



“हर काम देश के नाम”

रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010
DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/56

Fax: 011-25674777

email: admnix.cgda@nic.in

No. Pers-Trf/AAO/Deptn/9105/MoD/2022/

Dated: 06.04.2022

To,

✓ PCsDA/ PIFAs /PCA (Fys) Kolkata
CsDA/IFAs/CFA(Fys)/CDA(Trg)/NADFM/CENTRAD

SUB: - POSTING OF ACCOUNTANT IN SAINIK SCHOOLS SOCIETY ON DEPUTATION BASIS.

Sainik Schools Society (SSS), Sena Bhawan, New Delhi (under Ministry of Defence) has invited applications from eligible Central Government officials for filling up **(01) One post of SAS Accountant** in the **Pay Level-6 (Basic Pay 35400/- to 112400/-)** as per 7th CPC on **deputation basis**. The interested & eligible officials, who are fulfilling the eligible criteria and other terms & conditions may apply for the said deputation through their respective controller offices and those serving in IFAs through proforma controllers.

2. Please refer to the Annexure enclosed for the eligibility criteria and other terms & conditions in respect of subject deputation and other details.
3. All eligible and willing officials **with at least 2 years stay at the present station** may forward their applications complete in all respect alongwith complete service profile **as per performa enclosed**, attested copies of APARs for the last five years and vigilance clearance/integrity certificate so as to reach this HQrs office by **22.04.2022** positively.
4. While forwarding the names of volunteers to HQrs office, it may please be ensured that the individual has completed **mandatory “Cooling off” period of three years** in case the individual has recently served on a deputation post.
5. The application received after the due date or found incomplete will not be considered. Also, the officials who apply for the subject post will not be allowed to withdraw their candidature subsequently.
6. The interested/eligible officers may download the circular from CGDA Website and apply through proper channel.

Encls: - As above.

Copy to :-


(Sunil Srivastava)
Accounts Officer (Pers-II)

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| 1. IT & S Wing (Local) | With request to upload on CGDA Website. |
| 2. Shri Gopal Krishna Director (Trg), Sainik Schools Society (MoD), Room No. 101, D-1 Wing, Sena Bhawan, New Delhi | For information w.r.t. above please. |


(Sunil Srivastava)
Accounts Officer (Pers-II)

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| (a) | Minimum Pay Level (as per 7 th CPC) | Level 6, Entry Pay - Rs 35400 [pre-revised scale PB-2, Rs 9300- 34800 plus Rs 4200(Grade Pay)] |
| (b) | Minimum Qualification | Bachelor's Degree from a recognized university. |
| (c) | Maximum age limit | The age of official should not exceed 56 Years at the time of assuming the appointment. |
| (d) | Eligibility Criteria | <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department, or</p> <p>(ii) with six years regular service in posts in the grade after appointment on a regular basis in the pay band-I, Rs.5200-20200 plus grade pay of Rs,2800/- ((Level - 5 (Rs. 29,200-92,300) in the Pay Matrix in 7th CPC)) or equivalent in the parent cadre of Department or</p> <p>(iii) with ten years regular service in the grade after appointment on a regular basis in the pay band-I, Rs 5200-20200 plus grade pay of Rs 2400/- ((Level - 4 (Rs. 25,500-81,100) in the Pay Matrix in 7th CPC)) or equivalent in the parent cadre of Department ; and</p> <p>(b) (i) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess two years experience of cash, accounts and budget work ; or</p> <p>(ii) A pass in the Subordinate Accounts Service.</p> <p>The departmental officer in the feeder category who is in the direct line of promotion should not be eligible for consideration for appointment on deputation or absorption. Similarly, deputation by promotion.</p> |
| (e) | Duties and Responsibilities | <p>(i) To scrutinize the proposals received from Sainik Schools with regards to the demand of funds.</p> <p>(ii) To Process the various proposals submitted by the Sainik School like as per guidelines issued by the Sainik Schools Society (SSS).</p> <p>(iii) To release funds to Sainik Schools after Sanction of concerned authorities. 4. To monitor the account books for the amounts released to the Sainik Schools.</p> <p>(iv) To maintain up to date cash books of all the accounts.</p> <p>(v) To correspondence with all Sainik Schools for calling various details to implement the proposals and grant spend and unspent with them.</p> <p>(vi) To compile the date received from various departments/Schools.</p> |

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| | | <p>(vii) To prepare Budget Estimate/Revised estimates etc.</p> <p>(viii) Time to time visits MoD(Finance) for settling of observations raised.</p> <p>(ix) Timely coordination and conduct of audit of Accounts.</p> <p>(x) Any other duties assigned by the superiors of SSS in addition to above mentioned tasks.</p> |
| (f) | Other essential requirements | <p>Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.</p> |
| (g) | Period of Deputation | <p>The period of the deputation will be for the period of 3 years.</p> |

Application Proforma

1. Name and grade
2. Account No.
3. Pay Level in 7th CPC
4. Date of Birth
5. Date of appointment
6. Education qualification
7. Experience, if any
8. APAR Grading's 2016-17 2017-18 2018-19 2019-20 2020-21
9. Organization/Station/offices served with period in chronological order

| Sl. No. | Office Served | Station Served | Organization | From | To |
|---------|---------------|----------------|--------------|------|----|
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| | | | | | |
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Sign. of candidate

Countersigned by

G.O. (AN)

Integrity / Vigilance Clearance Certificate

This is to Certify in respect of Shri/Smt/Ms
serving in the office of..... that

- (i) after scrutinizing the service records of Shri/Smt/Ms working as, it is certified that there is no doubt about his / her integrity.
- (ii) no major / minor penalties have been imposed on him/her working as during the last ten years.
- (iii) Neither Vigilance Case / Disciplinary / Criminal proceedings are pending nor completed against Shri/Smt/Msworking as, He / She is clear from Vigilance angle.

Name and Desig. of the G.O. with Stamp