

**CIRCULAR**

TD/3151/CAL/2013-14  
Centre for Training & Development  
CENTRAD, CGDA,  
Brar Square,  
Delhi Cantt – 110 010  
Date: 02/07/2013

To,

*All Controllers*

**Subject: Selection of Sr.AOs/AOs to serve as faculty in OTI, Gurgaon.**

-x-

It is proposed to select **Sr.AOs/AOs as Training Faculty** for imparting training in OTI, Gurgaon. Sr.AOs/AOs selected for faculty post will be eligible for training allowance under extant rules. The volunteers must have very good skill and proven aptitude for training. Before appointment to the post of faculty in OTI, Gurgaon, the volunteering officers would undergo a screening process before the Screening Committee, constituted by HQrs Office.

2. It is, therefore, requested to ascertain and intimate the names of volunteers amongst Sr.AOs/AOs fulfilling the above conditions in the enclosed format latest by **31.07.2013** positively. This may be given wide publicity.

3. NIL report is also required.


4. The circular has also been hosted on CGDA's website for dissemination across the Department.

5. While forwarding the names, Controllers are requested to furnish their specific recommendations and the ACR Gradings for the last 3 years in respect of volunteers for consideration by the Screening Committee.

*Sd\*\*\*\*\**  
**(Mohinder Singh  
Jt.CGDA (Trg)**

Copy to:

- |    |            |     |  |
|----|------------|-----|--|
| 1  | AN-IV      | ... | For information and necessary action as above.           |
| 2. | EDP Centre | ... | For uploading the circular and format on CGDA's Website. |

  
**(R.K. Raina)  
Sr.AO (Trg)**

Selection of Sr.AOs/AOs to serve as Training Faculty at OTI, Gurgaon

1.	Name	
2.	Designation & Account No.	
3.	Date of Birth	
4.	Date of Appointment	
5.	Date of Appointment to Present Grade	
6.	Academic Qualifications	
7.	Professional Qualification (if any)	
8.	Presently Where Serving	
9.	Date from which serving at present station	
10.	Knowledge of PC	
11.	Whether served earlier in RTCs or delivered lectures as Guest faculty in RTCs/CTCs	
12.	Details & nature of previous assignments	
13.	CR Grading of last 3 years wef 2008-09	
14.	PCDA/CDA's specific recommendations	