

VACANCY CIRCULAR

NO. A/29910/A-10/CAO/R-I

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF JOINT SECRETARY (TRG) & CAO**

**ROOM NO. 170, E-BLOCK
DALHOUSIE ROAD
NEW DELHI – 110 011.**

DATED : 09 Jul 2010

All the Ministries/Deptts. Of Govt. of India.

The CGDA, West Block V, RK Puram, New Delhi – 66.

The Comptroller and Auditor General of India,
Bahadur Shah Zafar Marg, New Delhi.

The Director General, Posts and Telegraphs,
Sardar Patel Bhavan, New Delhi.

The Chief Controller of Accounts,
9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.

The Accountant General of Central Accounts,
Indra Prastha Estate, New Delhi.

The Railway Board Secretariat, Ministry of Railway,
Rail Bhawan, New Delhi.

**SUBJECT : FILLING UP OF THREE VACANCIES IN THE GRADE
OF ACCOUNTANT IN ARMED FORCES
HEADQUARTERS, MINISTRY OF DEFENCE ON
DEPUTATION BASIS**

Sir,

I am directed to say that three vacancies (two existing and one anticipated w.e.f. 01 Aug 2010, of Accountant (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/- (pre-revised pay scale of Rs.5500-175-9000/-) in AFHQ, MOD is required to be filled on deputation basis on the following condition. Two vacancies pertain to Army Headquarters and one pertains to Kendriya Sainik Board, Ministry of Defence: -

DEPUTATION

- A. (a)UDCs of Central Secretariat Clerical Services and Armed Forces HQ Clerical Service with eight years' regular service in the grade;

AND

(b) Who have undergone training in Cash and Accounts Course conducted by Institute of Secretariat Training and Management or equivalent and possess three years' experience of Cash, Accounts and Budget work.

FAILING WHICH

B. Officers under the Central Government:-

(a) (i) Holding analogous posts on regular basis

OR

(ii) With 3 years' regular service in posts in the pay scale of Rs.5000-150-8000 (pre-revised) or equivalent.

OR

(iii) With 8 years' regular service in posts in the pay scale of Rs.4000-100-6000 (pre-revised) or equivalent ;

AND

(b) Who have undergone training in Cash and Accounts Course conducted by Institute of Secretariat Training and Management or equivalent with three years' experience in Cash, Accounts and Budget work;

OR

A pass in the Subordinate Accounts Services or equivalent examination conducted by any of the organized accounts department of the Central Government.

2. **Job Profile** The Brief particulars of duties assigned to the post of Accountant are as under:-

Army HQ

(a) Projection of budgetary estimates with regard to revenue expenditure.

(b) Preparation of reports and returns (10 monthly reports, 4 quarterly reports and 05 annual budget reports).

Kendriya Sainik Board

(a) Entry of receipts and payments.

(b) Timely deposit of cheques, Drafts/Pay Orders in the Banks.

(c) Submit proposal for timely investment of surplus funds, monitoring of interest thereon and liaison with banks.

(d) Handling of Cash for petty office expenses.

3. The 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 **03** years. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt.(Pay II) dated 17 Jun 2010. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

4. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer

not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within **60** days of the date of publication of this advertisement. Applications received late or without the ACRs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

5. The Curriculum Vitae proforma can be downloaded from our website **www.caomod.gov.in**.

**NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST
WILL NOT BE ALLOWED TO WITHDRAW THEIR
CANDIDATURE.**

Yours faithfully,

Sd/-(Nidhi Ojha)
Deputy Director/Rectt-1
for Joint Secretary(Trg) & CAO

COPY TO :-

All Coord Sections of Integrated HQ of MOD (Army)
AIR HQ/PC-1
Integrated HQ of MOD (Navy)/Dte.of Admin
All Coord Section of IS Organs.
All Sections in the Office of the JS (Trg) & CAO
MGO Branch/MGO(S&C)
Kendriya Sainik Board, Ministry of Defence
CAO/P-2 – for information

CURRICULUM VITAE PROFORMA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under :
Central/State Government
Rules
4. Educational Qualifications :
5. Whether Educational and :
other qualifications 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	Qualifications/ Experience possessed by the officer
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- | | |
|------------|-----|
| Essential: | (1) |
| | (2) |
| | (3) |
| Desired | (1) |
| | (2) |

6. Please state clearly whether in the light of entries made by you above, you meet the requirement for the post

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	From	To	Scale of Pay & Basic Pay/Pay Band & Grade Pay*	Nature of duties (in detail)

* Basic Pay & Scale of Pay before 6th CPC and Pay Band and Grade Pay after fixation in 6CPC may be indicated separately.

8. Nature of present employment, i.e :
Ad-hoc or temporary of 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) Nature of the parent office/
organization to which you belong

10. Additional details about present :
Employment
Please state whether working under
(indicate the name of your employer
against the relevant column)

a) Central Govt.

b) State Govt.

c) Autonomous Organisation

d) Govt. Undertaking.

e) Universities

f) Others

11. Please state whether you are working :
In the same Department and are in the
feeder grade or feeder to feeder grade

12. 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.

13. Total emoluments per month now drawn. :

14. Additional information, if any, which :
you would like to mention in support
of your suitability for the post.
(This among other things may provide
information with regard to :
(i) additional academic qualifications.
(ii) Professional training and
(iii) Work experience over and above
prescribed in the Vacancy Circular/
Advertisement)

(Note : Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for :
deputation (ISTC)/Absorption/Re-employment
Basis. (Officers under Central Govt/State
Governments are only eligible for
“Absorption” . Candidates of non-
Government Organisation are eligible
only for Short Term Contract.)

16. Whether belonged to SC/ST. :

17. Remarks (the candidates may indicate) :
Information with regard to
i) Research publications and reports
and special projects
ii) Awards/Scholarship/Official
Appreciation
iii) Affiliation with the professional
bodies/institutions/societies and
iv) any other information.
(Note : Enclose a separate sheet if
the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee in the time of selection for the post.

Signature of the
candidate

Date :

Address_____

Countersigned

(Employer with Seal)

No. :

Date :