

No.E-12136/A-35017/4/2023-Group B-CGA/979
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: 7th September, 2026

CIRCULAR

Please find attached the vacancy circular regarding filling up of post of Sr.AO in HCI, Colombo as detailed below:-

S. No.	Letter No. Date & Organization	Deputation post with scale	Eligibility
1.	Pr.CCA/MEA/Admn/MEA-Deputation/2026-27 dated 31 th August, 2026 O/o Pr. CCA, MEA	Sr. Accounts Officer In the Pay Level- 10 of pay matrix.	For eligibility criteria may refer O/o Pr.CCA, MEA's letter dated 31.08.2026 (copy enclosed).

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

While forwarding applications for deputation, the checklist prescribed in this office OM No.E-19988/A-65061(55)12/2026-CroupB-CGA/663 dated 02.03.2026 may also be complied with.

Encl: As above


(Arvind Kumar Bahukhandi)
Sr. Account Officer

To
Sr.AO (ITD) - For uploading on website.



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
O/o Pr. CHIEF CONTROLLER OF ACCOUNTS
HALL No. 33049, 3rd FLOOR, KARTAVYA BHAWAN- 3
NEW DELHI-110001**

No. Pr. CCA/MEA/Admn/MEA-Deputation/2026-27/240

Date: 31/08/2026

CIRCULAR

Subject: Selection for post of Sr. Accounts Officer in High Commission of India (HCI), Colombo on deputation basis.

Ministry of External Affairs is in the process of selecting a suitable candidate for the post of Sr. Accounts Officer in High Commission of India (HCI), Colombo on deputation basis. The process of selection will involve shortlisting of candidates followed by an interview.

The eligibility conditions comprising essential qualifications at 2(A) and desirable qualifications at 2(B) are as given below:

2. The Essential and Desirable Qualifying requirements are as under:-

(A) Essential Qualifying Requirements:-

- (i) Serving Assistant Controller of Accounts/ Sr. Accounts Officers/Assistant Accounts Officers (with 7 years of regular service) of the Civil Accounts Organization under Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance.
- (ii) The officer should have completed a minimum of two years of service as on 31/07/2026 in O/o Pr. CCA, MEA at any time of tenure in the grade of AAO and above.
- (iii) The officer should have excellent service record and should be clear from Vigilance Angle.
- (iv) The officer should have knowledge of handling public procurement, tender processing & evaluation etc.
- (v) The officer should have a sound grounding in Government Accounting Rules, 1990; Receipt and Payment Rules, 2022; General Financial Rules, 2017 and Delegation of Financial Power Rules etc.
- (vi) Should have proficiency in handling the IMAS/PFMS software implemented in the Ministry of External Affairs for Budgeting, Payment and Accounting functions.

(B) Desirable Qualifying Requirements:

(i) Should have experience of handling Project Finance related work in any Ministry/Department of Government of India involving Capital Expenditure under Major Works.

(ii) Should have good IT skills with proficiency in Ms-Word, Ms-Excel, e-mail, presentation etc.

(iii) Should possess positive personality attributes and excellent written and verbal communication.

3. The selected officer would be posted against the post of Sr. Accounts Officer in HCI, Colombo which carries Pay Level 10 as per 7th CPC. If an officer of higher pay level/group/grade is selected, his/her pay & allowances shall be restricted as approved by the Competent Authority in parity with the ex-cadared post of pay level-10, Group 'B' (against which the vacancy is being circulated) and including in the manner laid down by DoE, OM No. 1/1/2008-IC dated 13.09.2008, as applicable. In case, the selected candidate does not report to the Ministry within the stipulated time, the next candidate in the panel would be considered.

4. Officers who have served earlier in a Mission/Post abroad are not eligible to apply. Names of eligible Officers who have not attained the age of 56 years as on the closing date of application and are willing to be considered for selection for the post may be forwarded to the undersigned along with their detailed Bio-Data, vigilance clearance report and duly attested APAR (not below the rank of Dy. CA/CA) for the last 5 years, in the enclosed proforma. latest by 21/09/2026.

This issues with the approval of the Competent Authority.

Encl: As above.


Sr. AO (Admin)

To:

1. Jt. Controller General of Accounts (HR- 2 & 3), Mahalekha Niyantrak Bhawan, Block-E, GPO Complex, INA, New Delhi -110023.
2. JS (AD), Ministry of External Affairs, New Delhi.
3. The Director (ADP), Ministry of External Affairs, New Delhi.

Copy for information to:

1. PPS to AS & FA, MEA, New Delhi.
2. Sr. PS/PS/PA to Pr. CCA/CCA/CA, MEA, New Delhi.

**PROFORMA FOR FORWARDING APPLICATIONS OF CCAS OFFICERS ON
DEPUTATION/FOREIGN SERVICE TERM/DIRECT RECRUITMENT BASIS**

S. NO.	PARTICULARS
1.	Name & Designation of the Officer
2.	Date of Birth
3.	Age of the applicant as on 21/09/2026
4.	Present office and station of posting
5.	Serial no. as per Gradation list (As per latest available on O/o CGA website)
6.	Previous deputation details, if any
7.	Date of approved tenure of last deputation
8.	Whether date of repatriation was within the approved tenure
9.	If not state of actual date of repatriation and period of overstayal on deputation
10.	Whether officer has completed cooling off period as per DoPT norms
11.	Applicability of the provisions in CGA's OM No 1064 dt 11.02.2016
12.	If yes the details to be given
13.	Vigilance status of the officer
14.	Integrity status of the officer
15.	Whether duly signed and stamped vigilance clearance certificate in r/o officer is attached
16.	Eligibility condition of the post as per vacancy circular
17.	Officer status with reference to the eligibility condition
18.	Whether officer fulfills the eligibility conditions
19.	Name and Designation of the authority approving the application for the deputation/foreign service/direct recruitment
20.	Date of online submission of application by the officer directly in response to vacancy circular
21.	Whether approval of authority as per Sl No. 19 was taken before sending online application by the officer
22.	Name & Designation of the Officer verifying and attesting service particulars in the application with reference to service records
23.	Last date for application as per vacancy circular
24.	Actual date of sending the application

BIO-DATA/ CURRICULUM VITAE

1.	Name and Designation (in Block Letters)	
2.	Date of Birth	
3.	Date of entry into service	
4.	Educational Qualifications	
5 (a) Essential Qualifying Requirements		
5 (b) Desirable Qualifying Requirements		

6. 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/Level of Pay Matrix of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

7. 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 belong.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
7.1 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.			
7.2 Note: Information under Column 7 (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.			
8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
9.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 qualifications (ii) Professional training and (iii) work experience over and above prescribed the Vacancy Circular/Advertisement)			
(Note: Enclose a separate sheet, if the space is insufficient)			

9.B Achievements, if any:

(Note: Enclose a separate sheet, if the space is insufficient)

I, hereby, declare that the information/ details provided by me are correct and true to the best of my knowledge.

(Signature of the candidate)

Date _____

Place _____

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above applicant are true and correct as per the facts available on records. He possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Sh./Smt. _____.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the duly attested APARs for the last 5 years.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years.

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Proforma for current Vigilance status

Name of Officer (with Date of Birth)		
Ministry & Office/Department		
1	Whether any charge sheet has been issued? Whether any disciplinary proceeding is continuing? If so, the details thereof.	
2	Whether any prosecution for criminal charge pending against the officer in court of law? If so, the details thereof:	
3	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order / order for review of suspension.	
4	Whether major Penalty/minor Penalty imposed in the last ten (10) years if any, and currency of such penalty.	
5	If the officer is on deputation, vigilance status from the borrowing department may be enclosed.	
6	Whether IPR has been submitted within due date? If so, date of submission of PE report.	
7	Whether the name of officer is appearing in any PE? If so, date of submission of PE report.	
8	In case of proposal for Ex-India leave whether it has been sanctioned by the Competent Authority?	
9	Remarks, if any.	
<u>Undertaking</u>		
As per the records available in this office, No vigilance case is either pending or being contemplated against the above mentioned officer as on date.		

Dated:

CCA/CA
(Signature with stamp)