



“हर काम देश के नाम”
कार्यालय रक्षा लेखा महानियंत्रक
O/o THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी - 10
ULAN BATAR ROAD, PALAM, DELHI CANTT. 110010



Phone: 011-25665500/56

Fax: 011-25674777

email: admnix.cgda@nic.in

No. AN/IX/9105/MoD/2025

Dated: 25.03.2025

To

1. The PCDA New Delhi
2. The PCDA (R&D) New Delhi
3. The PCDA (AF) New Delhi
4. The PCDA (BR) Delhi Cantt.
5. The CDA (IDS) New Delhi
6. The CDA (N/CG) New Delhi
7. The CDA(Army) Delhi Cantt.
8. The AN-IV (Local)

Sub: Recruitment to post of Assistant (Excluded from Central Secretariat Service) in the Ministry of Defence(Secretariat) 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-6 of the Pay Matrix (Rs 35400-112400/-) in Ministry of Defence, 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) and vigilance clearance/ integrity certificate (Annexure -II) so as to reach this HQrs office by **28.03.2025** 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.

Encls: As above.


(Satish Kumar Tripathi)
Sr. AO (AN)

**Application for the post of Assistant(Excluded from Central Secretariat Service)
on deputation basis in MoD(Sectt.)**

Passport size
photograph to
be pasted here

1.	Name in Full (in BLOCK letters)						
2.	Father's Name						
3.	Date of Birth (DD/MM/YY)						
4.	Age (as on date)					-----Years ---- Months	
5.	Date of Entry in Govt. Service						
6.	Date of superannuation (DD/MM/YY)						
7.	Post Presently held and since when						
8.	Whether the post held is regular?						
9.	Present Basic Pay and Level in Pay Matrix						
10.	Office address with Telephone No. & email						
11.	Residential Address with Telephone No. & E-mail						
12.	Category (SC/ST/OBC)						
13.	Details of employment in chronological order, if needed, enclosed a separate sheet duly authenticated by your signature in the format given below: -						
	Name of office/Inst./organisation	Post held (Designation)	Period of service		Nature of appointment (Regular/Ad-hoc/Deputation)	Scale of Pay	Nature of Duties
			From	To			

14.	Details of training undergone						
15.	Whether proficient in noting/drafting						
16.	Any other information, applicant wants to furnish:						

I have carefully gone through the vacancy requirements and I am well aware that the above details supported by the documents submitted by me will also be assessed at the time of selection. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms of conditions of services attached to the post.

Place:-

Date:-

Signature:- _____

Name:- _____

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

Certified that the information/details provided in the above application by Shri/Smt/Kumari _____ are true and correct. He / She possesses educational qualifications and experience mentioned in Annexure-I. If nominated, he/she will be relieved immediately.

2. It is also certified: -

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms. _____
- (ii) That his/ her integrity is beyond doubt.
- (iii) That his/her AAPR 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.
- (iv) That no major/minor penalty has been imposed on him/her during the last years/ A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) That the Cadre Controlling Authority has no objection to the consideration of the applicant for the post of Assistant (Excluded from Central Secretariat Service).

Signature _____

Name and Designation _____



Office Seal

Place:

Date:

List of enclosures: -

- 1.
- 2.
- 3.
- 4.

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No. 35018/01/2024-D(Estt.I/Gp.II)
Government of India/Bharat Sarkar
Ministry of Defence/Raksha Mantralya
Department of Defence/Raksha Vibhag

Room No. 320. 'B' -Wing,
Sena Bhawan, New Delhi-110001
Dated the 13th November, 2024

Office Memorandum

Subject: - Recruitment to post of Assistant (Excluded from Central Secretariat Service) in the Ministry of Defence (Secretariat) on deputation basis - regarding

The undersigned is directed to say that this Ministry is in the process of filling up twenty-three (23) anticipated posts of Assistant (E) against the vacancy year 2025, in the Ministry of Defence (Secretariat).

2. The details of the posts are as below: -

Name of post	Assistant (Excluded from Central Secretariat Service)
Classification	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
Level in pay matrix	Level 6 in the pay matrix (Rs. 35400 to 112400)
Eligibility	(i) Senior Auditors of the Defence Accounts Department in the level 6 in the pay matrix (Rs. 35400-112400) (ii) Auditors of the Defence Accounts Department in the level 5 in the pay matrix (Rs. 29200-92300) with six years' regular service in the grade.
Period of deputation	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years .
Maximum age limited	Further, the maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

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3. Applications in the attached proforma **(Annexure-I)** from willing and eligible officials and whose services can be spared, may be forwarded by the Employer/Cadre Controlling Authority with duly filled in certificate **(Annexure-II)** to this office within **30 days** from the date of receipt of this office memorandum along with attested photocopies of up-to-date APAR dossiers for the last five years. Application received after the due date or found incomplete will not be entertained.

Abhay
13/11/2017

(Abhay Kumar Srivastava)
Under Secretary to the Govt. of India
Tel: - 23016825
E-mail: - use1gp2.dod@gov.in

To

Dy. CGDA (Admn.)
Office of the CGDA,
Ulan Batar Road, Palam,
Delhi Cant- 110010

Copy to: -

1. DAD (Coord)/MoD :- For facilitating the above recruitment process.
2. D(IT)/MoD :- For uploading on Ministry's website.
3. D(OL)/MoD :- For Hindi Version