

No.A-35018/10/circular/2014/MF.CGA(A)/Gr.B/7/7

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI**

DATE 2nd Dec. , 2014

CIRCULAR

Enclosed herewith please find the following vacancy circulars regarding filling up the post of Accounts Officers in DTTDC and Central Social Welfare Board, M/O Women & Child Development as detailed below :-

	<u>Letter No. & Date</u>	<u>Organization</u>	<u>Deputation post with scale</u>	<u>Eligibility</u>
1.	DOP/AA- 1/65015/Depu/SAcO- I/2015 dt. 13/11/2014	M/O Defence, Defence Res & Dev. Organisation, Directorate of Personnel.	Sr. Accounts Officer in the pay band-3 of Rs. 15600-39100 with Grade Pay Rs.6600/-	Sr.AO/ AO/ AAO

The applications of willing and eligible officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any **on or before 31st December, 2014.**

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre , cooling period, existence of adverse remarks in ACRs/APARs, pendency of vigilance /disciplinary case , existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.



(Mohan Chand)

Asstt. Controller of Accounts

For website.

Tele: 011 -2300 7298
Fax: 011 -2301 4576



Registered
DOP/ AA-1/ 65015/ Depu/ SAcO-I/ 2015

Government of India
Ministry of Defence
Defence Res & Dev Organisation
Directorate of Personnel
Room No.266, 2nd Floor.
DRDO Bhawan, Rajaji Marg,
New Delhi – 110 105

13 Nov 2014

To,

The CGDA,
Ulan Batar Road,
Palam,
Delhi Cantt- 110 010

The C A G
10, Bahadur Shah Zafar Marg,
New Delhi-110 002

The C G A
Dept of Expenditure,
Ministry of Finance,
7th Floor, Loknayak Bhawan
Khan Market,
New Delhi-110 003

The Director of Accounts,
Ministry of Railways,
Rail Bhawan,
New Delhi-110 001

Director General of Posts &
Telecommunications,
Sanchar Bhawan,
Parliament Street,
New Delhi-110 001

SUB: APPOINTMENT TO THE POST OF SENIOR ACCOUNTS OFFICER
GRADE- I IN DRDO, MINISTRY OF DEFENCE,
ON DEPUTATION BASIS

Sir,

I am directed to say that 04 posts of Senior Accounts Officer Grade-I in the Pay scale of Rs. 10000-15200 (Gp 'A' Gazetted) (pre-revised), revised as Pay Band –3, Rs. 15600-39100 with Grade pay of Rs. 6600/- are required to be filled on deputation basis in Labs/ Estts of DRDO located at Kanpur, Jagdalpur, Gwalior and Tejpur. The number of vacancies and their locations as indicated above are tentative and subject to change depending upon requirement at the time of selection/ appointment.

...Contd on P/-2...



(KK)

2. The eligibility conditions for the above post are as under: -

(a) Officers from the Organised Accounts Departments of the Central Government:-

- (i) Holding analogous posts on regular basis; or
 - (ii) With five years regular service in the grade of Rs. 8000-13500 (pre-revised); or
 - (iii) With eight years regular service in the grade of Rs.6500-10500 (pre-revised);
- and

(b) Possessing experience in Accounts, Management of Finance and Budgeting.

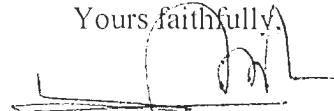
Note: 1. The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note: 2. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. It is requested that application (**In duplicate and counter-signed by the Cadre Controlling Authority**), as per the enclosed proforma, alongwith photocopies of complete and up-to-date ACRs/ APARs for the last five years (2009-2010 to 2013-14) of the officers who could be spared in the event of their selection may be sent to **Bimal Ghosh Dy Director (Pers-AA-1), Room No. 266, 2nd Floor, DRDO Bhawan, New Delhi-110 105**, within a period of 60 days from the date of publication of this advertisement in the Employment News. **Photocopies of the ACRs/ APARs should be attested on each page by an Officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected.** In the event of selection, the applicant will not be allowed to withdraw his candidature.

4. Applications received after the last date or without duly attested copies of ACRs/ APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications which are not received through proper channel.

Yours faithfully,



(Bimal Ghosh)

Dy Director (Pers-AA-1)

for DG DRDO

Copy to: -

The General Manager-cum-Chief Editor:
Employment News, East Block No. IV
Level No.7, RK Puram
New Delhi- 110 066

with the request to advertise the post in
Employment News on priority and inform us
accordingly. Also a copy of Employment News
may please be forwarded.

The Secretary to the Govt. of India,
Ministry of Heavy & Public Enterprises,
Deptt of Public Enterprises,
Public Enterprises Bhawan,
Block No. 14, C G O Complex, New Delhi- 110 003

All DRDO Labs/ Estts (DRONA)

...Contd on P/-3...

SENIOR ACCOUNTS OFFICER GDE-I

- (a) Number of posts* : 04 (Four)
- (b) Locations* : Kanpur, Jagdalpur, Gwalior and Tejjpur
- I Pay Scale : Pay scale Rs. 10000-15200 (pre-revised), revised as
Pay Band -3, Rs. 15600-39100 with Grade pay of Rs. 6600/-

Note: * - The number of posts and locations given above are subject to change depending upon the requirement existing at the time of appointment.

Qualitative Requirements:

Officers from the Organised Accounts Departments of the Central Government:-

- (a) (i) Holding analogous posts on regular basis; or
(b) With five years regular service in the grade of Rs. 8000-13500 (pre-revised); or
(c) With eight years regular service in the grade of Rs.6500-10500 (pre-revised);
And
(d) Possessing experience in Accounts, Management of Finance and Budgeting.

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 by promotion.

Note: 2. Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

...Contd on P/-4...

**APPLICATION FOR APPOINTMENT TO THE POST OF SENIOR ACCOUNTS OFFICER
GRADE-I ON DEPUTATION BASIS IN DRDO, MINISTRY OF DEFENCE**

01.	Name of the applicant (in Block letters):					
	(a) Complete postal address of the applicant's present office: (with PIN, Tele/ FAX)					
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele/ FAX):					
02.	Date of Birth (in Christian Era):					
03.	Date of Retirement under Central Govt. Rules:					
04.	Educational Qualifications:					
05.	Whether Educational and other qualifications/ Experience required for the post are satisfied:					
	(a) Essential:					
	(b) Desired:					
06.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
07.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:					
	Office	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)
08.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:					
09.	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:					
10.	Whether working under Central Govt? (Yes/ No)					
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:					
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. (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 in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).					

15.	Whether belongs to SC/ST		
16.	Remarks (The candidates may indicate information with regard to (i) Research Publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17.	Choice of stations for posting (in order of preference)		

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address-----

Date-----

Countersigned
(Employer with Seal)

UNDERTAKING

I hereby declare that above particulars are correct and true to the best of my knowledge and belief. " I, _____ undertake that in the event of my selection to the post of Senior Accounts Officer Gde-I in DRDO, on deputation basis, I will not withdraw my candidature."

Place : _____

Signature of the Candidate

Date : _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY
IN RESPECT OF SHRI/ SMT

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date ACRs/ APARs for the last 5 years (2009-10 to 2013-14) are enclosed. **Photocopies of ACRs/ APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.**

Signature _____
Name, Designation & Tele of the forwarding Officer
(Office Stamp)

Date:

Place:

JOB DESCRIPTION OF SENIOR ACCOUNTS OFFICER GRADE-I

- (A) To look after all matters relating to Accounts and Purchases.
- (B) Budget forecasting and control and monitoring of expenditure.
- (C) To ensure proper control and supervision on matters relating to pay & allowances, preparation of bills, project costing and expenditure etc.
- (D) Dealing with Audit Objections at various levels,
- (E) Any other job as assigned by the Headquarters/Head of the Establishment/Laboratory or Chief Accounts Officer from time to time.