



## “हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR MARG, PALAM, DELHI CANTT. -110010

दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email : [hqan2.cgda@do.gov.in](mailto:hqan2.cgda@do.gov.in) वेबसाइट/website : <http://cgda.nic.in>



No.AN/II/2407/ADA

Date: 22.09.2022

To

All PCsDA/PCA(Fys)/CsDA (including PIFA/IFA)/AN-IV section  
(Local)  
(Through CGDA website)

Subject: **Deputation for the post of Sr. Finance Officer Grade-II to ADA  
for Internal Audit duties**

It has been decided to call for names of eligible and willing officers amongst AOs for filling up 02 post of Sr. Finance Officer Grade-II in Aeronautical Development Agency, Bangalore.

2. The details of the deputation post and the required qualification, experience etc. are following:

Name of the post	Sr. Finance Officer Grade-II
Pay level	Level-9 or 10 depending upon the officers made available for deputation. The officer selected for deputation will be paid pay & allowances plus deputation allowance in same pay level i.e. Pay level 9 or 10 accordingly
Age Limit	50 years
Educational Qualification	Graduation in Arts/Commerce/Science and a pass in SAS or equivalent exam conducted by CGDA
Experience	Minimum 12 years' experience in the following fields: (a) Pay Rolls (including sound knowledge in personal income tax and other service matters) (b) Personal Claims such as TA/DA, Medical Reimbursements, LTC, CPF transactions, HBA and other advances. (c) Audit and payment of supplier bills. (d) Knowledge of commercial accounts including maintenance of cash book, compilation of accounts etc. (e) Should be in supervisory position and also capable of independently / directly handling any of the above works. Knowledge of computerized accounts.
Period of deputation	03 years extendable as per rules
Place of posting	ADA Hqrs (Bangalore)

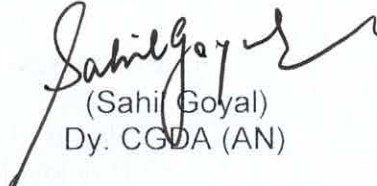
Contd. 2

**Note:** Age, educational qualification and experience may be relaxed in deserving cases. ADA follows pay and emoluments pattern of Central Government. Further, medical reimbursement scheme under Contributory Health Service Scheme (CHSS) as applicable to ADA employees can be extended to the selected candidates if opted.

3. The bio-data of willing and eligible AOs with at least 02 years stay at the present station, disciplinary/vigilance clearance certificate, integrity certificate, details of major/minor penalty(ies), if any, imposed during the last 10 years, details of experience/service profile (in chronological order) along with attested copies of APARs for the last 05 (five) years (2017-2021) may be forwarded to this HQrs Office so as to **reach by 12.10.2022**.

4. While forwarding the names of willing officers to HQrs office, it may please be ensured that the officer has completed mandatory **"Cooling off" period of three years** in case the officer has recently served on a deputation post.

5. Applications received after the last date or found incomplete will not be considered.

  
(Sahil Goyal)  
Dy. CGDA (AN)

Copy to:

IT&S Wing (Local)

- With request to upload the same on the CGDA website.

Sd-  
(Sahil Goyal)  
Dy. CGDA (AN)