



“हर एक काम देश के नाम”

	<p>कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी – 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. 110010</p>	
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No.: AN/Estt.-AAO's/9105/MoD/2021

Dated: 25.08.2021

To,

All PCsDA/PCA (FYs)/ CsDA/
CsDA (Training Estt.)/CENTRAD
AN-IV Section (Local)

(Through CGDA Website)

Sub: Filling up of post of Assistant (Excluded) in the Ministry of Defence (Finance) on deputation basis-regarding.

Applications are invited from willing Sr. Auditors/Auditors of Defence Accounts Department (DAD) who are fulfilling the below mentioned criteria for preparation of a panel of Sr. Auditors/Auditors for filling up vacancies of **Assistant (Excluded) in Level-7 of the Pay Matrix (Rs 44,900- 142400/-) in Ministry of Defence (Finance), New Delhi** on deputation basis.

2. The **eligibility criteria** for the above post is as follows:

- i. Sr. Auditors of the DAD in Level-6 of the Pay Matrix (Rs. 35,400-112400/-)
- ii. Auditors of the DAD in Level-5 of the Pay Matrix (Rs. 29200-92300/-) with six years of regular service in the grade.
- iii. Maximum age limit for appointment by deputation shall not exceeding 56 years on the last date of receipt of applications.

Note: Sr. Auditors who are drawing pay in Level-7 or above (as per 7th CPC pay matrix) are not eligible for selection to the above post.


3. It is requested that the applications of all eligible/interested Auditors/ Sr. Auditors in your organisation with at least 2 years stay at the station may please be forwarded to HQrs office in the proforma enclosed (Annexure - I) alongwith the attested copies of APARs for the last five years and vigilance clearance/ integrity certificate (Annexure -II) so as to reach this HQrs office by **13.09.2021** positively.

4. While forwarding the names of volunteers to HQrs office, it may please be ensured that the individual meets the stated eligibility criteria and he/she has completed **mandatory “Cooling off” period of three years** in case the individual has recently served on a deputation post.

5. The application received after the due date or found incomplete will not be considered.


6. The interested/eligible individual may download the circular from CGDA Web site and apply through proper channel.

Encls: As above.


(Sushil Kumar)
Sr. AO (AN)

Copy to: -

1. IT & S Wing (Local)	With request to upload on CGDA Website.
2. Dy. Secretary Ministry of Defence, Room No. 318(3rd Floor), B Wing, Sena Bhawan, New Delhi	For info. w.r.t. above and your office letter no. A-35018/01/2018-D(Est.1/Gp.II) dated 19.07.2021.
3. Officer-in- Charge DAD Coord, Ministry of Defence (Finance) South Block, New Delhi	For information w.r.t. above


(Sushil Kumar)
Sr. AO (AN)

Application for the post of Assistant (Excluded) on deputation basis in MoD(Sectt.)

BIO-DATA PROFORMA

1.	Name																	
2.	Father's Name																	
3.	Date of Birth	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 0 5px;">D</td><td style="padding: 0 5px;">D</td><td style="padding: 0 5px;">M</td><td style="padding: 0 5px;">M</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y											
4.	Age(as on date)	_____ Years _____ Months																
5.	Date of Entry in Govt. Service																	
6.	Educational Qualifications																	
7.	Post presently held and since when																	
8.	Whether the post held is regular?																	
9.	Present Basic Pay and Level in Pay Matrix																	
10.	Have you undergone Cash & Accounts training at ISTM? (with month & year of training)																	
11.	Details of experience in handling Cash & Accounts work with certificates																	
12.	Address (Permanent/Correspondence)																	
13.	Mobile No.																	
14.	Do you belong to SC/ST/OBC Category?																	

15. Details of Service

Name of the Post	Whether post held on regular basis or on ad-hoc basis?	Scale of pay with Grade Pay/ Level in Pay Matrix	Nature of duties

16. In case the present employment is held on deputation, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation

Date:


(Signature of the Applicant)

①

ANNEXURE-II

Certificate to be furnished by the employer/Head of Office/ Forwarding Authority:-

1. Certified that the particulars furnished by Shri/Smt/Kumari _____
_____ are correct and he/she possesses educational
qualifications and experience mentioned in Annexure-I.

Also certified that:-

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) His/her complete CR dossier/ APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not applicable]

Signature
Name & Designation of the parent office
(with seal)

Dated: _____

Place: _____

