

No.A-35018/10/circular/2012/MF.CGA(A)/Gr.B/Pt.II/ 380
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE 3rd July, 2012

CIRCULAR

Enclosed herewith please find the following vacancy circular regarding filling up of the post on deputation basis:-

<u>S.No</u>	<u>Letter No. & Date</u>	<u>Organization</u>	<u>Deputation post with scale</u>	<u>Eligibility</u>
1.	<u>DTTDC/Engg./IV(14)/ 2011-12/2377 dt. 19.4.2012</u>	Delhi Tourism & Transportation Development Corporation Ltd.	Accounts Officer in the pay band-2 of Rs. 9300-34800 with Grade Pay Rs.5400/- .	PAO/ Sr.AO
2.	V9A)/27/2/Estt.I/NTR O/2011/1170 dt. 4 th may 2012	National Technical Research Organisation	Sr. Accounts /Audit Officer and Accounts /Audit Officer in the pay band-3 of Rs. 15600-39100 with Grade Pay Rs.5400/- .	PAO/ Sr.AO

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.

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.


(K.D. Saini)
Accounts Officer

All Pr.CCAs/CCAs/CAs/Dy.CAs



Delhi Tourism & Transportation Development Corporation Ltd.

(A Government Undertaking)

1st Floor, Engineering Division Building,
Aruna Nagar, Majnu Ka Tilla, Outer Ring Road, Delhi-110054
Ph. : 23813485, 23812742, Fax : 23812741

No.DTTDC/Engg./IV(14)/2011-2012/2377
Dated 19th April 2012

To

Asstt. Controller General of Accounts,
Office of Controller General of Accounts,
Ministry of Finance,
Department of Expenditure, 8th Floor,
Lok Nayak Bhawan, Khan Market,
New Delhi.

Sub:- Filling up the post of Accounts Officers on deputation basis.

Sir,

DTTDC invites applications to form a panel of candidates to fill up two posts of Accounts Officer on usual terms on deputation basis. The pay scale of the post, method of recruitment etc. are given below:-

1. Name of Post: Accounts Officer
2. Scale of Pay: PB-3 9300-34800+5400 Grade Pay
3. Period of deputation: Initially for two years
4. Method of recruitment: Transfer on deputation /Foreign Service basis

Eligibility Criteria:

Essential :-

A.

- i) Holding the post of Sr. Accounts Officer on regular basis or
- ii) With three years regular services as PAO. .

B. Passed JAO (C) examination.

C. Possesses not less than five years of experience of working in the CPWD system, as accounts code, manual etc. and is well conversant with the latest rules & regulations of CPWD Accounting Procedure.

D. Possesses knowledge of Commercial Accounting System.

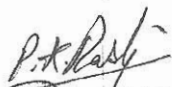
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Ms. Anurupa
27 APR 2012
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The applications of eligible applicants who are willing to be considered for the post of Accounts Officer may be forwarded to the undersigned in the enclosed prescribed proforma alongwith particulars of the officer duly verified from records, upto date CR dossiers for the last five years and vigilance clearance certificate. It may be made clear that no government accommodation will be provided by this Corporation.

Thanking you,

Yours faithfully,



**(P.K.RASTOGI)
Chief Manager (Finance)**

PROFORMA

Deputation for the post of Accounts Officer (to be submitted in duplicate)

1. Name & Designation:
2. Date of Birth:
3. Date of continuous regular:
Appointment to the post
4. Present post held with present
Pay and scale of pay of cadre
Post, details of Post:
5. Experience (Office, designation,
Duration, and scale of pay in
chronological order):
6. Educational Qualification:
7. Particulars of specialized
Qualification & experience, if
Any:-

Place:
Date:
Signature:

To be certified by the office where applicant is working.

The particulars of the officer have been verified from service records and are correct.

Signature
Name:
Designation:
Deptt/Office

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Restricted

No. V(A)/27/2/Estt-I/NTRO/2011- 1170
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110 067

Dated 3rd May 2012
04th

Subject: Filling up post of Senior Accounts/Audit Officer and Accounts/Audit Officer in NTRO on deputation basis

A recruitment notice inviting application for filling up the posts of Senior Accounts/Audit officer and Accounts/Audit Officer in the pay scale of PB-3 Rs. 15,600-39,100/- + Rs. 5,400/- Grade Pay and PB-2 Rs. 9,300-34,800/- + Rs. 5,400/- Grade Pay respectively on **deputation** basis in a premier Scientific and Technical Organisation of Government of India [i.e. National Technical Research Organisation (NTRO)] is being published in Employment News. A copy of the recruitment notice is enclosed herewith.

2. It is requested that the above mentioned recruitment notice may please be circulated amongst the eligible officers of your organisation/ department. The eligible officers may please be advised to fill the application in the prescribed proforma and forward the same through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 05 years so as to reach on following address:-

Director (Estt-I)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110 067

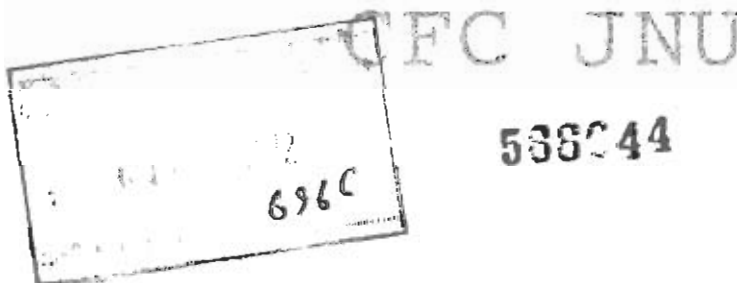
3. It is stated that incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

4. It is re-iterated that the **last date for receipt of application is 30 days from the date of publication of the above mentioned recruitment notice in the Employment News.**

S. P. Srivastava

(S.P. Srivastava)
Asstt. Director (Estt-I)

As per the distribution list:



Recruitment Notice

A premier Scientific and Technical Organisation of Government of India invites applications for filling up the following posts on **deputation basis** from Central Government Departments and Organizations as per details given below:-

Sl. No.	Name of the post	No. of Posts*	Scale of Pay #
1.	Senior Accounts/Audit Officer	03	PB-3 Rs 15,600-39,100/- + Rs 5,400/- (Grade Pay)
2.	Accounts/Audit Officer (AO)	03	PB-2 Rs 9,300-34,800/- + Rs 5,400/- (Grade Pay)

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

* Number of posts may increased/decreased.

^ The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Government orders.

2. The eligibility conditions for the aforementioned posts are as under:-

I. For Senior Accounts/Audit Officer-

Officers under Central Government Department/Organisations-

(a) (i) Holding analogous post on regular basis; or

(ii) Having two years service on regular basis in the scale of Rs 9,300-34,800/- + Grade Pay – Rs 5,400/-; and

(b) Must have passed SAS or equivalent examination; and

(c) Possessing six years experience in dealing with Accounts, Audit and Budget matters.

II. For Accounts/Audit Officer-

Officers under Central Government Department/Organisations-

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- (a) (i) Holding analogous post on regular basis; or
- (ii) Having five years service on regular basis in the scale of Rs 9,300-34,800/- + Grade Pay- Rs 4,800/-; and
- (b) Must have passed SAS or equivalent examination; and
- (c) Possessing five years experience in dealing with Accounts, Audit and Budget matters.

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 56 years as on the closing date of the receipt of application.

3. **How to apply** - Neatly filled applications typed or in own handwriting on A-4 size paper in the prescribed format should be sent to **Post Box No. 4552, Hauz Khas, New Delhi-110016. The last date of receipt of application is 30 days from the date of publication of this advertisement in the Employment News.**

4. The minimum experience can be relaxed by the competent authority if the candidate is found suitable otherwise.

5. Selected candidate have the liability to serve anywhere in India.

6. The applications in the prescribed proforma (Annexure-I) may kindly be forwarded through proper channel along with disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 5 years.

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

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Distribution List

1. Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010.
2. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi.
4. Joint Secretary (Admin), Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training), Room No. 109, North Block, New Delhi.
5. Joint Secretary (Admin), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.
6. Joint Secretary (Establishment), Ministry of Defence, Room No. 97, South Block, New Delhi.
7. Dr. Arun Kumar, DOP, DRDO Bhawan, New Delhi.
8. Director (Admin), Ministry of Science & Technology, Department of Science & Technology, New Mehrauli Road, New Delhi.
9. Dr. R G Nadadur, Joint Secretary, Deptt. Of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094.
10. Additional Secretary (SR), Cabinet Secretariat, Bikaner House (Annexe), Shahajahan Road, New Delhi-110 011.
11. Shri S S Sidhu, Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
12. Director General, SSB, East Block-V, R. K. Puram, New Delhi- 110 066.
13. Shri Ramakrishnan, Under Secretary (Admin), Department of Atomic Energy, Room No. 145-A, South Block, New Delhi-110 011.
14. Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi-110 011.
15. Adviser, Office of PSA to GOI, Vigyan Bhawan (Annexe), New Delhi-110 011.
16. Joint Secretary (Admin) of Ministries/Department of GOI as per the standard list.
17. Integrated Headquarters of Defence (Navy), PDOP, 219, 'C' Wing, Sena Bhawan, New Delhi-110 011.
18. Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi-110 011.
19. Air Headquarters, ACAS (PO), Room No. 329, Vayu Bhawan, New Delhi-110 001.
20. Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi.
21. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi-110 001.

APPLICATION FORMAT**Post applied for:** _____

Affix recent passport size colour photograph duly signed

1. Name in block letters:
2. Father's /Husband's Name:
3. Date of Birth (in Christian era) & Age as on the closing date of the advertisement:
4. Is any age relaxation being claimed? If yes, please specify:
5. Nationality:
6. Sex (Male/Female):
7. Marital Status:
8. (i) Present/Correspondence Address:
(ii) Permanent Address:
9. Educational & Professional Qualifications starting with the last degree till High School or Matric level:

Sl. No.	Qualification	Year of Passing	Institute/Board/University/College	Subjects	Marks Obtained and Division

10. Experience and Employment details:
(Attached extra sheet if required)

Sl. No.	Post held	Organisation/Department	Period		Pay Scale * Emoluments	Nature of Duties
			From	To		

11. Please state clearly whether in the light of entries made above, you meet the requirement of the post:
12. Whether belongs to SC/ST/OBC:
13. Remarks, if any:

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosed attached: _____**Signature of the Candidate** _____**Date:** _____

Countersigned
(Employer)

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