

“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



Ph: 011-25665500/55, 25674870 ई-मेल/Email : hqan2.cgda@gov.in वेबसाइट/website : http://cgda.nic.in

No.AN/II/2407/ADA

Date: 30.12.2021

To

All PCsDA/PCA(Fys)/CsDA (including PIFA/IFA)/Estt.(Pay & Allowances) section (Local)
(Through CGDA website)

Subject: **Deputation for the post of Sr. Finance Officer Grade-II to ADA, Bangalore**

It has been decided to call for names of eligible and willing officers amongst AOs for filling up 01 post of Sr. Finance Officer Grade-II in Aeronautical Development Agency, Bangalore.

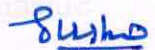
2. The period of Deputation and other terms will be as per relevant Government orders on the subject. The details of the deputation post and the required qualification, experience etc. are following:

Name of the post	Sr. Finance Officer Grade-II
Age Limit	50 years
Educational Qualification	Graduation in Arts/Commerce/Science and a pass in SAS or equivalent exam conducted by CGDA
Experience	12 years' experience in the following fields out of which at least 10 years in Pay Level-8: (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	Will be as per relevant Government orders

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 CHSS as applicable to ADA employees can be extended to the selected candidates.


3. The bio-data of willing and eligible AOs, 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 may be forwarded to this HQrs Office so as to reach by 15.01.2022.

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


(Sushil Kumar)
Sr. Accounts Officer (Pers)

Copy to:

IT&S Wing (Local) - With request to upload the same on the CGDA website.


(Sushil Kumar)
Sr. Accounts Officer (Pers)

Period of deputaion	
Knowledge of computerized accounts handling any of the above work, also capable of independently / directly and should be in supervisory position and completion of accounts etc.	
(b) Knowledge of commercial accounts including maintenance of cash book.	
(c) Audit and payment of supplier bills.	
transactions, HBA and other sundries.	
Medical Reimbursements, LTC, CPF.	
(b) Personal Claims such as TADA, matters)	
in personal income tax and other services (a) Pay Rolls (including sound knowledge	
out of which at least 10 years in Pay Level-12 years' experience in the following fields	
conducted by CGDA	
a pass in AAO or equivalent exam	
Graduation in Arts, Commerce/Science and	
50 years	
Sr. Finance Officer Grade-II	