



“हर काम देश के नाम”  
कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम, दिल्ली छावनी – 10

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आज़ादी का  
अमृत महोत्सव

F. No.: AN/IX/9105/ADA/Dept/2025

Dated: 29.03.2025

To

All PCsDA/ CsDA (including PIFA/IFA)  
(Through CGDA website)

Sub.: 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 AAOs for filling up 01 post of Sr. Finance Officer Grade-II in **Aeronautical Development Agency, Bangalore.**

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

Name of the Post	Sr. Finance Officer Grade-II
Eligibility	Eligible officers of Defence Accounts Department: i) Holding analogous posts on regular basis in the parent cadre or department. Or ii) With three years regular service in the grade rendered after appointment thereto on a regular basis in level-08 (as per 7 <sup>th</sup> CPC pay matrix) or equivalent in the parent cadre or department.
Age Limit	50 years.
Educational Qualification	Graduation in Arts/Science/Commerce and a pass in SAS or equivalent exam conducted by CGDA.
Experience	The officer should have experience in the following areas: i) Pay Roll (including sound knowledge in personal income tax and other service matters. ii) Personal Claims such as TA/DA, Medical Reimbursement, LTC, CPF transactions, HBA and other advances. iii) Audit and Vendor payments. iv) Knowledge of commercial accounts including maintenance of cash book, compilation of accounts etc. v) Capable of independently/directly handling any of the above works. Knowledge of computerized accounts.
Period of deputation	03 years extendables as per rules
Place of posting.	ADA HQrs (Banaglore)


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 AAOs 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 (2020-2024) may be forwarded to this HQrs Office through e-mail at adminix.cgda@nic.in so as to reach by 26.03.2025

adminix.cgda@nic.in

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.

  
21.03.25  
(Geetika Singh Battu)  
Dy. CGDA (AN)

### **Application Proforma**

1. Name and grade
2. Pay Level in 7<sup>th</sup> CPC
3. Account No
4. Date of Birth
5. Date of appointment
6. Education qualification
7. Experience
8. Station/offices served with period  
In chronological order
9. Date of promotion as SO(A) / AAO

Sign. of candidate