

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

VACANCY CIRCULAR

Vacancies in the grade of Accounts Assistant (Senior Grade) and Accounts Assistant (Junior Grade) are required to be filled in Armed Forces Headquarters/Inter Services Organizations, Ministry of Defence, New Delhi on deputation basis as per details given below:-

Name of the Post, Classification and Pay Scale	Nos of Vacancies	Eligibility conditions and Qualification
<p>Accounts Assistant (Senior Grade)</p> <p>Group 'C', General Central Service, Non-gazetted, Non-Ministerial</p> <p>Pay Scale : Pay Band 1 (Rs 5200-20200/-) with Grade Pay of Rs 2800/- Pre-revised : Rs 4500-7000/-</p>	03	<p><u>Deputation</u> Officers under the Central Government or State Government or Union Territory Administration:- (a)(i) Holding analogous posts on a regular basis in the parent cadre/deptt; OR (ii) With three year regular service in the pay scale of Rs. 4000-6000/- (pre-revised) or equivalent in the parent cadre/deptt; and</p> <p><u>Essential :</u> (b) Possessing the following qualifications :- Having successfully undergone 'Cash and Accounts' course conducted by Institute of Secretarial Training and Management. OR Passed the Intermediate examination of the Institute of Cost and Works Accountants of India or the Institute of Chartered Accountants of India or equivalent examination; OR Graduate from a recognised University with Commerce as a subject at Senior Secondary Level and one year experience in accounts work in Government office; OR Ex-servicemen retired in the rank of Junior Commissioned Officer (JCO) who have undergone Army Clerk training and having experience in dealing with Public Fund accounts and Budget allocations and have been re-employed to clerical posts.</p> <p><u>Desirable:</u> Working knowledge of computers in MS Excel and MS Word.</p>
<p>Accounts Assistant (Junior Grade)</p> <p>Group 'C', General Central Service, Non-gazetted, Non-Ministerial</p> <p>Pay Scale : Pay Band 1 (Rs 5200-20200/-) with Grade Pay of Rs 2400/- Pre-revised : Rs 4000-6000/-</p>	01	<p><u>Deputation</u> Officers under the Central Government or State Government or Union Territory Administration:- (a)(i) Holding analogous posts on a regular basis in the parent cadre/deptt; OR (ii) With five year regular service in the pay scale of Rs. 3050-4590/- (pre-revised) or equivalent in the parent cadre/deptt; and</p> <p><u>Essential :</u> (b) Possessing the following qualifications :- Having successfully undergone 'Cash and Accounts' course conducted by Institute of Secretarial Training and Management. OR Passed the Intermediate examination of the Institute of Cost and Works Accountants of India or the Institute of Chartered Accountants of India or equivalent examination; OR Graduate from a recognised University with Commerce as a subject at Senior Secondary Level OR One year experience in accounts work in Government office;</p> <p><u>Desirable:</u> Working knowledge of computers in MS Excel and MS Word.</p>

2. **Job Profile:-** (a) Consolidation and preparation of Budget Estimates (b) Scrutiny of terms and conditions of purchase orders placed on public sector undertakings, Private Firms and Foreign Firms (c) Preparation of Contingent Bills on account of advance payments/work in progress payments

Contd

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 three years. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training O.M No 6/8/2009-Estt(Pay-II) dated 17 Jun 2010 as amended from time to time . The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

4. It is requested that applications (in duplicate) of the willing and eligible candidates in the enclosed proforma along with complete and up-to-date CR dossiers or photocopies of last five years ACRs (duly attested by an officer not below the rank of Under Secretary or equivalent) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary or equivalent) of the officers who could be spared in the event of their selection may be sent so as to reach this office i.e. **Office of JS(Trg) & CAO, CAO/R-III, Room No. 174, `E' Block, Dalhousie Road, New Delhi-110011** within 60 days of the date of publication of this vacancy circular in Employment News. Applications received without enclosing educational certificates, 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 Authorities that the particulars furnished by the individual are correct and that no disciplinary/vigilance case is pending or contemplated against the individual. 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. **Candidates after applying for the post will subsequently not be allowed to withdraw their candidature.**

5. The Curriculum Vitae Proforma can be downloaded from our website WWW.caomod.gov.in.

(Nidhi Ojha)
Dy. Director
25 Oct 2010

To

All Ministries and Departments of Government of India.
All State Governments,
All Union Territory Administration,

All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of MOD (AIR)/PC-1
Integrated HQ of MOD(NAVY)/Dte of Admin
All Coord Sections of Inter Service Organisations
All Sections of Office of the JS(TRG) & CAO
CAO/P-2 - for information.

CURRICULUM VITAE PROFORMA

1. Name, Designation and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under Central 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/Qualifications/
Experience Experience/
required possessed by
the officer

Essential: (1)
(2)
(3)

Desirable : (1)
(2)

6. Please state clearly whether in the light of :
entries made by you above, You meet the requirements 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	Nature of duties (in detail)

8. Nature of present employment, i.e :
Ad-hoc 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) Nature of the parent office/
organization to which you belong
10. Additional details about present :
Employment.
Please state whether working under Central
Govt. (if so, indicate the name and address
of your employer)
11. Please state whether you are working :
in the same Department.
12. Are you in Revised Scale or 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 drawing. :
(Basic, DP, DA, HRA, CCA etc.)
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 absorption or re-employment
Basis
16. Whether belong to SC/ST/OBC. :

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 at the time of selection for the post.

Date :

Signature of the
candidate
Address_____

Tele :

Countersigned

(Employer with Seal)

No. :

Date :

