

# रक्षा लेखा महानियंत्रक कार्यालय

Office of the Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी – 110010  
Ulan Batar Road, Palam, Delhi Cantt. 110010

Tel : 011-25674536

FAX : 011-25674781

No. AN/I/1320/1/XXXVI

Date: 11.04.2019

To,

✓ The IDAS officers,  
(Through CGDA website)

**Subject: Deputation:- IDAS officers.**

Applications are invited from the willing IDAS officers fulfilling the eligibility criteria as brought out in the under mentioned communications, to apply for the posts mentioned against each alongwith their bio data, so as to reach this HQrs. office through proper channel latest by 26.04.2019.

Sl. No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1.	Indian Tourism Development Corporation Ltd. letter No. HRM/Rectt./Deputation/2019 dated 09.04.2019	1) GM (F&A) 2) DGM (F&A)

2. Applications received after cut off date i.e. 26.04.2019 will not be considered and will be recorded.

  
(Juhi Verma, IDAS)  
Sr. ACGDA (AN)

Copy to:-

EDP Section (Local):-

For uploading on the CGDA's website.

  
(Juhi Verma, IDAS)  
Sr. ACGDA (AN)

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भारत पर्यटन विकास निगम लि.  
India Tourism Development Corporation Ltd.

( भारत सरकार का उपक्रम )  
(A Government of India Undertaking)

प

तारीख  
Date

निर्देश  
Reference

HRM/Rectt./Deputation/2019

To,  
Mr. Avinash Dixit, IDAS,  
Sr. Jt. CGDA  
Office of the Indian Defence Accounts Services  
Ulan Batar Road, Palam,  
Delhi Cantt. - 110010

Sir,

**SUB : Filling up the one post of GM (F&A) and one post of DGM (F&A)**

INDIA TOURISM DEVELOPMENT CORPORATION Ltd., a minoritna PSU, is engaged in the task of helping the development of tourism infrastructure and promoting India as tourist destination. ITDC's core activities include managing and operating Hotels, Events Management, providing transport facilities, entertainment and duty free shopping facilities etc. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts, training and education in the field of tourism and hospitality.

ITDC has a requirement for suitable incumbents on deputation basis for appointment in the post of GM(E-5) and DGM(E-4) in Finance & Accounts Division. Accordingly, it is requested that the requirements may be widely circulated in your organization. The detailed requirement is enclosed at Annexure-I.

The interested eligible candidates may send their applications in prescribed format through proper channel, complete in all respects latest by 06.05.2019, to the address given below :-

Sr. Manager (HR)  
Room No. 404, 4<sup>th</sup> Floor,  
Scope Complex, Core - 8,  
7 Lodhi Road, New Delhi - 110 003  
Ph- 24307404

For other details and application format please visit our website  
[www.theashokgroup.com](http://www.theashokgroup.com)

*Shalini Dewan*  
(Shalini Dewan)  
General Manager (HR)

We should try and get some names.

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Sr. Acc (HR)

1255 (ANF)  
09/04/19

## Annexure-I

ITDC invites applications for 01 post of GM (F&A) and 01 post of DGM(F&A) on deputation basis :-

Post Code	<b>GM(F&amp;A)/01/2019</b>
Pay Band	E-5
Pay Scale	Rs. 80000-220000 (IDA)
No. of vacancies	01
Tenure	03 years
Minimum Qualification	<p>CA/ ICWA/ Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) from any recognized University/Institute in India</p> <p>Desirable :-</p> <ol style="list-style-type: none"> <li>1. Company Secretary</li> <li>2. Candidate should have working knowledge/ conversant in computer applications such as MS Office</li> </ol> <p><b>Note: Officers not fulfilling the above qualification criteria but belonging to organized service of Central/State government pertaining to Accounts/ Audit shall be eligible</b></p>
Minimum Required Experience(as on last date of application i.e. 06.05.2019)	<p>Minimum 15 years executive experience in the relevant field</p> <p>Officers working in Central/ State Govt./PSU etc. should have experience of two years in one scale below i.e. 29100-54500 (IDA) or Rs. 15600-39100+7600 (GP) (CDA) pre-revised) (Rs.70000-200000/- IDA revised E-4 level/ (Rs.78800-209200/- CDA revised, Pay Matrix level 12) or equivalent on regular basis in Finance/Accounts/Audit</p>
Age Limit(as on last date of application i.e. 06.05.2019)	Below 51 years
Terms of Appointment	As per DoPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and Govt. Of India's instructions issued from time to time on the subject.
Selection Criteria	<p>Qualification- 20 marks(Candidates from organized service exempted)</p> <p>Additional Desirable / Relevant Qualification as mentioned in basic qualification - 05 marks (2.5 marks for each such qualifications)</p> <p>Minimum Experience - 15 marks</p> <p>Additional Experience - 10 marks (02 marks for each additional year of experience in relevant field over and above minimum experience of 2 years in the scale below)</p> <p>APAR - 20 marks</p> <p>Personal Interview - 30 marks</p>

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Post Code	DGM(F&A)/02/2019
Pay Band	E-4
Pay Scale	Rs. 70000-200000 (IDA)
No. of vacancies	01
Tenure	03 years
Minimum Qualification	<p>CA/ ICWA/ Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) from any recognized University/Institute in India</p> <p>Desirable :-</p> <ol style="list-style-type: none"> <li>1. Company Secretary</li> <li>2. Candidate should have working knowledge/ conversant in computer applications such as MS Office</li> </ol> <p>Note: Officers not fulfilling the above qualification criteria but belonging to organized service of Central/State government pertaining to Accounts/ Audit shall be eligible.</p>
Minimum Required Experience(as on last date of application i.e. 06.05.2019)	<p>Minimum 12 years executive experience in the relevant field</p> <p>Officers working in Central/ State Govt./PSU etc. should have experience of two years in one scale below i.e. 24900-50500 (IDA) or Rs. 15600-39100+6600 (GP) (CDA pre-revised) (Rs.60000-180000/- IDA revised E-3 level/ (Rs.67700-208700/- CDA revised, Pay Matrix level 11) or equivalent on regular basis in Finance/Accounts/Audit</p>
Age Limit(as on last date of application i.e. 06.05.2019)	Below 51 years
Terms of Appointment	As per DoPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and Govt. Of India's instructions issued from time to time on the subject.
Selection Criteria	<p>Qualification – 20 marks (Candidates from organized service exempted)</p> <p>Additional Desirable / Relevant Qualification as mentioned in basic qualification – 05 marks (2.5 marks for each such qualifications)</p> <p>Minimum Experience – 15 marks</p> <p>Additional Experience – 10 marks (02 marks for each additional year of experience in relevant field over and above minimum experience of 2 years in the scale below)</p> <p>APAR – 20 marks</p> <p>Personal Interview – 30 marks</p>

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**General Conditions**

- (i) Application should be submitted through **OFFLINE mode only** in the **prescribed Application Form**.
- (ii) Application form is available in downloadable form annexed with the advertisement available on ITDC's website [www.theashokgroup.com](http://www.theashokgroup.com).
- (iii) Application should be sent in a cover super scribing the postcode along with the post and discipline applied and may be sent in the Office of Sr. Manager (HR), India Tourism Development Corporation Ltd., SCOPE Complex, Core-8, 4th Floor, Room No. 404, 7 Lodi Road, New Delhi – 110 003.
- (iv) The last date for submission of applications through proper channel is 06.05.2019.
- (v) Cadre Controlling Authorities are requested to forward applications of eligible & willing candidates whose services can be spared on deputation basis immediately on their Selection.
- (vi) The applications of only such officers would be considered that are routed through proper channel & accompanied by following documents :-
  - (a) Application in prescribed format enclosing therewith all relevant proof/documents in support of qualification, experience, age, pay scale etc..
  - (b) Statement giving details of Major/Minor penalties imposed upon the Officers, if any, during the last 10 years.
  - (c) Vigilance and Integrity Certificate
  - (d) Photocopies of ACR/APARs for last 5 years duly attested on each page by the forwarding officer.

**APPLICATION IN PRESCRIBED PROFORMA**  
**On deputation basis**

Affix recent  
passport  
size  
photograph

Post applied	
Post Code	

PERSONAL DATA

1	Name		
2	Father's Name		
3	Gender		
4	Service		
5	Department / Present Cadre		
6	Present Post		
7	Category		
8	Date of Birth		
9	Date from which present post is held on regular basis		
10	Present Pay Scale / Pay Band with Grade Pay and basic pay as on date of application		
11	Contact Details		Address
			Email ID
			Telephone -Off./Res./Mobile

12 Whether the eligible criteria prescribed for the post are satisfied :

13 EDUCATIONAL QUALIFICATION

Sl. No.	Qualification / Degree	Year	Division	Institution / University, Place / Country

14 EXPERIENCE DETAILS

Sl. No.	Name of the Office	Post held	From	To	Pay Band alongwith GP	Nature of Duties

Certified that information furnished above by me is correct in all respects to the best of my knowledge and belief.

(Signature of the Candidate)  
Date/Place:

Certified that particulars furnished are correct and that the services of the officer can be spared on deputation basis immediately on their Selection.

It is also certified :-

- (i) That there is no Vigilance / Disciplinary case or criminal case pending or contemplated against Shri /Smt. / Ms. \_\_\_\_\_.
- (ii) That his / her integrity is certified.
- (iii) That the photocopies of the ACRs / APAR for the last five years are enclosed .
- (iv) That the details of Major / Minor penalty imposed on him / her during last ten years or Nil report is enclosed.

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

Signature \_\_\_\_\_

Date : \_\_\_\_\_

Name & Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Office Seal \_\_\_\_\_

List of enclosures :-

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the Forwarding Authority  
(With Stamp)