

कार्यालय ,रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग ,पालम ,दिल्ली छावनी 110010-
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/II/2407/NTRO

Dated: 1st February, 2016

Fax/Speed-post

To

All the PCsDA/ PCA (Fys)/CsDA including IFA offices

Subject: Filling up vacancies in the grade of Assistant Director (Accounts)/Assistant Director of (Audit) in NTRO on deputation basis.

A copy of National Technical Research Organisation, New Delhi letter No.V(A)/16/1/Estt.-I/NTRO/2016-156 dated 18-01-2016 inviting eligible officers for posting on deputation as Assistant Director (Accounts)/Assistant Director of (Audit) in NTRO on deputation basis has been uploaded on CGDA's website.

2. It has been decided to call for names of eligible and willing officers amongst SAOs/AOs for filling up the three deputation posts of Assistant Director (Accounts)/Assistant Director of (Audit) in NTRO in the Pay Band-3 (Rs.15,600/- Rs.39,100/-) and Grade Pay of Rs.6,600/-. In addition, 15% of Basic Pay + Grade Pay will be admissible. The deputation period shall not be less than 03 years, which may be extended as per rules/relevant Government orders. The eligibility criteria may be perused from MTRO recruitment notice enclosed with this circular.

3. The advertisement thus uploaded may be carefully perused and applications of willing and eligible Sr. AOs/AOs in the prescribed format (Annexure-I), disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, attested copies of certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR grading for the last five years i.e upto 31-03-2015 may be forwarded to this office so as to reach by **18-02-2016** positively. Officers with 'Good' and above reports during the last five years only should be recommended.

4. While sponsoring names, Controllers may ensure that: (i) the particulars furnished by the officer are correct (ii) The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are enclosed with the application (iii) Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested on every page is enclosed (iv) The age of the officer concerned should not exceed 56 years on the closing date for receipt of application and (v) He/she has completed the mandatory "Cooling off" period of three years in cases where the concerned officer has recently served on deputation. Shortfall in any of these will result in unnecessary correspondence/ invalidation of applications.

5. Applications received after the last date or found incomplete or forwarded without countersignature of the Head of Office (with seal) will not be considered.

6. Receipt of this circular may be acknowledged.



(Mustaq Ahmad)
Sr. ACGDA (AN)

Copy to:-

1. **EDP Centre (Local)** -- Along with a copy of National Technical Research Organisation, New Delhi letter No.V(A)/16/1/Estt.-I/NTRO/2016-156 dated 18-01-2016 and with a request to upload the same on the website.
2. **AN-IV section (Local)** -- For information and necessary action please.



(Mustaq Ahmad)
Sr. ACGDA (AN)

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No. V(A)/16/1/Estt.-I/NTRO/2016- 156
Government of India
National Technical Research organisation
Block-III, Old JNU Campus, New Delhi-110067

Dated, the 18 January 2016

Subject: Filling up vacancies in the grade of Assistant Director of Accounts/Assistant Director (Audit) in NTRO on deputation basis.

A recruitment notice is enclosed herewith inviting applications to fill up **three vacancies** in the grade of Assistant Director of Accounts/Assistant Director (Audit) in PB-3 (Rs. 15600-39100) with Grade Pay Rs.6600/- in National Technical Research Organisation on deputation basis.

2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The applications duly filled by willing and eligible officers in prescribed proforma (Annexure-I) & Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address:-

Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

4. **The last date for receipt of application is 45 days from the date of issue of this recruitment notice.**

Encl.: As above.


(NC Bhuyan)
Assistant Director (Pers)

Distribution: As per the list enclosed

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20/01/16
S. ACC (AM)

AN-II


रक्षा लेखा संयुक्त महानियंत्रक (प्रशा.)
Jt. CGDA (Admn.)
अपरी सं/Dy. No. 228
दिनांक/Date 21/01/16

Old No.
रक्षा लेखा वरिष्ठ सहायक महानियंत्रक (प्रशा.)
Sr. A C G D A (AN)
अपरी सं/Dy. No. 74
दिनांक/Date 20/1/2016

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21/01/16

Distribution List

1. ✓ The Joint CGDA (AN), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010.
2. The Joint Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
3. The Assistant Comptroller & Auditor General (N), Office of CA&G of India, 9 Deen Dayal Upadhyaya Marg, New Delhi - 110124.
4. The Deputy Director General (PAF), Budget & Admin Wing, Postal Directorate, Department of Posts, Dak Bhawan, Patel Chowk, Parliament Street, New Delhi.
5. The Director of Accounts, Cabinet Secretariat, East Block-IX, R.K Puram, New Delhi -110066.
6. The Principal Accountant General (GS&A), Karnataka, Audit Bhawan, C-Block, Post Box-5398, Bengaluru-560001.
7. The Principal Accountant General (A&E), Karnataka, Park House Road, Bengaluru - 560001.
8. The Principal Accountant General (E & RSA), Karnataka, Audit Bhawan, C-Block, Post Box No.5398, Bengaluru-560001.
9. The Accountant General (A&E), Andhra Pradesh & Telangana, Saifabad, Hyderabad - 500004.
10. The Accountant General (A&E), Uttarakhand, Oberai Motors Bldg, Saharanpur Road, Majra, Dehradun - 248171.
11. The Accountant General (Audit), Uttarakhand, Vaibhav Palace, C-1/105, Indira Nagar, Dehradun-248006.
12. The Accountant General (A&E), Chhatishgarh Zero Point, OPP. Vidhan Sabha, Baloda Bazar Road, Raipur - 492111.
13. The Accountant General (Audit), Chhatishgarh, Post-Mandhar, Zero Point, Raipur - 493111.
14. The Joint Secretary (Admn), Ministry of Personnel, Pensions & Public Grievances, Department of Personnel & Training, Room No. 109, North Block, New Delhi.


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15. The Joint Secretary (Admn), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.
16. The Joint Secretary(Estt), Ministry of Defence, Room No. 97, South Block, New Delhi.
17. Directorate of Personnel, DRDO Bhawan, Rajaji Marg, New Delhi.
18. The Joint Secretary (Admin), Department of Science & Technology, New Mehrauli Road, New Delhi.
19. The Joint Secretary, Department of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore- 560 094.
20. The Additional Secretary (SR), Cabinet Secretariat, Bikaner House (Annexe), Shahajahan Road, New Delhi-110 011.
21. The Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
22. The Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi-110 011..
23. The Director General, SSB, East Block-V, R. K. Puram, New Delhi-110 066.
24. The Director General, CRPF, Directorate General, CRPF, Block No.-I, CGO Complex , New Delhi- 110003.
25. The Director General, CISF, Directorate General, CISF, Block Bo. 13, CGO Complex, New Delhi- 110003.
26. The Director General, BSF, Directorate General, BSF, Block Bo. 10, CGO Complex, New Delhi-110003.
27. The Director General, ITBP, Directorate General, ITBP, Block Bo. 2, CGO Complex, New Delhi-110003.
28. The Under Secretary (D), Ministry of Railways, Railway Board, Rail Bhawan, Raisina Road, New Delhi - 110001.



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RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible candidates from Central Government Ministries/Departments for filling up the following post on **^deputation basis** as per details given below:-

SI No	Name of the Post	No. of Vacancies	Pay Band and Grade Pay #
1.	Assistant Director (Accounts) / Assistant Director (Audit)	03 (Three)	PB-3 (Rs.15600-39100) + Grade Pay Rs.6600

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

^ The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Government orders.

2. The eligibility conditions for the above mentioned post are as under:-

Essential :

(a) Officers under the Central Government:-

(i) holding analogous posts on regular basis in the parent cadre/department; or

(ii) With five years service in the grade rendered after appointment thereto on a regular basis in Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 5400/- in the parent cadre; and

(b) Possessing any one of the following qualifications:-

(i) A pass in the SAS or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or

(ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and a minimum of 09 years experience in Cash, Audit, Accounts and Budget work.

Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.

Note-2: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of the application.

Note-3: For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006/ the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

Note-4: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall ordinarily not exceed three (3) years which may be extended as per relevant rules/Govt. orders.


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3. **How to apply** – Neatly filled applications typed on A-4 size paper in the prescribed proforma (Annexure-I & II) should be sent to **Director (Estt & Pers), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi – 110067. The last date of receipt of application is 45 days from the date of issue of this recruitment notice.**
4. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates, however, may be required to produce original certificates for verification at the time of interview/selection.
5. The applications in the prescribed proforma (Annexure-I & II) may be forwarded through proper channel along with disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 5 years.
6. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
7. Canvassing in any form will disqualify the candidate.



BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation)

Reference No: V(A)/16/1/Estt-I/NTRO/2016	Post applied for: Assistant Director of Accounts/ Assistant Director (Audit)
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1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	(a) Officers under the Central Government:- (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) With five years service in the grade rendered after appointment thereto on a regular basis in Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 5400/- in the parent cadre; and (b) Possessing any one of the following qualifications:- (i) A pass in the SAS or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and a minimum of 09 years experience in Cash, Audit, Accounts and Budget work.	
Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		


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6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
<p>*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To	
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or permanent					
9.	In case the present employment is held on deputation/ contract basis please state-					
	a) The date of initial appointment	b) Period of appointment on deputation/contract.	c) Name of the parent office/organisation to which the applicant belongs		d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	
<p>Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>						
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					



11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>							
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.							
13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.							
14.	<p>Total emoluments per month now drawn</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">Basic Pay in the PB</th> <th style="width:40%;">Grade Pay</th> <th style="width:20%;">Total Emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basic Pay in the PB	Grade Pay	Total Emoluments			
Basic Pay in the PB	Grade Pay	Total Emoluments						
15.	<p>In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basis Pay with scale of Pay and rate of increment</th> <th style="width:33%;">Dearness Pay/interim relief/other Allowances etc., (with break-up details)</th> <th style="width:34%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments			
Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments						
16.	<p>(A). Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>							
	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>							


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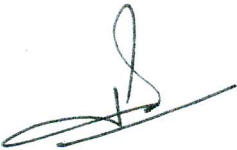
17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract)	
	# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Date _____

Address _____



ANNEXURE-II**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

(Employer/Cadre Controlling Authority with Seal)