

OFFICE OF THE CGDA, ULAN BATAR ROAD, PALAM,
DELHI CANTT - 110010.

No. AN/II/2407/2011

Dated: 24th January, 2012.

To

All PCsDA/CsDA/P CA (Fys.)

Subject: **Filling up of the post of Assistant Director(Accounts) & Accounts Officer in Aviation Research Centre, Cabinet Secretariat, R.K. Puram, New Delhi on deputation basis - reg.**

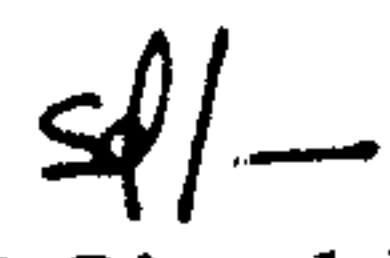
A copy of letter bearing No.ARC/PersIII/733/2011-10883 dated 21.12.2011 received from **Aviation Research Centre, Cabinet Secretariat, R.K. Puram, New Delhi** regarding filling up of post of **Assistant Director (Accounts) & Accounts Officer** is uploaded on CGDA web site. The said letter may please be downloaded from our web site for necessary action as stated below.

2. It is requested that names of volunteers may be called for from amongst the Senior Accounts Officers/Accounts Officers. Applications of interested SAOs/AOs may be forwarded to this office, in triplicate along with ACR grading for the last 5 years. Officers who earned at least good and above reports during last five years should only be recommended, so as to reach HQrs office by 10.02.2012.

3. While sponsoring names, it may kindly be ensured that the officer meets the stated eligibility criteria. The Vigilance clearance/integrity certificates and details of major/minor penalties if any imposed during last 10 years may also be enclosed with the application. Photocopies of last 5 years ACRs, duly attested on each page by Group Officer, must accompany the application form. Applications received after the last date or without copies of C.R. or otherwise found incomplete will not be considered.

4. It is also requested to ensure before forwarding names to HQrs that the age of concerned officer is not exceeding 56 years as on the closing date of receipt of application and that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

5. Please acknowledge receipt.


(R.P.Singh)
Dy. CGDA (AN)

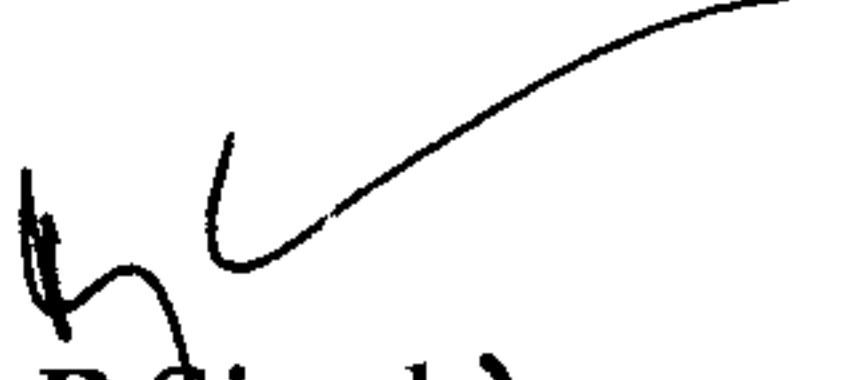
Copy to: -

✓ 1. EDP Centre,
(Local)

- Along with a copy of the above mentioned letter of office of the **Aviation Research Centre, Cabinet Secretariat, R.K. Puram, New Delhi** with a request to upload the same on our web site.

2. AN-IV (Local)

- For information and necessary action please.


(R.P.Singh)
Dy. CGDA (AN)

Reminder

No. ARC/PersIII/733/2011- 10883

Aviation Research Centre,

DG (S), Cab Sectt.,

East Block-V, R.K Puram

New Delhi - 110066

Dated 21/12/2011

To
The CGDA,
Ulan Batar Road,
Palam, Delhi Cantt-110010.

Sub : Filling up the vacancies in the Accounts Sub-Cadre on deputation basis.

Please refer to this office letter of even no. dated 30.6.2011 inviting applications for filling up the vacancies of the following posts in Accounts Sub-Cadre in Aviation Research Centre, Cabinet Secretariat [available at Delhi, Cuttack (Orissa), Tinsukia (Assam), Saharanpur (UP)] on deputation basis.

2. The details with regard to Pay Structure, QRs, age limit etc. that are required to adjudge their eligibility/ suitability are as under:-

Post	No. of vacancies	Pay Band and Grade Pay	Nature of duties	QRs
Assistant Director (Accounts)	2	PB-3 ₹15,600-39,100/- plus GP of ₹6,600/- Group 'A' Gazetted	Related to accounts/ audit matters and other duties as assigned from time to time.	(a) Officers holding analogous post on regular basis who have qualified Subordinate Accounts Services examination; or (b) officers who have qualified Subordinate Accounts Services examination with five years of regular service in PB-2 (₹9,300-34,800/-) plus GP of ₹5,400/-.
Accounts Officer	6	PB-2 ₹9,300-34,800/- plus GP of ₹5,400/- Group 'B' Gazetted	Related to accounts/ audit matters and other duties as assigned from time to time.	(a) Officers holding analogous post on regular basis who have qualified Subordinate Accounts Services examination; or (b) Officers who have qualified Subordinate Accounts Services examination with two years of regular service in PB-2 (₹9,300-34,800/-) with GP of ₹4,800/-.

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Assistant Accounts Officer	9 [by deputation] + 4 [by dep/absorption]	PB-2 ₹9,300-34,800/- plus GP of ₹4,800/- Group 'B' Gazetted	Related to accounts/ audit matters and other duties as assigned from time to time.	Persons having passed Subordinate Accounts Service examination and holding analogous post in the Central Government Civilian Organisation; or Officers having passed Subordinate Accounts Service examination with six years of regular service in PB-2 (₹9,300-34,800/-) with GP of ₹4,200/-.
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3. The deputation will initially be for a period of three years. The term of deputation will be governed as per DoP&T OM 6/8/2009-Estt.(Pay II) dated 17 June, 2010.

4. The deputationist will be eligible for 15% Security Allowance on the Pay in the PB and Grade Pay alongwith other allowances admissible to Central Government employees.

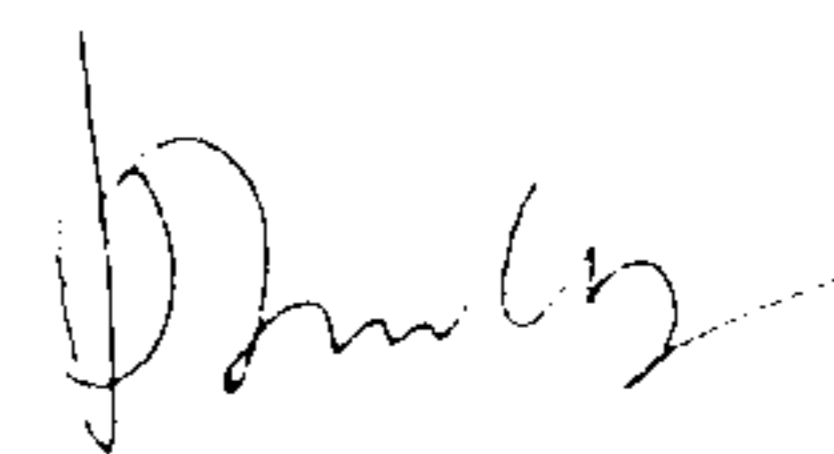
5. The maximum age limit for deputation shall not exceed fifty-six years on the closing date of receipt of applications.

6. The applications in the prescribed proforma (attached herewith) alongwith copies of ACRs for the last five years of the willing officers, Vigilance Clearance Certificate and NOC through proper channel may be sent at the following address:-

**Joint Deputy Director (Pers.B)
Aviation Research Centre,
Dte General of Security,
Cabinet Secretariat,
East Block-V, RK Puram,
New Delhi-110066.**

Encls : As stated above.

Yours faithfully,



(AR Bhardwaj)
Joint Deputy Director (Pers.B)

Application for the post of

1. Name of the officer :
2. Date of Birth :
3. Date of Retirement :
4. Educational Qualification :
5. Present post along with :
Pay Band and Grade Pay
6. Date of holding present post :
7. Appointments Held :
8. Whether SAS qualified
(if yes, enclose copy of certificate)
9. Important Courses / Training Attended :
10. Nationality :
11. Religion :
12. Languages known :
13. Present address & contact no. :
14. Permanent address :

I hereby certify that to the best of my knowledge and belief the above particulars are in all respect correct and true.

Signature :
Name of the officer: