

कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग, पालम, दिल्ली छावनी-110010

ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/II/2407/2015

Dated: 18<sup>th</sup> June 2015

Speed-post

To

*All the RCDA/CSDA*

**Subject:** Filling up the posts of Finance & Chief Accounts Officer in the Pay Scale Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- (P.B.-3) in All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, on deputation basis.

A copy of All India Institute of Medical Sciences, Ansari Nagar, New Delhi letter no. F.3-4/2013-Estt.(RCT) dated 06.05.2015 regarding filling up of the posts of Finance & Chief Accounts Officer in the Pay Scale Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- (P.B.-3) in All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, on deputation basis is uploaded on CGDA's website. The said advertisement may please be downloaded for necessary action as stated below.

2 It is requested that the names of volunteers may be called for amongst the Sr.AOs for filling up the posts of Finance & Chief Accounts Officer in AIIMS, Ansari Nagar, New Delhi.

3 Applications in respect of willing and eligible Sr. AOs (in triplicate) (who have completed a minimum stay of two years at their present station), for the above mentioned post of Finance & Chief Accounts Officer in AIIMS, New Delhi, as per proforma enclosed with the advertisement, duly filled and countersigned by the present employer (with seal), disciplinary/vigilance clearance certificate, integrity certificate, certificate for proof of age and educational qualification(s), experience/service profile (in chronological order) etc., may please be forwarded to this office along with the APAR/ACR/MTPAR gradings (atleast for the preceding five years). Officers who have earned atleast good and above reports during the last five years should only be recommended, so as to reach this office by 24.06.2015.

4 While sponsoring names, it may kindly be ensured that the particulars furnished by the officers are correct and applicants meet the eligibility criteria. The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are also enclosed with the application(s). Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested, must accompany the application form.

5 Of late, it has also been observed that inspite of the clear instructions, applications are received without photocopies of APARs/MTPARs/ACRs, without attestation and without disciplinary/vigilance clearance certificate etc., causing unnecessary correspondence and invalidation of applications. Hence, it is reiterated that while forwarding application(s) it may please be ensured that application(s) are complete and all documents/ photocopies of educational certificates, experience etc. are duly enclosed. Applications received after the last date or otherwise found incomplete and without countersigned by the Head of Office (with seal) will not be considered.

6 It is also requested to ensure that before forwarding names of the willing/eligible officers to this office, that the age of the concerned officer does not exceed 56 years as on the closing date of receipt of application and that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

7 Please acknowledge receipt.

(Sangeet)  
Dy.CGDA(Admn)

Copy to:

1. EDP Centre (Local) -- Along with a copy of All India Institute of Medical Sciences, Ansari Nagar, New Delhi letter no. F.3-4/2013-Estt.(RCT) dated 06.05.2015, with a request to upload the same on website.
2. AN-IV section (Local) -- For kind information and necessary action please.

(Sangeet)  
Dy.CGDA(Admn)

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

Ansari Nagar, New Delhi-110029.

No.F.3-4/2013-Estt.(RCT)

Dated the: 6 MAY 2015

To,  
The Comptroller General of Defence Accounts,  
Ulan Batar Road, Palam,  
Delhi Cantt. - 110 010.

**Subject: Filling up of vacant posts of Accounts Cadre on deputation basis at the AIIMS, New Delhi.**

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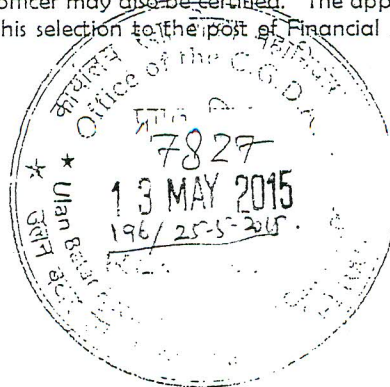
Sir,

I am directed to say that it is proposed to circulate following vacancies of Accounts Cadres on deputation basis at All India Institute of Medical Sciences, New Delhi:-

S.No	Name of the Post & Pay Scales	No. of vacancies	Eligibility Criteria
01	<b>Financial Advisor:-</b> (Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.7600)	01	Officers from any of the Central Organised Accounts Services holding analogous posts <b>or</b> Posts in the pay scale of Rs.10000-15200 (pre-revised) further revised to PB-3 of Rs.15600-39100 plus grade pay of Rs.6600 with 5 years of regular service in the grade;
02	<b>Finance &amp; Chief Accounts Officer:-</b> (Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.6600)	02	Officers from any of the Central Organised Accounts Services holding analogous post or Post in the pay scale of Rs.PB-3 Rs. 15600-39100 plus Grade pay of Rs. 5400 with 5 years of regular service in the grade. <b>Or</b> Audit / Accounts Officers from any of the Central Organized Accounts Departments with 7 years regular service in the scale of Rs. 9300-34800 + Grade pay of Rs. 4600 or equivalent.

- (ii) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
- (iii) The period of deputation shall initially be for 01 year and can be further extended upto 3 years at the sole discretion of the Institute.
- (iv) The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.06/08/2009-Estt.(Pay-II) dated 17-06-2010, as amended from time to time.
- (v) It is requested that applications in the enclosed proforma (Annexure-I) along with **duly attested** copies of up to date confidential Reports (at least for the latest 05 years) and certificate in proof of age and educational qualification of the eligible officers who could be spared in the event of their selection may please be forwarded to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi - 29 immediately, but not later than **05.06.2015**.
- (vi) Applications received after the last date or otherwise found incomplete or without vigilance clearance or CR Dossier will not be considered.
- (vii) While forwarding applications, it may be verified and certified by the sponsoring officer that the particulars furnished by the officers are correct and that no disciplinary case is either pending or contemplated against the officer. The integrity of the officer may also be certified. The applicant shall not be allowed to withdraw his candidature in the event of his selection to the post of Financial Advisor and Finance & Chief Accounts Officer at AIIMS, New Delhi.

End. As above



*U. Giridhari*  
[K.K. GIRIDHARI]  
SR. ADMINISTRATIVE OFFICER



Application for the post of _____ (on deputation basis) at AIIMS, New Delhi.			
1	Name and address in BLOCK letters		Affix here recent passport size photograph
2	Father's Name		
3	Date of birth (in Christian era)		
4	Date of retirement under Central /State Government Rules		
5	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
6	Whether educational and other qualifications 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).		
	<b>Qualifications / Experience</b>		
		Required	Possessed by the Officer
	<b>Essential</b>		
	Desirable		
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.		
	Office/Instt./Organization	Post Held	Pay-band and Grade Pay (Scale of Pay if in pre-revised scale of pay)
		From      To	Nature of Duties

9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)	
10	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 you belong	
11	Additional details about present employment please state whether working under : (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University	
12	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.	
13	Total emoluments per month now drawn.	
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
15	Whether belongs to SC/ST/OBC (if yes, please specify)	
16	Contact Nos.	1) Office
		2) Residence
		3) Mobile
		4) E-mail address
17	If selected, specify the minimum required joining time	
		_____ Signature Of The Candidate
Date:	Address	
Countersigned:		
_____ [Employer/Authorized Officer]		