



हर काम देश के नाम  
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500009  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
NO.1 STAFF ROAD, SECUNDERABAD-500 009  
TELEPHONE NO.040-27843385, FAX NO.040-27810499



No. AN/I/1144/Misc

Date : 13.12.2021

**CIRCULAR**  
(Through Website/E Mail)

To

1. The CDA, IT&SDC, Secunderabad.
2. The Jt. CDA I/c, PAO (ORs) EME, Secunderabad.
3. The ACDA I/c, AAO (Army), Vizag.
4. The ACDA I/c, PAO (ORs) AOC, Secunderabad.
5. All Sub Offices at Secunderabad/Hyderabad/Eddumailaram.
6. All Accounts Officers in Main Office (Local).

Subject : Filling of Senior Accounts Officer Grade-I in DRDO, Ministry of Defence on deputation basis.

Reference : Hqrs Office Lr. No. AN/II/2407/DRDO, dt. 09.12.2021.

HQrs office vide letter cited under reference has called for willing Accounts Officers fulfilling the eligibility criteria for the post of Senior Accounts Officer Grade-I on deputation:

Sl. No.	Name of the Deptt. & Advt. Ref.	Remarks
1.	DRDO, Directorate of Personnel (Pers-AA 1), DRDO Bhawan, New Delhi Lr. No. DOP/AA1/68069/Depu/Sr.AcO-I /2021, dt. 13 Oct, 2021.	<b>Senior Accounts Officer Grade-I</b> <u>No. of Posts:</u> 09 (tentative, subject to change). <u>Pay Level :</u> 11 <u>Location :</u> Hyderabad, Bengaluru, Kochi, Visakhapatnam, Delhi (subject to change).

The relevant documents in this regard are enclosed for information.

Applications as 'Annexure-I' from willing and eligible Accounts Officers may be called for and forward to this Office latest by **15.12.2021** for onward transmission to Hqrs. Office.

*S/V*  
( S Vatsala )  
ACDA (AN)

Copy to:

The AO, IT Section, Local - For uploading in the website.

*M.V. Subrahmanyam*  
( M V Subrahmanyam )  
SAO (AN)

“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR MARG, PALAM, DELHI CANTT. -110010



फोन/Ph: 011-25665500/55, 25674870 ई-मेल/Email : [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in) वेबसाइट/website : <http://cgda.nic.in>



No.AN/II/2407/DRDO

Date: 09.12.2021

To

All PCsDA/PCA(Fys)/CsDA (including PIFA/IFA)/Estt.(Pay & Allowances) section (Local)  
(Through CGDA website)

Subject: **Filling of Senior Accounts Officer Grade-I in DRDO, Ministry of Defence on deputation basis.**

Please find enclosed a copy of DRDO (Defence Research & Development Organisation), Directorate of Personnel (Pers-AA 1), DRDO Bhawan, New Delhi letter No. DOP/AA1/68069/Depu/Sr.AcO-I/2021 dated 13 Oct, 2021 vide which applications from eligible candidates have been invited for filling up the 09 posts of Senior Accounts Officer Grade-I, General Central Service Group 'A' Gazetted, Non-Ministerial in the pay level 11 on deputation basis in the various Labs/Estts of DRDO.

2. It is requested that the applications as per the enclosed format (Annexure-I) of all eligible & willing Accounts Officers (AOs) for the said post on deputation basis may please be forwarded to HQrs Office alongwith the attested copies of APARs for the last five years (2014-15 to 2019-20) latest by 17<sup>th</sup> Dec, 2021.

(Sushil Kumar)

Sr. Accounts Officer (Pers)

Copy to:

IT & S Wing, Local---- With a request to upload the same on CGDA's website.

(Sushil Kumar)

Sr. Accounts Officer (Pers)

दूरभाष011 : -23007298  
फैक्स 011-23014576

भारत सरकार, रक्षा मंत्रालय  
रक्षा अनुसंधान तथा विकास संगठन  
कार्मिक निदेशालय, कार्मिक एए1  
266, 'ए' खण्ड, डी आर डी ओ भवन  
राजा जी मार्ग नई दिल्ली- 110 011



Telephone : 011-23007298  
Fax : 011-23014576

Government of India  
Ministry of Defence  
Defence Research & Dev. Orgn.  
Directorate of Personnel (Pers-AA1)  
266 'A' Block, DRDO Bhawan,  
Rajaji Marg, New Delhi - 110 011

DOP/AA1/68069/Depu/Sr. AcO-I/2021

13 Oct 2021

To,

The CGDA  
Ulan Batar Road  
Palam,  
Delhi Cantt- 110010

The CAG  
10, Bahadur Shah Zafar Marg  
New Delhi - 110002

The CGA,  
Deptt of Expenditure,  
Ministry of Finance,  
7<sup>th</sup> Floor, Loknayak Bhawan,  
Khan Market,  
New Delhi - 110003

The Director of Accounts  
Ministry of Railways,  
Rail Bhawan,  
New Delhi - 110001

Director General of Posts  
& Telecommunications  
Sanchar Bhawan  
Parliament Street,  
New Delhi - 110001

The Secretary  
Ministry of Heavy & Public  
Enterprises,  
Deptt of Public Enterprises,  
Public Enterprises Bhawan,  
Block No. 14,  
CGO Complex,  
New Delhi - 110010

**SUB: FILLING OF SENIOR ACCOUNTS OFFICER GRADE-I IN DRDO,  
MINISTRY OF DEFENCE ON DEPUTATION BASIS**

Sir,

Applications from eligible candidates are invited for filling up the 09 posts of Senior Accounts Officer Grade-I, General Central Service Group 'A' Gazetted, Non-Ministerial in the pay level 11 on deputation basis in the various Labs/Estts of DRDO. The number of vacancies are tentative and subject to change depending upon requirement at the time of selection/appointment

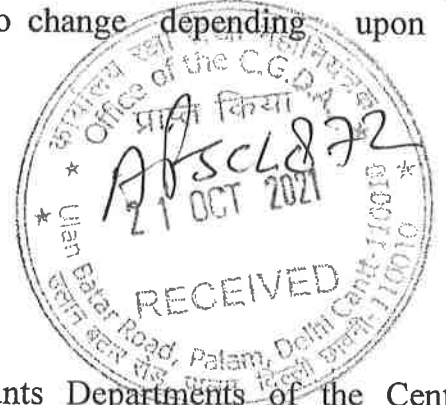
2. The eligibility conditions for the above posts are :-

**QUALITATIVE REQUIREMENTS:**

**Deputation :-**

Officers from the Organised Accounts Departments of the Central Government:

(a) (i) holding analogous posts on a regular basis; or



Pr. plw sp  
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7-3  
2021

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- (ii) With five years regular service in grade of Rs. 8000-13500 (5<sup>th</sup> CPC)/ PB-3, GP- 5400 (6<sup>th</sup> CPC); or
  - (iii) with eight years regular service in the grade of Rs. 6500-10500(5<sup>th</sup> CPC)/ PB-2, GP-4600(6<sup>th</sup> CPC); and,
- (b) possessing experience in Accounts, Management of Finance and Budgeting.

Note :1 The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationst shall not be eligible for consideration for appointment by promotion.


Note : 2 Period of deputation including period of deputation in another ex-cadre post held immediately preceding, this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment on deputation shall not exceed fifty six years as on the closing date of receipt of applications.

3. The selected officers will be appointed under the normal terms and conditions prescribed in this regard by the Govt of India from time to time.

4. It is requested that application (counter-signed by the Cadre Controlling Authority), as per the enclosed format: (Annexure-I), alongwith photocopies of completed and up-to-date APARs for the last five years (2014-15 to 2019-20) of the officers who could be spared in the event of their selection may be sent to Shri Pravin Kumar Das, Deputy Director, Dte of Personnel (Pers-AA1), Room No. 266, 2<sup>nd</sup> Floor, DRDO Bhawan, New Delhi-110105, within a period of 60 days from the date of circulation/ publication of this circular in Employment News/Rozgar Samachar. Photocopies of the APARs should be attested on each page by an officer not below the rank of Under Secretary or equivalent in the Central Govt, failing which the application of the candidate shall be summarily rejected. In the event of selection, the applicant will not be allowed to withdraw his candidature.

Handwritten signature or initials.

5. Applications received after the last date or without duly attested copies of APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

  
(Pravin Kumar Das)  
Dy Dir.(Pers AA-1/ DOP)  
for Chairman DRDO

**Copy to: -**

Asstt Director  
Advt Section, Employment News  
Ministry of Information & Broadcasting  
Room No. 764  
Soochna Bhawan  
CGO Complex  
Lodhi Road, New Delhi- 110003

:With a request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News/ Rojgar Samachar.

DRDO Official Website

Through Q & IT.

## ANNEXURE-I

**APPLICATION FOR APPOINTMENT TO THE POST OF SENIOR  
ACCOUNTS OFFICER GRADE- I ON DEPUTATION BASIS IN  
DRDO, MINISTRY OF DEFENCE**

Space for  
photograph

1.(i) Name and Address (in Block Letters)		Space for photograph
1.(ii) Complete Postal address of the applicant's present office: (with PIN, Tele/FAX)		
1.(iii). Complete Postal address of the Cadre Controlling Authority : (with PIN, Tele/FAX)		
2. Date of Birth (in Christian era)		
3.(i) Date of entry in service		
(ii) Date of retirement under Central/State Government Rules		
4. Education Qualification		
5. Whether Educational and other qualifications required for the post are satisfied.		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications./experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
(A) Qualification	(A) Qualification	
(B) Experience	(B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
(A) Qualification	(A) Qualification	
(B) Experience	(B) Experience	
<b>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subject may be indicated by the candidate.</b>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		

7. Details of Employment, in chronological order. Enclosed a separate Sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay, Pay Level drawn under ACP/MACP	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent				
9. In case the present employment is held on deputation/contract basis, please state-				
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.				

<p>9.2 <b>Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>								
<p>10. If any post held on deputation in the past by the applicant, date and return from the last deputation and other details.</p>								
<p>11. <b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others</p>								
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>								
<p>13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>								
<p>14. Total emoluments per month now drawn</p> <table border="1"> <thead> <tr> <th><u>Basic Pay in the Pay Matrix/ pay in pay cell</u></th> <th><u>Pay Level</u></th> <th><u>Total Emoluments</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			<u>Basic Pay in the Pay Matrix/ pay in pay cell</u>	<u>Pay Level</u>	<u>Total Emoluments</u>			
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<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p> <table border="1"> <thead> <tr> <th><u>Basic Pay in the Pay Matrix</u></th> <th><u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u></th> <th><u>Total Emoluments</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			<u>Basic Pay in the Pay Matrix</u>	<u>Dearness Pay/ Interim Relief/ Other Allowances etc. (with break-up details)</u>	<u>Total Emoluments</u>			
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<p>16 A. <b>Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								



<p><b>16 B. Achievements:</b> The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects;</p> <p>(ii) Awards/Scholarships/Official Appreciation;</p> <p>(iii) Affiliation with the professional bodies/ institutions/ societies;</p> <p>(iv) Patents registered in own name or achieved for the organization;</p> <p>(v) Any research/innovative measure involving official recognition; and</p> <p>(vi) Any other information.</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/Absorption/Re-Employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-Employment")</p>	
<p>18. Whether belongs to SC/ST</p>	
<p>19. Choice of Stations for posting.</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of the Candidate)

Address with Mob No. & email: \_\_\_\_\_

Countersigned  
(employer with Seal)

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that: -

(a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. \_\_\_\_\_.

(b) His/Her integrity is certified.

(c) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 ( 2014-15 to 2019-20) years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

(d) No major/minor penalty has been imposed on him/her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

SENIOR ACCOUNTS OFFICER GRADE-I

- (a) Name of Posts : 09(Nine) (Tentative, subject to change)
- (b) Location : Hyderabad, Bengaluru, Kochi, Visakhapatnam, Delhi  
(subject to change)
- (c) Pay Level : Pay Level 11

**QUALITATIVE REQUIREMENTS:**

Officers from the Organised Accounts Departments of the Central Government:

(a)(i) holding analogous posts on a regular basis;

or

(ii) With five years regular service in grade of Rs. 8000-13500 (5<sup>th</sup> CPC) / PB-3, GP- 5400 (6<sup>th</sup> CPC);

or

(iii) with eight years regular service in the grade of Rs. 6500-10500(5<sup>th</sup> CPC)/ PB-2, GP-4600(6<sup>th</sup> CPC); and,

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SENIOR ACCOUNTS OFFICER GRADE-I

- (i) Budget forecasting, control and monitoring.
- (ii) To supervise matters relating to pay allowance of all the personnel establishment/laboratory.
- (iii) To review the financial procedures and ensure proper functioning of Finance and Accounts Section.
- (iv) Project costing and monitoring of project expenditure, purchase procedure.
- (v) Dealing with Audit Objections at various levels.
- (vi) Any other job as assigned by the Headquarters/Head of the Establishment/Laboratory or Chief Accounts Officer from time to time.