



Government of India
Ministry of Defence

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt

Tel : 011-25674536

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No. AN-1/1320/1/XLII

Date:- 06/06/2023

To,

All PCsDA/PIFAs/PCA (Fys)
CsDA/IFAs
(Through CGDA Hqrs website only)

Subject:- Deputation: IDAS Officers

Applications are invited from the willing officers fulfilling the eligibility criteria as brought out in the undermentioned communication, to apply for the ibid post alongwith their bio data, so as to reach the HQrs office through proper channel latest by 16/06/2023.

| S No. | Name of the department and Advertisement reference | Post and scale of pay |
|-------|--|--|
| 1. | A DO Letter from Sh Arun K Sinha, IPS (Retd), Chairman, NTRO bearing No. V(A)/16/03/Pers (R-1)/NTRO/2022-3533 dated 26/05/2023 | Director (Finance) (Level 13 of the pay matrix) |


(Shashi Pratap Singh)
Sr. ACGDA (AN)

Copy to: -

EDP Section: -
(Local)

For uploading on the CGDA's website.


(Shashi Pratap Singh)
Sr. ACGDA (AN)

No. V(A)/16/3/Pers-R1/NTRO/2022 - 18379
Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 18th October 2022

To

1. The Controller of General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi – 110 023.
2. The Advisor Cost, O/o the Chief Advisor Cost, Ministry of Finance, 2nd Floor, C- Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110 003.
3. The Assistant Comptroller & Auditor General (P), Office of Comptroller & Auditor General of India, 9 Deen Dayal Uphdyaya Marg, New Delhi – 110 124.
4. The Member (Finance), Department of Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi – 110 001.
5. The Financial Commissioner, Ministry of Railways, Railway Board, Rail Bhawan, New Delhi – 110 001.
6. The Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi – 110 010.

Sub: Vacancy circular for deputation to the post of Director (Finance) in NTRO.

Sir,

The undersigned is directed to intimate that the applications are invited from the officers of the following services for deputation to the post of Director (Finance) in Level-13 of the pay matrix in NTRO :-

- i. Indian Audit & Accounts Service;
- ii. Indian Civil Accounts Service;
- iii. Indian Cost Accounts Service;
- iv. Indian Defence Accounts Service;
- v. Indian Posts and Telecommunications Accounts and Finance Services;
- vi. Indian Railway Accounts Service.

In addition, Special Allowance @ 20% of Basic Pay will be admissible. No Deputation Duty Allowance will be paid.

2. The eligibility criteria for the post of Director (Finance) are as under:-
Officers of the Central Government:-
- (a) (i) holding analogous post on regular basis; or
(ii) with five years of regular service in Level-12 of the pay matrix; and
 - (b) possessing the following educational qualification and experience: -
 - (i) Bachelor's degree from a recognized university; and
 - (ii) ten years' experience in finance / budgeting / accounts.

Note-1: The period of deputation including the 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 five years.

Note-2: The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.

3. The terms and conditions of deputation will be governed by the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

4. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible officers of your Organization/Department. The applications duly filled by willing and eligible officers in prescribed pro forma (**Annexure-I**) with Certification by Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address :-

Director (Establishment)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

5. The last date for receipt of application is 45 days from the date of issue of this recruitment notice. The recruitment notice is also being uploaded in the **ntro.gov.in** website. The extension of last date of receipt of application, if any, will be notified / uploaded in the said website.

Encls: Annexure I and II.

Yours faithfully,



(N C Bhuyan)
Deputy Director (R)

ANNEXURE-I

| BIO-DATA/CURRICULUM VITAE PROFORMA | | (Please affix a recent passport size colour photograph) |
|---|---|--|
| For the post of Director (Finance) on DEPUTATION BASIS | | |
| Reference No: V(A)/16/3/Pers-R1/NTRO/2022 | | Post applied for: Director (Finance) |
| 1. | Name and Address (in Block Letters) Contact No : Email ID : | |
| 2. | Date of Birth (in Christian era) | |
| 3. | i) Date of entry into Government service | |
| | ii) Date of retirement under Central/State Government Rules | |
| 4. | Educational Qualifications | |
| 5. | Whether Education and other qualification 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 (to be mentioned by the applicant clearly) |
| | Essential | Essential |
| | Officers of the Central Government:- (a) (i) holding analogous post on regular basis or (ii) with five years of regular service in Level-12 of the pay matrix; and (b) possessing the following educational qualification and experience: - (i) Bachelor's degree from a recognized university; and (ii) ten years' experience in finance / budgeting / accounts. | |



| | | | | | | |
|--|--|--|--|------|--|--|
| 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. | | | | | |
| Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied. | | | | | | |
| 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 | Level in the Pay Matrix of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
| | | | | | | |
| *Important: Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below: | | | | | | |
| | Office/institution | Level in the Pay Matrix under ACP/MACP Scheme | | From | To | |
| | | | | | | |
| 8. | Nature 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/organisation to which the applicant belongs | | d) Name of the post and pay of the post held in substantive capacity in the parent organisation. | |
| | | | | | | |
| | | | | | | |
| <p>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>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/organisation but still maintaining a lien in his parent cadre/organisation.</p> | | | | | | |



| | | | |
|-----|---|--|------------------|
| 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 Organisation 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 | Level in the Pay Matrix | Total Emoluments |
| | | | |
| 15. | In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed. | | |
| | Basic Pay with Level of Pay Matrix 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient) | | |



| | |
|--|--|
| <p>(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 organisation(iv) Any research /innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet duly signed, if the space is insufficient)</p> | |
|--|--|

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data / 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)

Date _____

Address _____



ANNEXURE-II

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 APAR dossier in original is enclosed/photocopies of the APARs 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)

