

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग, पालम, दिल्ली छावनी 110010-
ULAN BATAR ROAD, PALAM, DELHI CANTT-110010



No.AN/II/2407/CS

Dated: 5th March, 2019

CIRCULAR

To

All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs AN-IV Section.

Subject: Filling up the post of Assistant Director (Accounts) and Accounts Officer in Aviation Research Centre (ARC) on deputation basis.

Aviation Research Centre (ARC), Cabinet Secretariat, New Delhi vide letter NoARC/Pers.III/711/2017-II 592 dated 13-02-2019 has invited suitable candidates for filling up the posts of 02 Assistant Directors (Accounts) and 04 Accounts Officers in Aviation Research Centre (ARC) on deputation basis. The same has also be advertised in the Employment News 09-15 February, 2019.

2. Copy of the ARC's letter and advertisement duly mentioning the eligibility criteria is enclosed.

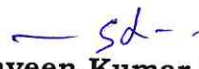
3. Eligible and willing SAOs/AOs may forward their candidature complete in all respect so as to reach HQrs office by 15-03-2019 positively for onward transmission to the deputation Department.

Encl: As above.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

Copy to:

IT & S Section, Local ----- with a request to upload the same on the HQrs webdite.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

Cabinet Secretariat

Govt. of India

Applications are invited from the officers of the Central Government, for filling up following posts in an organization under Cabinet Secretariat on deputation basis as per details given below:-

Sl. No.	Name of the post along with Scale of Pay [Pay Band plus Grade Pay] & No. of Post	Essential educational and other qualification required for deputation	Place of Posting
1.	Assistant Director (Accounts) PB-3 plus Rs. 6600/- (Grade Pay) Level-11 as per 7th CPC pay matrix. No. of post- 2 (by Deputation)	(a) Officers holding analogous post on regular basis who have qualified Subordinate Accounts Services examination; or (b) Officers who have qualified Subordinate Accounts Services examination with five years of regular service in Pay Band-2 (Rs. 9300-34800/-) plus Grade Pay of Rs. 5400/-	Delhi, Cuttack (Odisha) (with All India transfer liability)
2.	Accounts Officer PB-2 plus Rs. 5400/- (Grade Pay) Level-9 as per 7th CPC pay matrix. No. of post- 4 (by Deputation)	(i) Officers holding analogous post on regular basis who have qualified Subordinate Accounts Services examination; or (ii) Officers who have qualified Subordinate Accounts Services examination with two years of regular service in Pay Band-2 (Rs. 9300-34800/-) plus Grade Pay Rs. 4800/-	Can be posted at Delhi, Cuttack (Odisha), Tinsukia (Assam), Saharanpur (UP) & Chakrata (Uttarakhand) (with All India transfer liability)

3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether educational and other qualifications required for the post are satisfied. (If any as equivalent to the one prescribed in the Rules, state the authority for the same)		
S.No.	Essential qualification required for the post (Please state as per the advertisement)	Essential qualification/experience held by the candidate

*In the case of Degree & Post Graduate Qualifications Elective/main subjects & subsidiary subjects may be indicated by the candidate.

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.

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	*Basic Pay & Level in the pay matrix as per 7th CPC 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/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 as per 7th CPC	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 held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

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/ organization.

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 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

Basic Pay & Level	Level	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) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circulated/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

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2. The number of posts are subject to change. Further, depending on the specific organisational requirements, the Department retains the right to shortlist only those applications that are in conformity with its specific requirements as may exist at a relevant point of time.

3. The officers on deputation will be eligible for 20% Security Allowance on the Basic Pay along with other allowances as admissible to Central Government employees.

4. The departmental officers who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

5. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or department of the central government shall ordinarily not exceed three years.

6. The maximum age limit for deputation shall not exceed fifty-six years as on the closing date of receipt of applications.

7. For deputation, the applicants should submit their application (as per proforma ANNEXURE-I) along with certificate by the Employer/Cadre Controlling Authority (ANNEXURE-II).

8. The initial period of deputation of the officer from Central Government shall normally be three years which may be extended as per rules. The terms of deputation will be governed as per DoP&T OM 6/8/2009-Estt. (Pay II) dated 17.06.2010 & 2/6/2016-Estt. (Pay-II) dated 17.2.2016, as amended from time to time.

9. The officers who are appointed on deputation can be posted anywhere in India as per requirement of the organisation.

10. How to apply: Neatly filled applications typed or in own handwriting on A-4 size paper in requisite proforma (placed as Annexure) should be forwarded on following address. The application in respect of serving officers/officials for deputation should be forwarded through proper channel to the under mentioned address. The envelope should clearly mention on top "Application for Deputation for the post of Assistant Director (Accounts)/Accounts Officer".

Joint Deputy Director (Pers.B)
Post Box No. 3003
Lodhi Road Post Office
New Delhi - 110003

11. The last date of receipt of application is 45 days from the date of publication of the advertisement in the Employment News.

12. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of personal interaction.

13. The applications in the proforma (placed at Annexure I & II) may be forwarded through proper channel along with disciplinary/vigilance clearance/integrity certificate/certificate regarding major/minor penalty during last 10 years of service and attested copies of ACRs for the last 5 years for deputation. Application not in prescribed proforma will be summarily rejected.

14. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

15. Canvassing in any form will disqualify the candidates.

16. The Department reserves the right to modify/withdrawn the notification at any time.

Annexure - I APPLICATION PROFORMA FOR DEPUTATION TO THE POST OF ASSISTANT DIRECTOR (ACCOUNTS)/ACCOUNTS OFFICER

1. Name and Address (in Block letters):	Affix passport size photograph duly attested
2. Date of Birth (in Christian era):	

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16. B Achievements:

The candidates are requested to indicate information with regard to:
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 organization
v) Any research/innovative measure involving official recognition
vi) Any other information.
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for Absorption. *Candidates of Non-Government Organizations are eligible only for Short-Term Contract)

(The option of 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment')

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the 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.
Date

(Signature of the candidate)

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 advt. 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 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

[Note: In case there is a gap in the APARs of last 5 years, reasons for the same may kindly be mentioned. In case the APAR for the last consecutive 5 years is not available, then APAR for the period prior to that, needs, to be submitted so that APARs are available for a period of atleast 5 years.]

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)

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