

Government of India
Ministry of Defence
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt
Circular

Tel : 011-25674854

Fax: 011-25674781

File :-No.AN-I/1320/1/XXVII

Date 06.09.2016

To,

IDAS officers.
(Through CGDA website)

Subject: Deputation- IDAS Officers

The undersigned is directed to circulate the following circular among IDAS officers. Those officers, fulfilling the eligibility criteria as brought out in the circular and if willing to apply for the subject post, may kindly forward their applications along with their bio-data, so as to reach the HQrs Office latest by 16 .09.2016.

SI No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1	Damodar Valley Corporation, HRD Department, Ministry of Power No.27/234(pt)&pl/27-29A(pt)-1426, dt 27.07.2016	Executive Director(HR) GP Rs 10,000/
		Executive Director(Finance) GP Rs 10,000/
2	Ministry of Defence National Defence Academy Khadakwasla No. B/15575/AO/NDA/IDS/PERS/38/16/D(Apptts), dt 16.07.2016	Administrative Officer GP 5400/-



(Mustaq Ahmad)
Dy.CGDA(AN)

Copy to:

EDP Cell (Local) - For placing the above circular on the HQrs website please.



(Sunny Sharma)
AAO(AN)

SPEED POST



दामोदर घाटी निगम /Damodar Valley Corporation

मानव संसाधन विकास विभाग/Human Resource Development Department

डीवीसी टावर्स, वीआईपी रोड, कोलकाता-54/DVC Towers, VIP Road, Kolkata – 54.

दूरभाष/Tel.: (033) 2355-9938 फैक्स/ Fax: 2355-5857

No. 27/234(pt)&PL/27-29A(Pt).-1426

Dated 27 July 2016

To,
The Controller General of Defence Accounts,
Ulan Batar Road, Palam,
Delhi Cantonment,
New Delhi.-110010.

Subject: Vacancies to be filled up on deputation basis

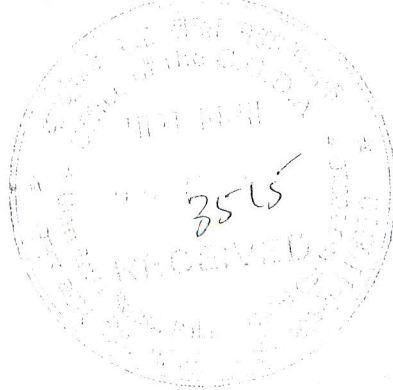
Sir,

Damodar Valley Corporation (DVC), a statutory body, under the Ministry of Power, Government of India requires the services of officers on deputation basis to fill the posts of **Executive Director (HR)** and **Executive Director (Finance)** in the Corporation. It is requested that the Vacancy Notice (enclosed as **Annexure-I**) may kindly be circulated amongst the officers who fulfil the eligibility criteria prescribed for the posts.

2. The prospective candidates should submit their applications in the format as prescribed at **Annexure-II** of this letter, through proper channel/cadre controlling authority, along with his/her Annual Performance Appraisal Reports for the last five years to the **General Manager (HR), 5th Floor, DVC Towers, VIP Road, Kolkata 700054.**

3. **The last date for receipt of applications is 31st August 2016.**

Encl: **As above.**



Yours faithfully,

P.R. Bhagat
(P.R. Bhagat)

General Manager (HR), DVC

Annexure-I



Damodar Valley Corporation

Human Resource Department

DVC Towers, VIP Road, Kolkata – 700054

Tel.: (033) 2355-9938 Fax: 2355-5857

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Vacancy Notice: Vacancies to be filled up on deputation basis

Details of vacancy to be filled up on deputation basis:		Executive Director (Human Resources)	Executive Director (Finance)
Pay Scale of the deputation post:		Rs. 37,400 – 67,000/- with Grade Pay Rs. 10,000/- (CDA) and other allowances as applicable to central government employees	Rs. 37,400 – 67,000/- with Grade Pay Rs. 10,000/- (CDA) and other allowances as applicable to central government employees
Duty Station:		Kolkata	Kolkata
Age:	Minimum	38 Years	38 Years
	Maximum	50 Years	50 Years
Job description and responsibilities:		Executive Director (HR) is next below the Board level post. He/she is overall in-charge of HR Department and responsible for implementing Personnel and Industrial Relation Policies in the organization.	Executive Director (Finance) is next below the Board level post. He/she is overall in-charge of Finance & Accounts Department and responsible for formulating sound budgetary/ financial policies for the organization.
Required qualification and experience:		Central Government Officers with 4 years' service in the scale of Rs. 37,400 – 67,000/- + GP Rs. 8900/- (CDA) and well conversant with central government service rules/procedures regarding recruitment, promotion, disciplinary procedures, pay fixation etc.	Central Government Officers from the organized Group 'A' Accounts Services with 4 years' service in the scale of Rs. 37,400 – 67,000/- + GP Rs. 8900/- (CDA).
Duration of deputation:		On deputation basis (1+2+2) and not exceeding 5 years.	On deputation basis (1+2+2) and not exceeding 5 years.

P. S. Ghosh

Annexure-II

APPLICATION FORMAT

(To be submitted through proper channel)

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1. Post Applied for :
2. Name in Full :
3. Date of Birth (DD/MM/YYYY) :
4. Age as on 01.07.2016 :
5. Email i.d:
6. Address for communication:

City: District:
State: Pin Code:

7. Mobile & Landline Number (with STD code):
8. Work Experience: (Starting from the current position):

S.No	Organization	Designation /Post*	Pay scale and band	From	To	Total Experience	Responsibilities handled

* Please mention if on deputation/lien Attach sheets if required

9. (a) Whether any punishment was given to the applicant during the last 10 years. YES/NO
(If yes, the details thereof)

(b) Whether any action or inquiry is going on against him/her as far as his/her knowledge goes.
YES/NO(If yes, the details thereof)

Declaration

I, do hereby declare that all the statements made in this application are true, complete, correct and in the event of any information being found false, incomplete, incorrect or concealing the fact, my candidature may be cancelled at any stage without any notice and without assigning any reason thereof even after selection.

Signature of the Applicant:Place, Date & Seal:

(To be filled by the Ministry /Department concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the Competent Forwarding Authority

Telephone No. & Office Seal:

Note:The competent authority is requested to forward along with the application, copies of the Annual Performance Appraisal Reports (APARs)of the applicant for the last 5 years to the GM (HR), 5th Floor, DVC Towers, VIP Road, Kolkata-700054

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No. B/15575/AO/NDA/IDS/PERS/38/16/D(Apptts)
Government of India
Ministry of Defence
132, B-Wing, Sena Bhawan
New Delhi – 110001, dated 16th July, 2016

SUBJECT: FILLING UP OF ONE (01) POST OF ADMINISTRATIVE OFFICER (A.O) AT NATIONAL DEFENCE ACADEMY, KHADAKWASLA, PUNE ON PROMOTION/DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS.

One (01) post of Administrative Officer (General Central Service Group 'A' Gazetted, Non-Ministerial) in the pay scale of Rs.15600-39100 (PB-3) with Grade pay of Rs.5400/- at the National Defence Academy, Khadakwasla, Pune is required to be filled up on Promotion/Deputation (Including Short Term Contract) basis from officers under the Central Government or State Government or Public Sector Undertakings or Autonomous bodies or Semi-Government organizations. The eligibility conditions for applicants are as under:-

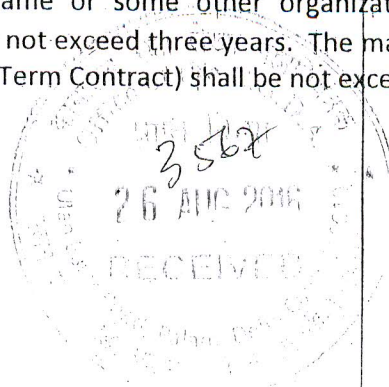
- (a) (i) Officers holding analogous posts on regular basis in the parent cadre / Department; or
- (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in the Pay band – 2 of Rs. 9300-34800 with the grade pay of Rs.4800/- or equivalent in the parent cadre/Department; or
- (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2 Rs. 9300-34800 with Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department and
- (b) Possessing the following educational qualifications and experience:-

Essential:

- (i) Degree of a recognized University or equivalent;
- (ii) Five years' experience in establishment and personnel administration.

Note 1: The Establishment officer of National Defence Academy in the scale of Pay Band-2 of Rs.9300-34800 with grade pay of Rs.4600 with three years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding 56 years as on the closing date of receipt of applications.




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Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the VI Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by any officer prior to 1st January, 2006 (the date from which the revised pay structure based on the VI Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and there this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The terms and conditions of deputation will be governed by the DOP&T's OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

3. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and upto date Confidential Reports/APARs of the officers who could be spared in the event of their selection duly countersigned by the employer may be sent to the office of the **Principal Director (Pers), Headquarters Integrated Staff, Ministry of Defence, Room No. 4, Kashmir House, Rajaji Marg, New Delhi-110011 within 60 days** of the issue of this advertisement. Applications received after the last date or without the confidential reports or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of major/minor penalties imposed on the officer during the last 10 years may also be furnished.


(Anil Kumar)

Deputy Secretary to Government of India

Distribution (As per standard list)

All Ministries/Departments of Government of India (Attn: Under Secretary Admn)