



“हर काम देश के नाम”

75  
भाज़ादी का  
अमृत महोत्सव

कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम, दिल्ली छावनी - 10

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Dated: 02.11.2023

F. No.: AN/IX/9651/Bhutan Deptn/2023/Cir.

To

All PCsDA/ CsDA/  
CsDA (Training Estt.) /CENTRAD

**Subject: Filling up of post of Accounts Officer on Deputation basis at HQ IMTRAT : DAD Estt.**

It has been decided to call for volunteers (AAOs) for one post of Account Officer in HQrs IMTRAT, Bhutan on deputation basis for a period of two (02) years.

2. **The Eligibility Criteria for the subject deputation post is as below:**

- i) The candidate should be less than 40 years of age.
- ii) At least five years of regular service in grade of Asst. Accounts Officer.
- iii) Exposure to Army related accounting, budgeting, maintenance of cash books, IFA procurement and adequate computer knowledge and presentation skill.
- iv) Outstanding grading in the APARs for the last five years.
- v) Medically fit to serve in high altitude area (more than 9000/- feet above sea level) with extreme cold climatic conditions for prolonged period.


3. All eligible and willing officers **with at least 2 years stay at the present station** may forward their applications complete in all respect alongwith complete service profile **as per proforma (Annexure-A) enclosed**, attested copies of APARs (2018-19 to 2022-23) for the last five years and vigilance clearance/ integrity certificate so as to reach this HQrs office latest by **17.11.2023** positively.

4. While forwarding the names of volunteers to HQrs office, it may please be ensured that the individual meets the stated eligibility criteria and he/she has completed **mandatory “Cooling off” period of three years** in case the individual has recently served on a deputation post.

5. The application received after the due date or found incomplete will not be considered. Also, the officers who apply for the subject post will not be allowed to withdraw their candidature subsequently.

6. The interested/eligible officers may download the circular from CGDA Website and apply through proper channel.

Encl: Application Proforma

  
(Satish Kumar Tripathi)  
Sr. AO (AN)

Copy to:

1. The OI/C Admin-IV Section (Local) : For information and necessary action as above.
2. The OI/C EDP Section (Local) : with the request to upload the circular on CGDA Website.

  
(Satish Kumar Tripathi)  
Sr. AO (AN)

**Application Proforma**

1. Name and grade:
2. Account No.:
3. Pay Level in 7<sup>th</sup> CPC:
4. Date of Birth:
5. Date of Appointment:
6. Education Qualification:
7. Experience, if any:
  - i. Experience regarding budget :  
/Bugetary process and Audit of Cash Book
  - ii. Whether having computer knowledge :  
Of MS Office
8. APAR Grading's 2018-19 2019-20 2020-21 2021-22 2022-23
9. Details of any Disciplinary Case:  
Pending/ Contemplated

9. Organization/Station/offices served with period in chronological order

Sl. No.	Office Served	Station Served	Organization	From	To

Sign. of candidate

**Countersigned by**

**G.O. (AN)**



**Integrity / Vigilance Clearance Certificate**

This is to Certify in respect of Shri/Smt/Ms .....  
serving in the office of..... that

- (i) after scrutinizing the service records of Shri/Smt/Ms ..... working as ....., it is certified that there is no doubt about his / her integrity.
- (ii) No major / minor penalties have been imposed on him/her working as ..... during the last ten years.
- (iii) Neither Vigilance Case / Disciplinary / Criminal proceedings are pending nor completed against Shri/Smt/Ms .....working as ....., He / She is clear from Vigilance angle.

Name and Desig. of the G.O. with Stamp

