

Government of India
Ministry of Defence
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt
Circular

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File :-No.AN-I/1320/1/XXVIII

Dated 10.12.2015

To

SAG level IDAS officers.
(Through CGDA website)

Subject:- Deputation- IDAS Officers

The undersigned is directed to circulate the following circulars among all SAG level officers. Those officers, fulfilling the eligibility criteria as brought out in the circular and if willing to apply for the subject post, may kindly forward their applications along with their bio-data, so as to reach the HQrs Office latest **by 14.12.2015**

SI No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1	Food Safety and Standards Authority of India (FSSAI). Ministry of Health & Family welfare circular No.F.No.E-12017/02/2015-E&A,dated 16.11.2015	Chief Management Services Officer GP Rs10,000/-
2	University of Hyderabad Registrar D.O.No.UH/REG/HR/2015/909, dated 10.11.2015	Finance Officer In GP of Rs 10,000/- Registrar GP Rs 10,000/-



(Mustaq Ahmad)
Sr. Asstt.CGDA(Admin.)

Copy to:

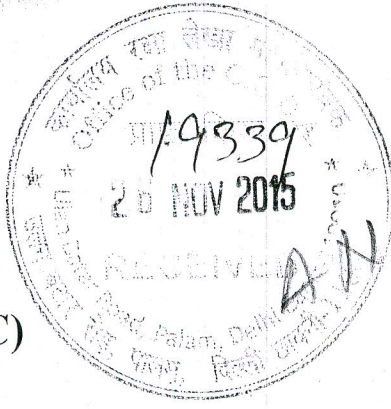
EDP Cell (Local) - For placing the above circular on the HQrs website.



(Mustaq Ahmad)
Sr. Asstt.CGDA(Admin.)



M.Sudhakar
Registrar (i/C)



हैदराबाद विश्वविद्यालय

पी. ओ. केन्द्रीय विश्वविद्यालय
हैदराबाद. 500 046, भारत

University of Hyderabad

P.O. Central University
Hyderabad - 500 046, India

तारीख/ **Date:** November 10, 2015

सं.संख्या / Ref. No.UH/REG/HR/2015/909

The Controller General of Defence Accounts
Ministry of Defence
Ulan Batar Road, Palam, Delhi Cantt. – 110 010.

Sir,

Subject: Request for forwarding a panel of names for appointment to the posts of
Finance Officer and the Internal Audit Officer in the University of Hyderabad
on Deputation basis– Reg.

The University of Hyderabad, a Central University established by an Act of Parliament in 1974, proposes to fill up the following posts on deputation/direct recruitment basis:

Name of the Post	Pay Band + Grade Pay	Method of Recruitment	Tenure	Age of retirement	Maximum age limit
Finance Officer	P.B 4 of Rs.37400-67000 with Grade Pay of Rs.10,000/-	Deputation/ Direct Recruitment	Five years	62 years	56 years
Internal Audit Officer	P.B-3 of Rs.15600-39100 with Grade Pay of Rs.7,600/-	Deputation only	Two years initially	60 years	56 years

2. A copy of the Notification issued by the University containing full particulars of eligibility criteria and other conditions is enclosed.
3. The Finance Officer is a Statutory post of the University whose powers and responsibilities are stipulated in Statute 5 of the University (copy enclosed).
4. It is requested that this Notification may be given wide publicity among the Officers of your department and forward a panel of three to five Officers conforming to the qualifications and experience criteria prescribed in the Notification, in the prescribed format enclosed, along with their CR/APAR dossiers for the last five years and integrity and vigilance certificates, on or before 15th December, 2015.
5. The terms and conditions of deputation shall be governed by DoP&T's O.M.No.6/8/2009-Estt.(Pay-II) dt.17.11.2010.

Yours faithfully,

M. Sudhakar

(M. SUDHAKAR)

Encl: as above

Name of the Position/ Method of Recruitment	Qualifications and Experience
Registrar (Direct Recruitment/ Deputation)	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with eight years' service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p><i>Comparable experience in research establishment and/or other institutions of higher education.</i></p> <p style="text-align: center;">OR</p> <p><i>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</i></p> <p>Desirable: a) Considerable experience in educational administration, stores & purchase, financial and personnel, campus management and capacity to lead administration in a residential R&D or academic Institute; (b) A degree in Law/Management (c) ability to coordinate and lead teams with varied expertise, and (d) exposure to e-governance; and</p> <p>Tenure of appointment: For a period of 5 years or till attaining the age of 62, whichever is earlier.</p> <p>Age: Not exceeding 56 years</p>
Controller of Examinations (Direct Recruitment/ Deputation)	<p>A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with eight years' service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p><i>Comparable experience in research establishment and/or other institutions of higher education.</i></p> <p style="text-align: center;">OR</p> <p><i>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</i></p> <p>Desirable: Adequate experience in the pre-conduct and post-conduct of university examinations or other</p>

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	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	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 drawn 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>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.</p> <p>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/ organisation</p>			

9. 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 Organization
- 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

Basis Pay in the PB	Grade Pay	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 with Scale of Pay 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 qualifications (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 CR Dossier in original is enclosed/photocopies of the ACRs 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)

F. No. E-12017/02/2015-E&A
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
Establishment Division
FDA Bhavan, Kotla Road, New Delhi-110002

The 16th November, 2015

CIRCULAR

Subject: Inviting applications on deputation in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms basis - reg.

The Food Safety and Standards Authority of India (FSSAI) is an autonomous statutory Authority set up under the Food Safety and Standards Act, 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption.

2. FSSAI proposes to fill-up some vacant posts on deputation on Foreign Service terms basis. Details e.g. eligibility criteria and experience etc. is available at Annexure-I. Officers fulfilling the eligibility criteria as stipulated at Annexure-I may apply in the prescribed format (Annexure-II) through proper channel along with the documents supporting the candidature. They may send the advance copy but the application routed through proper channel or the No Objection Certificate, as the case may be must reach in FSSAI on or before the last date of receiving the applications.

3. The period of deputation would be initially for one year extendable upto 3 years. FSSAI may extend the deputation beyond one year and for the specific time with the approval of the borrowing organisation. This extension would be subject to performance evaluation of the officer. The terms of deputation including pay of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's Office Memorandum No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 and other orders/guidelines issued in this regard from time to time. The period of deputation, in case of employees already on deputation in another ex-cadre post including the period of deputation held immediately preceding this appointment in the same or some other organization/Department shall not exceed five years. The maximum age limit for appointment on deputation shall be 56 years on the last day of receiving the applications. The upper age limit may be relaxed in exceptional cases of meritorious candidates. The Food Authority reserves the

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right not to fill up all or any of the vacancies or to cancel the advertisement at any stage without assigning any reason therefor.

4. Applications accompanied by the requisite personal data in **Annexure-II** alongwith necessary certificates/documents received through proper channel or with 'No Objection' of the department will be considered.

5. The applications in the prescribed Performa **Annexure-II**, along with up-to-date CR Dossiers of the officers who can be spared in the event of their selection, may be forwarded to the Director (Establishment) Food Safety and Standards Authority of India, 4th Floor, FDA Bhavan, Kotla Road, New Delhi by **18th December 2015 (2.00 PM)**.

6. While forwarding the applications, it is required to be verified and certified that the particulars furnished by the officer are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officer may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.

7. Applications received after due date or without the necessary documents or otherwise found incomplete may not be considered.


(Bimal Kumar Dubey)
Director

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per list.
2. IEC, FSSAI for uploading on www.fssai.gov.in.

ANNEXURE - I

Post proposed to be filled up in FSSAI on transfer on deputation basis

Post Code	Post/ Grade Pay	Pay Band +	No of Posts	Eligibility/experience
01.	Chief Management Services Officer	[PB-4] 37400-67000 + 10000(GP)	01	<p>Officers from organised services working in the Central or State Governments/ Autonomous Bodies:</p> <p>(i) holding analogous or equivalent posts on regular basis preferably being empanelled as Joint Secretary in the Government of India; or</p> <p>(ii) with five years regular service in Pay Band 4 (Rs.37400-67000) with grade pay of Rs.8700/- or Rs.8900/- or equivalent; and</p> <p>(iii) having 10 years experience of administration, finance and vigilance matters.</p>
02.	Financial Advisor	[PB-4] 37400-67000 + 8700(GP)	01	<p>Officers from Indian Audit and Accounts Service/Indian Civil Accounts Service/Indian Railway Accounts Service/Indian Defence Accounts Service or other Central Accounts Group A Services, eligible to hold Director level posts in the Government of India;</p> <p style="text-align: center;">or</p> <p>Officers from Central or State Government/ Autonomous Bodies with finance background and experience:-</p> <p>holding analogous or equivalent post on regular basis;</p> <p style="text-align: center;">or</p> <p>with five years regular service in the next lower grade of Pay Band 3 with grade pay of Rs.7600 or equivalent</p>

Annexure-II

Last Date of receiving of completed application: 18th December 2015 (2.00PM)

Application for the post ofon deputation in FSSAI.

1. Name of the Post applied for.....

2. Name of Candidate (in Block Letters)

Latest colour
passport size
photograph
with white
background

3. Father's Name

4. Postal Address (in Block Letters)

Mobile No.										
e-mail										

5. Date of Birth

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Age(in years).....

6. Date of superannuation

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7. Gender (Please tick)

M		F	
---	--	---	--

8. Community(Please tick)

SC		ST		OBC		UR
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9. Educational Qualifications (Starting from High School) :

Examination passed	Year	Name of Board/ University	Subjects	Percentage of marks upto two decimal

10. Details of employment, in chronological order.....

Office/Institution	Post held	From	To	Pay Scale	Nature of Duties

9. In case the present employment is on deputation, please state-

a) The date of initial appointment:

b) Name of the parent office/ organization:

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):

(i)	Central Government	
(ii)	State Government	
(iii)	Autonomous organization (under the Central/State Govt)	

11. Total emoluments per month now drawn

(Attach pay slip attested by DDO/AO) :

12. Additional information, if any, :

which you would like to mention
in support of your suitability for
the post

13. Remarks (The candidates may indicate information with regard to):

(i) Research/publications, reports
and special projects :

(ii) Awards Scholarship/Official
Appreciation/affiliation with
Professional bodies :

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the FSSAI if I am declared to be guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date :

Signature of the candidate.....

Place :

Name

Official Address

.....

.....

CERTIFICATE

(To be filled in by the Head of the Department in which employed)

1. Certified that Shri/Smt./Kum.....holds a permanent post ofin Pay Band.....with Grade pay.....on regular basis in the Department of
2. That he/she is drawing pay Rs.....in the Pay Band.....with grade pay.....with effect from.....
3. That the entries in the application have been filled in are **correct** as per office records.
4. That **No disciplinary case** is pending or being contemplated against him/her.
5. That his/her integrity is beyond doubt. **No major/minor penalty** was imposed on Shri/Smt./Kum.....during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith.
7. In the event of selection he/she will be relieved from this office immediately.

Date :

Signature
(To be signed by Head of Department)

Place :

Name of officer.....

Designation.....

Phone number.....

(with stamp/seal)
