

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT  
उलान बटार रोड, पालम, दिल्ली छावनी - 10  
ULAN BATAR TOAD, PALAM, DELHI CANTT.110010

WEBSITE

No.: AN/IX/9105/MOD/2018

Dated: 16.05.2018

To,

✓ All PCsDA/PCA (FYs)/ CsDA  
AN-IV Section (Local)

**Sub:- Recruitment to the post of Assistant (Excluded) in the Ministry of Defence (Secretariat) on deputation basis-regarding.**

Please find enclosed a copy of the Ministry of Defence, New Delhi O.M. No. A-35018/1/2018-D(Estt./ Gp.II) dated 12.04.2018 regarding filling up vacancies in grade of Assistant (Excluded) posts on deputation basis.

2. It is requested that the applications of all eligible / interested Auditors/ Sr. Auditors from volunteers 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) alongwith the attested copies of APARs for the last five years and vigilance clearance/ integrity certificate (Annexure - II) so as to reach in this HQrs office by **01.06.2018 positively**.

3. While forwarding the names of volunteers, it may please be ensured that the individual meets the stated eligibility criteria. **The application received after the due date or found incomplete will not be considered.**

4. While forwarding the names of volunteers to HQrs office, please ensure that age of all concerned volunteers for deputation is not exceeding **56 years** as on the closing date for receiving of application and has completed **mandatory "Cooling off" period of three years** in case the individual has recently served on a deputation post.

5. The interested/eligible individual may down load the Circular from CGDA Web site and apply through proper channel.

  
(Manoj Kumar)  
SAO (AN)

Copy to:

IT &S Wing (Local)

- With request to upload on CGDA Website.

  
(Manoj Kumar)  
SAO (AN)

OFFICE MEMORANDUM

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

The undersigned is directed to say that 10(ten) posts of Assistant(Excluded) in Level-7 of the Pay Matrix (Rs. 44,900- 1,42,400/-) is proposed to be filled up on deputation basis in the Ministry of Defence(Secretariat) initially for a minimum period of three years, from amongst the following:-

(i) Assistant Section Officers(erstwhile Assistant) of the Central Secretariat Service(CSS) in Level-7 of the Pay Matrix(Rs. 44,900-1,42,400/-), or

Senior Secretariat Assistants (erstwhile Upper Division Clerk) of the Central Secretariat Clerical Service in Level-4 of the Pay Matrix (Rs. 25,500-81,100/-) with ten years of regular service in the grade and who have undergone training in Cash and Accounts in the Institute of Secretariat Training and Management (ISTM) or equivalent training course conducted by any other training institution and possesses three years of experience in cash, accounts and budget work;

(ii) Senior Auditors of Defence Accounts Department in Level-6 of the Pay Matrix(Rs. 35,400-1,12,400/-);

(iii) Auditors of the Defence Accounts Department in Level-5 of the Pay Matrix(Rs. 29,200- 92,300/-) with six years regular service in the grade;

2. In addition to the above, it may be noted that the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

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 45 days from the date of publication of the advertisement in Employment News 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 considered.

(Dipankar Dutta)

Under Secretary to the Government of India

To:

1. All Ministries/Departments of Government of India
2. O/o CGDA, Ulan Batar Road, Palam, Delhi Cantt-10
- ✓ 3. All Sections in Ministry of Defence including Finance Division
4. D(IT/NIC), Ministry of Defence(with the request to place this vacancy OM on the website of MoD)
5. Notice Board
6. D(OL) for Hindi translation

Application for the post of Assistant (Excluded) on deputation basis in MoD(Sectt.)

**BIO-DATA PROFORMA**

1.	Name																	
2.	Father's Name																	
3.	Date of Birth	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 0 5px;">D</td><td style="padding: 0 5px;">D</td><td style="padding: 0 5px;">M</td><td style="padding: 0 5px;">M</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td><td style="padding: 0 5px;">Y</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y											
4.	Age(as on date)	_____Years _____Months																
5.	Date of Entry in Govt. Service																	
6.	Educational Qualifications																	
7.	Post presently held and since when																	
8.	Whether the post held is regular?																	
9.	Present Basic Pay and Level in Pay Matrix																	
10.	Have you undergone Cash & Accounts training at ISTM? (with month & year of training)																	
11.	Details of experience in handling Cash & Accounts work with certificates																	
12.	Address (Permanent/Correspondence)																	
13.	Mobile No.																	
14.	Do you belong to SC/ST/OBC Category?																	

15. Details of Service

Name of the Post	Whether post held on regular basis or on ad-hoc basis?	Scale of pay with Grade Pay/ Level in Pay Matrix	Nature of duties

16. In case the present employment is held on deputation, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation

Date:  


(Signature of the Applicant)

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ANNEXURE-II

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

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ are correct and he/she possesses educational  
qualifications and experience mentioned in Annexure-I.

Also certified that:-

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) His/her complete CR dossier/ APARs 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.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not applicable]

Signature  
Name & Designation of the parent office  
(with seal)

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

