

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

Tel : 011-25674854

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

Dated 29.12.2015

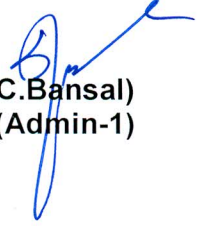
To

SAG/JAG level IDAS officers.
(Through CGDA website)

Subject:- Deputation- IDAS Officers

The undersigned is directed to circulate the following circulars among all SAG/JAG 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 08.01.2016**

SI No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1	DOP&T, OM No.24011/02/2015-Estt(B), dated 08.12.2015 received under MoD(Fin) ID No.10(3)/C/2015(3067), dated 14.12.2015	Member Staff Selection Commission (JS level) in the pay scale PB-4 + GP Rs 10,000/
2	National Technical Research Organisation (NTRO) vacancy circular No.V(A)/16/4/Estt-1/NTRO/2015-1579, dated 11.12.2015	Director (Finance) in NTRO In the PB-4 with GP Rs 8700/-


(S.C.Bansal)
Asstt.CGDA(Admin-1)

Copy to:

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


(S.C.Bansal)
Asstt.CGDA(Admin-1)

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No. 24011/02/2015-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 08th December, 2015

OFFICE MEMORANDUM

Subject:- Filling up of the post of Member, Staff Selection Commission, New Delhi (Joint Secretary level) in the pay scale PB-4, Rs. 37,400-67,000/- plus Grade Pay Rs. 10,000/- on deputation basis.

It is proposed to fill up the post of Member, Staff Selection Commission (SSC) in the Staff Selection Commission (Hqrs) at New Delhi in the Pay Scale PB-4 Rs. 37,400-67,000/- Plus Grade Pay Rs. 10,000/-. The eligibility criterion is given in **Annexure-I**.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of at least last five years, duly attested by a Group 'A' officer (if original APAR could not be sent); (iii) An attested Statement indicating the grading in the APAR during the last five years (iv) cadre clearance; (v) clearance from vigilance and disciplinary angle; and (vi) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments and the State Governments/UTs are requested to forward the applications of willing and eligible officer in the prescribed proforma to :- **Shri M. Selva Kumar, Section Officer (Estt-B), Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Room. No. 215-C, North Block, New Delhi-110001, so as to reach this office latest by 08th February, 2016.**

4. The applications of only those officers may be forwarded who, in the event of their selection, would immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. The application once forwarded would not be allowed to be withdrawn. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

Sumita Singh
(Sumita Singh)

Deputy Secretary to the Government of India

To

- (i) Secretaries all the Ministries/Departments of Government of India (By Name)
- (ii) Chief Secretaries/ Union Territories of all States Governments (By Name)
- (iii) All Cadre Authorities.
- (iv) Technical Director, NIC, Department of Personnel and Training for up-loading the circular under the heading –“what is new’ this Department’s web-site, immediately.

PROFORMA

1. Name and address (in block letters)
2. Service to which belongs:
3. Date of Birth:
4. Date of retirement under Central Government rules:
5. Educational Qualification - Graduate/Post-Graduate level
6. Whether belong to SC/ST/Minority:
7. Please indicate the following particulars of the present post held:-
 - (a) Present post held with date:
 - (b) Whether regular/ad-hoc:
 - (c) Scale of Pay:
 - (d) Present basic Pay:
8. Please specify how you meet the qualifications:
 - (i) Whether you are holding analogous posts on a regular basis in the parent cadre/Department (Please specify yes or No; details to be indicated in the table below):
 - (ii) Whether you possess five years' service in the grade rendered after appointment on a regular basis in the scale of PB-4 Rs. 37,400-67,000/- with Grade Pay of Rs. 8700/- or equivalent in the parent cadre or Department (pl. specify yes or no; details to be indicated in the table below) :-
 - (iii) The details of positions held in the last 10 years should be indicated in the table below:

Sl. No	Name of office/organization where employed	Post held	From	To	Pay scale
1	2	3	4	5	6

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(iv) The details of experience in the last 10 years in dealing with Service, Administrative, Vigilance, Establishment and Financial matters should be furnished as per table under:

Field of experience in the last 10 years	Nature of duties	Period of Experience	Organization in which the relevant experience was gained
(a)Administration (b) Vigilance: (c) Establishment: (d) Financial Matters			

9. Additional information, if any, which you like to mention in support of your application for the post.

(Signature of the candidate)

Telephone No (STD code)/Mobile No:

Office Address with office Telephone Number:

Residential Address:

Date:

No. V(A)/16/4/Estt-I/NTRO/2015- 1579
 Government of India
 National Technical Research Organisation
 Block-III, Old JNU Campus, New Delhi - 110067

Dated , the: 11th December 2015

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

Applications are invited from the officers of the following Accounts and Finance services for the post of Director (Finance) in the Pay Band-4 (Rs 37,400-67,000/-) plus Grade Pay of Rs 8700/- in NTRO on deputation basis for the initial period of three years:

- 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 Service;
- vi. Indian Railway Accounts Service.

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.


2. The eligibility conditions for the post of Director (Finance) are as under: -

(a) Officer holding analogous post on regular basis and must be in analogous pay scale / grade pay on regular basis **OR** having five years service on regular basis in the scale of PB-3 (Rs 15,600-39,100/-) + Grade Pay Rs.7600/- in their parent cadre or department.

(b) Possessing 12 years experience in dealing with Budget / Accounts / Finance / Integrated Finance in Group 'A' capacity in Central Government Department / Organisations.

(c) Age of the candidate must not exceed 56 years as on the closing date of receipt of application.

3. The initial period of deputation shall be for three years extendable by a further period of two years as per Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the ibid O.M. of DoP&T.


 18/12/15
 AAO (AM)

3091 (AM-I)
 22/12/15

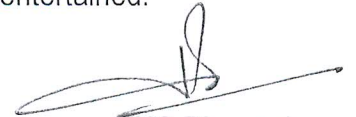
रक्षा संज्ञा
 ज. सं. (प्रशा.)
 ज. सं. (Admin.)
 कार्या सं. / Dy. No. 489
 दिनांक / Date. 22/12/15

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

DIRECTOR (ESTT & PERS)
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.

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



(NC Bhuyan)

Assistant Director (Pers)

Distribution:-

1. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110 003.
2. 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. Assistant Comptroller & Auditor General (P), Office of Comptroller & Auditor General of India, 9, Deen Dayal Upadhyaya Marg, New Delhi-110 124.
4. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi-110 001.
5. Financial Commissioner, Ministry of Railways, Railway Board, Rail Bhawan, New Delhi-110 001.
6. Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi- 110 010.
7. Integrated Hqrs., (Army), (Navy) & (Air Force), Ministry of Defence.

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BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation)

Affix recent
passport
size colour
photograph
duly signed

Reference No: V(A)/16/4/Estt-I/NTRO/2015

Post applied for: Director (Finance)

1.	Name and Address (in Block Letters) Contact Number	
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
	Essential	Essential
	(a) Officer holding analogous post on regular basis or Having five years service on regular basis in the scale of PB-3 Rs.15600-39100/- with Grade pay Rs.7600/- ; and	
	B) Experience : Possessing 12 years experience in dealing with Budget/Accounts/Finance/Integrated Finance in Group 'A' capacity in Central Government Department/Organisations.	
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and 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.	
	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	* 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
<p>*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:</p>						
	Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To	
8.	Nature of present employment i.e. Adhoc 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 in the PB	Grade Pay	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.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	<p>(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, if the space is insufficient)</p> <p>(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 organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

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17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central Government are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract)	
	# (The option of 'STC'/'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/OBC	

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 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)