



कार्यालय, रक्षा लेखा महानियंत्रक  
उलन बटार रोड, पालम, दिल्ली छावनी - 110010  
**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN-I/1320/I/OFB

Circular

Dated: 12.12.2019

To

All PCsDA/PCA (Fys)/PIFAs

Subject: Filling up one vacancy of Member (Finance), Ordnance Factory Board, Kolkata on deputation basis.

Please find enclosed a notification issued by GOI, Ministry of Defence, Department of Defence Production placed on the website of Ordnance Factory Board, Kolkata on the subject matter.

2. In the ibid notification Ordnance Factory Board, Kolkata has invited application to fill up the one vacancy in the grade of Member (Finance) in the office of the Ordnance Factory Board, Kolkata (under Ministry of Defence). The post is proposed to be filled up on deputation basis by the officers of the Organized Central Account Services.

3. The details of Eligibility conditions for application & other conditions for the above post are mentioned in the notification and in Annexure-I.

4. Accordingly, HAG level officers, with one year service in the grade after appointment thereto on a regular basis in posts in level-15 in the pay matrix (Rs. 182200-224100) who are interested for the above post may apply on the enclosed format (Annexure-II). The recommended officer should be clear from vigilance angle. The last date of the receipt of the application in CGDA office is **21.12.2019**, so that the Cadre clearance from the Ministry may be obtained timely.

  
(Praveen Kumar)  
Sr. Jt. CGDA (Admin)

Encl: i) Notification  
ii) Annexure-I & Annexure-II (Bio-Data Proforma)

**Copy to:**

- i) IT & S Wing : With a request to kindly upload the circular on CGDA's website.
- ii) AN-IV (Local): For information & necessary action.

  
(Swapnil Agrawal)  
Sr. ACGDA (Admin)

**NOTIFICATION**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**DEPARTMENT OF DEFENCE PRODUCTION**

**FILLING UP ONE VACANCY OF MEMBER (FINANCE), ORDNANCE FACTORY BOARD, KOLKATA IN THE PAY LEVEL – 16 IN PAY MATRIX (Rs. 205400 – 224400) ON DEPUTATION.**

One (01) vacancy in the grade of Member (Finance) in the office of the Ordnance Factory Board, Kolkata (under Ministry of Defence) is proposed to be filled up on deputation basis by the officers of the Organized Central Account Services holding analogous post on regular basis in the parent cadre or Department; or with one year service in the grade after appointment thereto on a regular basis in posts in level – 15 in the pay matrix (Rs. 182200 – 224100 ) initially for a period of three years which may be extended up to five years. The details prescribed for the post are in Annexure-I. The Proforma of application is as per Annexure-II and can be downloaded from the website [www.ofbindia.gov.in](http://www.ofbindia.gov.in). The pay and other conditions of service of the selected officers will be regulated in accordance with DOP&T OM No. 2/29/91-Estt(Pay-II) dated 05.01.1994, as amended from time to time.

2. Application of only such Officers will be considered that are routed through proper channel and are accompanied with:-

- (i) bio-data in the prescribed Proforma at **Annexure-II**;
- (ii) the APAR dossier of the officer with APARs of at least last five years or clear photocopies of the APARs of the officer of at least five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the APARs for the past years;
- (iii) cadre clearance;
- (iv) clearance from vigilance and disciplinary angle;
- (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years;
- (vi) He/she should not be more than 58 years of age on closing date of the application; and
- (vii) a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed Proforma to **Deputy Director General/G, Ordnance Factory Board, 10-A, S.K. Bose Road, Kolkata-700001**. Applications not accompanied with the required certificates/documents stated in para 2 above will not be entertained. **The last date of receipt of Application is 30 days from the date of publication in the "Employment News".**

(Ms. Nivedita)  
Director/G  
for Director General Ordnance Factories  
Ph : 033 22486533  
Fax : 033 22107625

**ANNEXURE-I**

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|----|---|---|
| 1. | <b>Name of the post</b>                               | Member(Finance)   |
| 2. | <b>No. of Post</b>                                    | 01  |
| 3. | <b>Classification</b>                                 | Group – ‘A’ Gazetted  |
| 4. | <b>Pay Scale</b>                                      | Pay level – 16 in pay matrix (Rs. 205400 – 224400 )   |
| 5. | <b>Qualifications</b>                                 | <p>Officers of the Organised Central Accounts Services holding analogous posts on regular basis in the parent cadre or Department; or with one year service in the grade after appointment thereto on a regular basis in posts in level – 15 in the pay matrix (Rs. 182200 – 224100 )</p> <p>Note: Period of Deputation including period of Deputation in another ex-cadre post held immediately preceding his appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding <u>58</u> years as on the closing date of the receipt of applications.</p> |
| 6. | <b>Duties</b>   | <p>Member (Finance) is involved with costing, budgeting, pricing of issues and finalization of procurement besides overseeing the accounting and auditing functions which are discharged on his behalf by Principal Controller of Accounts (Factories) and Chief Internal Auditor respectively. He is required to have a holistic view of both planning, production requirement and financial inputs required for achieving the targets.</p>  |
| 7. | <b>Posting</b>  | Presently the post is at Kolkata.   |
| 8. | <b>To whom the Application should be addressed to</b> | Deputy Director General/G<br>Ordnance Factory Board,<br>10-A, S.K. Bose Road,<br>Kolkata – 700001   |



9. **Period of deputation** Initially for a period of three years which may be extended up to five years. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of Central Government shall ordinarily not exceed five years. **The maximum age limit for appointment by deputation shall be not exceeding 58 years as on the closing date of the receipt of applications.**
10. **Date of receipt of applications** Within 30 days from the date of notification in the "Employment News".
11. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
12. All Ministries/Departments are requested to circulate the vacancy to all eligible officers under their administrative control.

**BIO DATA 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	Qualification/Experience possessed by the Officer
Essential	(1) (2) (3)		
Desired	(1) (2)		

6	Please state clearly whether in the light of entries made by you above, you meet therequirements of the post	
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7. Details of the Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Org.	Post(s) Held		Scale of pay and Basic Pay	Nature of Duties
	From	To		

8.	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
9.	In case the <u>present employment</u> is held on deputation/contract basis, please state-	
	The date of initial appointment.	
	Period of appointment on deputation/contract.	
	Name of the parent office/organisation to which officer belongs to.	
10.	Additional details about present employment	
	Please state whether working under- a) Central Govt. b) State Govt. c) Autonomous organisation d) Government Undertakings e) Universities	
11	Whether in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which the candidate would like to mention in support of his suitability for the post. Enclose a separate sheet, if the space is insufficient.	
14.	Whether belongs to SC/ST	
15.	Remarks	

Signature of the candidate \_\_\_\_\_  
Address \_\_\_\_\_

Date \_\_\_\_\_  
Countersigned \_\_\_\_\_  
(Employer)