

No.A-35018/10/circular/2017/MF.CGA/Gr.B/809
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Mahalekha Niyantarak Bhavan, E-Block, GPO Complex,
I.N.A., NEW DELHI

Dated, the 27th November, 2017

CIRCULAR

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


Sl. No.	Name of the Post	Eligibility
1.	Assistant Director (Accounts)	(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/-) + GP 5400/-.
2.	Accounts Officer	(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 two years of regular service in Pay Band-2 (Rs. 9300-34800/-) + GP 4800/-.

The applications of willing and eligible officers may please be forwarded to following address for consideration along with willingness of the officer, duly filled application form, attested copies of ACR/APAR for the last 05 years, DE/Vigilance Clearance Certificate/Integrity Certificate and self attested copies of educational qualification, experience and other certificates:

**Assistant Director (Pers-B),
Post Box No. 3003
Lodhi Road Post Office,
New Delhi-110003**

While forwarding applications for deputation, this office instructions 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


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

To,
Sr.AO (ITD)-For website.

No. ARC/Pers-III/711/2017 9455
Directorate General of Security
Office of the Director, ARC
Cabinet Secretariat
East Block – V, R.K.Puram
New Delhi – 110066

Dated, the

8/11/17

To

Controller General of Accounts
Ministry of Finance,
Lok Nayak Bhawan, Khan Market, New Delhi – 110003.

Subject:- Filling up various posts in Accounts Cadre in Cabinet Secretariat on deputation basis

Aviation Research Centre (ARC) is a premier security organization under Directorate General (Security), Cabinet Secretariat. An advertisement (copy enclosed) has been published in Employment News dated 14th-20th October 2017 for filling up the following post in the organization on deputation basis:-

Sl No.	Name of the post	Last date of receipt of applications
(i)	Assistant Director (Accounts), Accounts Officer & Assistant Accounts Officer	27.11.2017 i.e. within 45 days from the date of publication of advertisement

2. It is requested that the advertisement may please be circulated in your esteemed organization and panel of suitable officers may be forwarded to following address for consideration alongwith willingness of the officer, duly filled application form, NOC, attested copies of ACR/APAR for the last 05 years, DE/Vigilance clearance/Integrity certificate and self attested copies of educational qualification, experience and other certificates should be enclosed with the application:-

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

Encl:- As stated

Nisha Vinod
(Nisha Vinod)
Assistant Director (Pers-B)



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11. Additional details about present employment:
Please state whether working under
Indicate the name of your employer against
(relevant column)

(a) Central Govt.
(b) State Govt.
(c) Autonomous Organization
(d) Government Undertaking
(e) Universities
(f) Others

12. Please state whether you are working in
the state department and are in the feeder
grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the
revision 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. If the applicant belongs to an Organization which is not following the Central
Government Pay-scales, the latest salary slip issued by the Organization showing the
existing 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. 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
(iii) work experience over and above prescribed in the
Vacancy Circular/ Advertisement).
(Note: Enclose a separate sheet, if the space is insufficient).

17. 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
(iv) Awards 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).

18. Please state whether you are applying for deputation
(a) 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 "Absorption/ Re-employment are
available only if the vacancy circular specially mentioned
recruitment by "STC" or "Absorption" or "Re-employment").

19. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/ advertisement and I am well aware
the information furnished in the Curriculum Vitae duly supported by the documents
in support of Essential Qualification/ Work Experience submitted by me will also be
submitted 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

Address

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 Advertisement. If selected, he/ she will be relieved immediately.

I also certified that:
There is no vigilance or disciplinary case pending /contemplated against
candidate.

His/her integrity is certified.

Whether CRT 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.

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)

Date: 31/10/17/0046/1710

3053/Central Government/Recruitment/Other/Deputation/Delhi/Other than Delhi

Cabinet Secretariat

Govt. of India

Applications are invited from the officers of the Central Government for filling up a total
of 7 (seven) posts in following four grades of Aircrew Officers in an organization under
Cabinet Secretariat on Re-employment basis as per details given below:-

Sl. No.	Name of the Post alongwith Scale of Pay (Pay Band plus Grade Pay)	Essential qualification required for Re-employment	Place of Posting
1.	Chief Pilot Pay Band-4 (Rs. 37400-67000/-) with Grade Pay Rs. 8900/- [Level 13A as per the Pay Matrix of the 7th CPC]	Re-employment of Retired personnel who held the rank of Air Commodore or Group Captain or equivalent with flying experience of 3500 Hours in Defence Organisations.	Delhi Chattisgarh (Odisha) Doom Dooma (Assam) Sarsawa (Saharanpur, UP) (with all India transfer liability)
2.	Senior Pilot Pay Band-4 (Rs. 37400-67000/-) with Grade Pay Rs. 8700/- [Level 13 as per the Pay Matrix of the 7th CPC]	Re-employment of Retired personnel who held the rank of Group Captain or Wing Commander or equivalent with flying experience of 3000 Hours in Defence Organisations.	
3.	Pilot Pay Band-3 (Rs. 15600-39100/-) with Grade Pay Rs. 7600/- [Level 12 as per the Pay Matrix of the 7th CPC]	Re-employment of Retired personnel who held the rank of Wing Commander or Squadron leader or equivalent with flying experience of 1800 Hours in Defence Organisations.	
4.	Co-Pilot Pay Band-3 (Rs. 15600-39100/-) with Grade Pay Rs. 6600/- [Level 11 as per the Pay Matrix of the 7th CPC]	Re-employment of Retired personnel who held the rank of Squadron leader or Flight Lieutenant or equivalent with flying experience of 600 Hours in Defence Organisations.	

* Flying experience must be on required Aircraft.

- 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.
- The officers on Re-employment will be eligible for 15% Security Allowance on the Pay in the Pay Band and Grade Pay (as per pre-revised scales) alongwith other allowances as admissible to Central Government employees.
- Officers already retired from Defence Organisation should submit the application proforma alongwith Annexure-II. Those officers retiring within a year from the last date of submission of application of this advertisement can also apply against "Re-employment" mode for this advertisement published. They should forward the application through their parent department alongwith Annexure-I and II duly filled.
- How to Apply: Neatly filled applications typed or in own handwriting on A-4 size paper in proforma (placed as Annexure) should be forwarded through proper channel on the following address. The envelope should clearly mention on top "Application for Re-employment for the post of (Chief Pilot/Senior Pilot/ Pilot /Co-Pilot)".

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

- The last date of receipt of applications is 60 days from the date of publication of the advertisement in Employment News.
- Attested copies of educational qualification, experience and other certificates alongwith copy of flying log book should be enclosed with the application. Candidates however, will be required to produce original certificates/documents for verification at the time of interview. Discharge book/Retirement order must be enclosed with the application, if applicable.
- The applications in the prescribed proforma (placed at Annexures) may be forwarded through proper channel alongwith attested copies of ACR/APARs for the last 5 years in respect of serving personnel (due for retiring within one year). Application not in prescribed proforma will be summarily rejected.
- Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
- Canvassing in any form will disqualify the candidates.
- The Department reserves the right to modify/withdraw the notification at any time.

Proforma

POST APPLIED FOR		Affix recent passport size colour photograph duly attested
1. Name		
2. Date of Birth (DD/MM/YYYY)		
3. Date of Retirement in the parent organization (DD/MM/YYYY)		
4. Present Address		
5. Permanent Address		
6. Contact No.		
7. Whether belongs to SC/ST/OBC		
8. Nationality/Religion		

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Cabinet Secretariat

Govt. of India

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

No.	Name of the post alongwith 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. 6,600/- (Grade Pay) Level-11 as per 7th CPC pay matrix No. of Post-2*	(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. 9,300-34,800/-) plus Grade Pay of Rs. 5,400/-.	Delhi, Cuttack (Odisha), (with All India Transfer Liability)
2.	Accounts Officer PB-2 plus Rs. 5,400/- (Grade Pay) Level-9 as per 7th CPC pay matrix No. of Post - 1*	(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. 9,300-34,800/-) plus Grade Pay of Rs. 4,800/-.	Can be posted at Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP); (with All India Transfer Liability)
3.	Assistant Accounts Officer PB-2 plus Rs. 4,800/- (Grade Pay) Level-8 as per 7th CPC pay matrix No. of Post-1*	(i) Persons having passed Subordinate Accounts Services examination and holding analogous post in the Central Government Civilian Organisation; or (ii) Officers having passed Subordinate Accounts Services examination with six years of regular service in Pay Band-2 (Rs. 9,300-34,800) plus Grade Pay of Rs. 4,200/-.	Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP); (with All India Transfer Liability)

Vacancies are subject to change & number of vacancies may be increased or decreased.

The deputation will initially be for a period of three years. The term of deputation will be governed as per DoP&T OM 6/8/2009-Estt. (Pay II) dated 17 June, 2010 & 2016-Estt. (Pay II) dated 17.2.2016.

The officers on deputation will be eligible for 15% Security Allowance on the Pay Band and Grade Pay (as per pre-revised scales) alongwith other benefits admissible to Central Government employees.

The deputation 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.

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 within the central government shall ordinarily not exceed three years.

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

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

The initial period of deputation of the officer from Central Government shall normally be three years which may be extended as per rules.

How to apply: Neatly filled applications typed or in own handwriting on A-4 size paper (placed as Annexure) should be forwarded on following address. The envelope should clearly mention on top "Application for Deputation for the post of _____".

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

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

Required copies of educational qualification, experience and other certificates should be submitted with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.

The applications in the proforma (placed as Annexure) may be forwarded through the following address alongwith disciplinary/vigilance clearance/integrity certificate/certificate of good conduct/penalty during last 10 years of service and attested copies of the same for last 5 years. Application not in prescribed proforma will be summarily rejected.

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

Applications in any form will disqualify the candidates.

The Government reserves the right to modify/withdraw the notification at any time.

Bio-Data/Curriculum Vitae Proforma

Name and Address (in block letters):		Affix passport size photograph duly attested
Date of Birth (in Christian Era)		
Date of entry into service		
Date of retirement under Central/State Government Rules		
Essential 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)	
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/Experience possessed by the Officer
Assistant Director (Accounts) Essential Qualifications/experience 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. 9300-34,800/-) Plus Grade Pay of Rs. 5,400/-.	Essential Qualification/ experience
Accounts Officer Essential Qualification/experience 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 two years of regular service in Pay Band-2 (Rs. 9300-34,800/-) Plus Grade Pay of Rs. 4,800/-.	Essential Qualification/Experience
Assistant Accounts Officer Essential Qualification/experience (i) Persons having passed Subordinate Accounts Services examination and holding analogous post in the Central Government Civilian Organisation; or (ii) Officers having passed Subordinate Accounts Services examination with six years of regular service in Pay Band-2 (Rs. 9300-34,800/-) Plus Grade Pay of Rs. 4,200/-.	Essential Qualification/Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 In 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.

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed 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) high-lighting 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. 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 and Pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ department alongwith 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.

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