

कार्यालय ,रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग ,पालम ,दिल्ली छावनी110010-
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/III/2407/ADA

Dated: 02.01.2017

Fax/Speed-post

To

All the PCsDA/ PCA (Fys)/CsDA including IFA offices

Subject: Filling up 01 post of Sr. Finance Officer Grade II in Aeronautical Development Agency, Bangalore on deputation basis in the PB-2 (9300-34,800) with grade pay Rs. 5,400/-.

It has been decided to call for names of eligible and willing officers amongst AOs for filling up one post of Sr. Finance Officer Grade-II in Aeronautical Development Agency, Bangalore in the Pay Band-2 (Rs.9,300/- Rs.34,800/-) and Grade Pay of Rs.5,400/- (6th CPC).

2. The period of Deputation and other terms will be as per relevant Government orders on the subject. The details of the deputation post and the required qualification, experience etc. are following:

Name of the organisation.	Aeronautical Development Agency (ADA), Bangalore
Name of the post.	Sr. Finance Officer, Grade-II
Pay admissible.	Pay Band: Rs. 9,300-34,800/- with grade pay of Rs. 5,400/-
No. of Post.	01 (One).
Educational Qualification	Graduation in Arts/Commerce/Science and pass in SAS or equivalent exam conducted by CGDA
Experience	12 years experience in the following fields out of which at least 10 years in the pre-revised pay structure of Rs. 9300-34800 with grade pay Rs. 5400/- a) Pay Rolls (including sound knowledge in personal income tax and other service matters). b) Personal Claims such as TA/DA, Medical Reimbursements, LTC, CPF transactions, HBA and other advances. c) Audit and Payment of supplier bills. d) Knowledge of commercial accounts including maintenance of Cash book, compilation of accounts etc. e) Should be in supervisory position and also capable of independently/directly handling any of the above works knowledge of computerized accounts. Note: Age, educational qualification and experience may be relaxed in deserving cases.

3. The bio-data of willing and eligible AOs, disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR grading for the last five years i.e upto 31-03-2016 may be forwarded to this HQrs office so as to reach by 23.01.2017 positively. Officers with 'Good' and above reports during the last five years only should be recommended.

4. While sponsoring names, Controllers may ensure that: (i) the particulars furnished by the officers are correct (ii) The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are enclosed with the application (iii) Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested on every page is enclosed (iv) The maximum age of the officer concerned should be 50 years as on the date and (v) He/she has completed the mandatory "Cooling off" period of three years in cases where the concerned officer has recently served on deputation. Shortfall in any of these will result in unnecessary correspondence/ invalidation of applications.

5. Applications received after the last date or found incomplete or forwarded without countersignature of the Head of Office (with seal) will not be considered.

6. Receipt of this circular may be acknowledged.



(Mustaq Ahmad)
Dy. CGDA (AN)

Copy to:-

1. **Smt. Lochana Krishnamurthy,** -- For information with reference to your office
Chief Admin Officer, letter No. ADA:ADM:EST:Dep-Corr:2016 dated
(Admin, Plng & HR) 25.11.16
Aeronautical Development Agency,
P.B. No. 1718, Vimanapura Post,
Bangalore-560 017
2. **AN-IV section (Local)** -- For information and necessary action please.
3. **IT&S Section (Local)** -- Request to upload the same on the website.


(Mustaq Ahmad)
Dy. CGDA (AN)