

No.A-35018/10/circular/2016/MF.CGA(A)/Gr.B/419
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantrak Bhavan, E-Block, GPO Complex,
I.N.A., NEW DELHI

Dated, the 28th July, 2017

CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

| S. No | Letter No. Date & Organization | Deputation post with scale | Eligibility |
|-------|---|---|---|
| 1. | NO.V(A)/16/3/Estt- /NTRO/2017-2023 dated 14.07.2017. National Technical Research Organization (NTRO), New Delhi. | <u>Assistant</u> <u>Director of</u> <u>Accounts/Assis</u> <u>tant Director</u> <u>(Audit)</u> In the PB-3 (Rs. 15600-39100) with GP Rs. 6600. | (A) Officers under the Central Government. (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) With five years of regular service in Level-10 in the pay matrix in the parent cadre/department; or (iii) With five years of regular service in Level-9 in the pay matrix in the parent cadre/department; and (B) Possessing any one of the following qualifications. (i) Pass in the SAS or equivalent examination conducted by any one of the organized Accounts Department of the Central Government; or (ii) Training in the Cash and Accounts work in the ISTM or equivalent training course and a minimum of 09 years experience in Cash, Audit, Accounts and Budget work. |

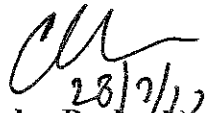
The applications of willing and eligible Sr. AOs/AOs may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 and even O.M. No. 1064 dated 11th Feb 2016 may be kept in view.

Encl: As above

To,

Sr.AO (ITD)-For website.


 (Chander Prakash)
 Sr. Account Officer (Gr.'B')

No. V(A)/16/3/Estt-I/NTRO/2017 - 2023
Government of India
National Technical Research Organization
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 14 July 2017

Sub: Filling up vacancies of Assistant Director of Accounts/Assistant Director (Audit) in NTRO on deputation basis.

A recruitment notice is enclosed herewith inviting applications to fill up 03 (three) vacancies in the grade of Assistant Director of Accounts/ Assistant Director (Audit) in the pay scale Level-11 of the Pay Matrix (pre-revised) PB-3 (Rs.15600-39100/-) + Grade Pay Rs.6600/-) in National Technical Research Organization on deputation basis.

2. The above mentioned recruitment notice may kindly be widely circulated. The applications are invited in prescribed proforma (Annexure-I & Annexure-II) through proper channel along with disciplinary/ vigilance clearance certificate and attested copies of APARs of the last five years may be forwarded on the following address: -

**Assistant Director (Pers/R-I)
National Technical Research Organization
Block-III, Old JNU Campus
New Delhi - 110067**

3. Attested copies of educational qualification, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria.

4. The last date of receipt of application is **30 days** from the date of publication of advertisement in the Employment News.

Encl: As above.


(N C Bhuyan)
Assistant Director (Pers/R-I)

Distribution: As per the list enclosed.

2430
24/7/17

543/17-CC-100
21/7/17

543/17-CC-100
(G99B)

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21
21/7

543/17-CC-100
(G99B)

SBD
24/7/17

Distribution List

1. The Joint CGDA (AN), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010.
2. The Joint Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
3. The Principal Director (Staff), Office of CA&G of India, 9 Deen Dayal Upadhyaya Marg, New Delhi - 110124.
4. The Assistant Comptroller & Auditor General (N), Office of CA&G of India, 9 Deen Dayal Upadhyaya Marg, New Delhi - 110124.
5. The Deputy Director General (PAF), Budget & Admin Wing, Postal Directorate, Department of Posts, Dak Bhawan, Patel Chowk, Parliament Street, New Delhi.
6. The Director of Accounts, Cabinet Secretariat, East Block-IX, R.K Puram, New Delhi -110066.
7. The Joint Secretary (Admn), Ministry of Personnel, Pensions & Public Grievances, Department of Personnel & Training, Room No. 109, North Block, New Delhi.
8. The Joint Secretary (Admn), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.
9. The Joint Secretary (Estt), Ministry of Defence, Room No. 97, South Block, New Delhi.
10. Directorate of Personnel, DRDO Bhawan, Rajaji Marg, New Delhi.
11. The Joint Secretary (Admin), Department of Science & Technology, New Mehrauli Road, New Delhi.
12. The Joint Secretary (Admin), Department of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094.
13. The Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
14. The Joint Secretary (Estt) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Hutments, Dalhousie Road, New Delhi- 110011.

15. The Director (SR), Cabinet Secretariat, Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003
16. The Inspector General (Pers), SSB, East Block-V, R. K. Puram, New Delhi- 110 066.
17. The Inspector General (Pers), CRPF, Directorate General, CRPF, Block No.-I, CGO Complex, New Delhi- 110003.
18. The Inspector General (Pers), CISF, Directorate General, CISF, Block Bo. 13, CGO Complex, New Delhi- 110003.
19. The Inspector General (Pers), BSF, Directorate General, BSF, Block Bo. 10, CGO Complex, New Delhi-110003.
20. The Inspector General (Pers), ITBP, Directorate General, ITBP, Block Bo. 2, CGO Complex, New Delhi-110003.
21. The Under Secretary (D), Ministry of Railways, Railway Board, Rail Bhawan, Raisina Road, New Delhi – 110001.

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible candidates for filling up three vacancies in the grade of Assistant Director of Accounts/ Assistant Director (Audit) in the pay scale of Level – 11* in the Pay Matrix in NTRO by the method of recruitment mentioned as under :-

| SI No | Name of the Post/ Post Code | No. of Vacancy | Method of Recruitment |
|-------|--|-------------------|-----------------------|
| (i). | Assistant Director of Accounts/ Assistant Director (Audit) | 03 (Three) | On Deputation Basis |

* In addition, Special Allowance @ 20% of Basic Pay will be admissible. However, no separate Deputation Duty Allowance will be paid.

2. The eligibility conditions are as under:-

| SI No | Name of the Post/ Post Code | Eligibility Criteria |
|-------|--|---|
| (i). | Assistant Director of Accounts/ Assistant Director (Audit) | <p>(A) <u>Officers of organised Audit/ Accounts Services of Central Government:-</u></p> <p>(i) holding analogous posts on regular basis in the parent Cadre or Department; or</p> <p>(ii) with five years of regular service in Level-10 in the pay matrix in the parent cadre or department; or</p> <p>(iii) with five years of regular service in Level-9 in the pay matrix in the parent cadre or department.</p> <p>(B) <u>Officers under the Central Government:-</u></p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With Five years regular service in the grade rendered in Level-10 in the pay matrix or equivalent in the parent cadre, or</p> <p>(iii) With five years regular service in the grade in Level-9 in the pay matrix or equivalent in the parent cadre; and</p> <p>Possessing any one of the following qualifications:-</p> <p>(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or</p> <p>(ii) Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of nine years experience in Cash, Audit, Accounts and Budget work.</p> |

Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.

Note-2: The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing date of the receipt of the application.

Note-3: Period of deputation including the period of deputation in another EX-cadre post held immediately preceding this appointment in the same or some other organization or department shall ordinarily not exceed four years which may be extended as per relevant rules or Government orders.

3. **How to apply** – Neatly filled applications in the prescribed proforma (Annexure-I & Annexure-II) are to be forwarded through proper channel along with disciplinary/vigilance clearance certificate and attested photocopies of APARs for the last five years should be sent to **Assistant Director(Pers/R1), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi – 110067.**

4. The last date of receipt of application is **30 days** from the date of publication of advertisement in the Employment News. The detailed advertisement is also available on the website **ntro.gov.in** for information.

5. Attested copies of educational qualification, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/selection.

6. Canvassing in any form will disqualify the candidate.

BIO-DATA/CURRICULUM VITAE PROFORMA
(For Deputation)

Please paste a
recent passport
size colour
photo

Reference No: V(A)/16/3/Estt-I/NTRO/2017

Post applied for:
**Assistant Director of Accounts/
Assistant Director (Audit)**

| | | |
|----|--|--|
| 1. | Name and Address (in Block Letters) E-mail: Contact No: | |
| 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 |
| | <p>(A) Officers of organised Audit/Accounts services of Central Government:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With five years of regular service in level- 10 in the pay matrix in the parent cadre or department; or</p> <p>(iii) With five years of regular service in level-9 in the pay matrix in the parent cadre or department.</p> <p>(B) Officers under the Central Government :-</p> <p>(i) Holding analogous posts on regular</p> | |

| | | | | | | |
|--|---|---|------|------|--|--|
| | basis in the parent cadre or department; or (ii) With five years regular service in the grade rendered in level-10 in the pay matrix or equivalent in the parent cadre, or (iii) With five years regular service in the grade in level-9 in the pay matrix or equivalent in the parent cadre; and Possessing any one of the following qualifications:- (i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or (ii) Training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of nine years experience in Cash, Audit, Accounts and Budget work. | | | | | |
| 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 |
| | | | | | | |
| *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. 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 duly signed, 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 (v) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p> | |
| 17. | <p>Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments 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"))</p> | |

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)