affairs.

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## JOB DESCRIPTION OF CEO GROUP - 'B'

The Defence Estates Organization is a subordinate department of the Ministry of Defence. The department is primarily concerned with the municipal administration of 62 notified cantonments in the country and Chief Executive Officer is directly responsible to carry out executive functions and duties of the Cantonment Board. The Cantonment Boards are democratic local bodies. Station Commander of the Cantonment is the ex-officio president of the Cantonment Board.

2. Besides the civil administration of the Cantonments, the other major task of the DE organization is to manage Defence lands spread all over the country as well as hiring/acquisitioning and requisitioning of other properties. Chief Executive Officer works in close liaison with the Defence Estates Officer for the management of Defence and Cantonment Board lands. He is also the Estate Officer under the PPE Act, 1971 for lands entrusted to the management of Cantt. Board.

4. The job of the Chief Executive Officer is transferable anywhere in India. CEO Group - 'B' has adequate opportunities to be promoted to Group - 'A' post of Indian Defence Estates Service (IDES).



**APPLICATION FORM FOR APPEARING IN THE LIMITED DEPARTMENTAL EXAMINATION TO THE POST OF CHIEF EXECUTIVE OFFICER (CEO GROUP 'B' GAZETTED) IN THE DEFENCE ESTATES ORGANIZATION.**

PART-I

1. Name of candidate :
2. Designation :
3. Office Address :
4. Permanent Address :
5. Date of Birth :
6. Educational Qualifications :
7. Date of entry into continuous service :
8. Period of Qualifying service :
9. Present Pay on the date of submission of application form :
10. Whether appeared in Examination previously :
11. If the answer is "Yes", please give details of chances availed:-
  - (i) Month & year when appeared and Roll No. :
  - (ii) Result of the previous attempt(s) -

Papers-			
I	II	III	Total
Result			

CERTIFICATE

Certified that the information given above is correct. I am eligible in all respects to appear in the Common Competitive Examination. In the event of anything found incorrect, my candidature may be cancelled.

Dated

Signature of the candidate

PART-II

The particulars regarding age, educational qualifications, pay and qualifying service of the above-named official have been verified by me from his service records and it is certified that the information given above is correct.

Station :

Signature & Designation of the

Dated :

Sponsoring officer with seal