



“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@gov.in वेबसाइट/website : http://cgda.nic.in



No.AN/II/2407/TORTS/2023

Date: 27.01.2023

To

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

Subject: Vacancy of various posts at Mumbai to be filled up on deputation basis.

Office of the Custodian The Special Court (TORTS) Act, 1992, Department of Financial Services, Ministry of Finance, Govt. of India, New Delhi has invited application for various posts at Mumbai on deputation basis.

2. It has been decided to call for names of eligible & willing officers amongst SAOs/ AOs for filling up the post of Under Secretary and Sr. AO/OSD on deputation basis at Office of the Custodian The Special Court (TORTS) Act, 1992, Department of Financial Services, Mumbai. Details of vacancies and eligibility are enclosed as Annexure-I. Application in the prescribed proforma in Annexure-II (**copy enclosed**) of willing and eligible SAOs/AOs with at least 2 years stay at the present station, vigilance clearance certificate, details of major/minor penalty(ies), if any, imposed during the last 10 years, along with copies of preceding 5 years APARs/MTPARs/ACRs duly attested may be forwarded to this office so as to reach **by 03.02.2023** positively. The eligibility criteria and other terms & conditions are also available on the borrowing department website www.financialservices.gov.in.

3. 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.

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

Encl: as above

(Pradeep Kumar)

Sr. Accounts Officer (AN)

Copy to:

IT&S Wing (local).

- With request to upload the same on CGDA website.

(Pradeep Kumar)

Sr. Accounts Officer (AN)

Details of Vacancies and Eligibility Conditions:-

Sr No. 1

Name of the Post : Under Secretary
No. of Vacancies : One (01)
Place of Posting : Mumbai (01)
Pay Scale : Rs. 67,700- 2,08,000 Pay Matrix Level -11 as per 7th CPC

Eligibility Conditions:-

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) Five years regular service in the post carrying the Pay Matrix Level-10) or Pre-revised Pay scale of PB-3 (Rs. 56,100- 1,77,500) + Grade Pay of Rs.5400.
- (iii) Officers with experience of handling matters relating to law/court matters/audit etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Sr. No. 2

Name of the Post : Sr. AO/OSD
No. of Vacancies : Five (05)
Place of Posting : Mumbai (05)
Pay Scale : Rs. 53,100 - 1,67,800 Pay Matrix Level- 9 as per 7th CPC

Eligibility Conditions:-

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) two years regular service as Section Officer/Assistant Audit/Accounts/Administrative Officer in Rs. 47,600 - 1,51,000 Pay Matrix Level-8 as per 7th CPC.
- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Sr. No. 3

Name of the Post : Private Secretary
No. of Vacancies : One (01)
Place of Posting : Mumbai (01)
Pay Scale : Rs. 44,900-142,400 Pay Matrix Level -7 as per 7th CPC

Eligibility Conditions:-

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with three years regular service in Rs. 35,400-1,12,400 Pay Matrix Level-6 as per 7th CPC. Knowledge of short hand, MS Word, Excel, E-mail, Power Point and office work is essential.
- (iii) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

Sr. No. 4

Name of Post	:	Assistants
No. of Vacancies	:	Five (05)
Place of Posting	:	Mumbai (05)
Pay Scale	:	Rs.35,400 - 1,12,400 Pay Matrix Level- 6 as per 7 th CPC

Eligibility Conditions:-

- (i) Officials working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with six years regular service in Pay Band of Rs.29,200 - 92,300 Pay Matrix Level-5 as per 7th CPC.
- (iii) Officials with experience of handling matters relating to law/court matters/audit etc. will be preferred.
- (iv) The maximum age limit for deputation shall be 56 years as on the last date of receipt of applications.

PROFORMA

1. Name
2. Date of Birth
3. Date of retirement under present Department/Organization
4. Education Qualifications
5. Whether educational qualifications required for the post are satisfied, if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority, for the same.
6. Experience/Qualifications possessed by the Officer
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of employment in the chronological order in the format given below. Enclose a separate sheet, duly authenticated by your signature, if required.

Office/Instt. /Orgn.	Post Held	From	To	Level of Pay Matrix (revised) and present Pay therein	Nature of duties performed

9. Nature of present employment i.e., and ad-hoc or temporary or quasi permanent or permanent.
10. Total emoluments per month, now drawn
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.
12. Whether belongs to SC/ST/OBC.
13. Remarks

Date:

Signature of the Candidate
Address:.....

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head Department/
Head of the Office/Organization