



हर काम देश के नाम

कार्यालय, रक्षा लेखा नियंत्रक, नं 1, स्टाफ रोड, सिकंदराबाद - 500 009
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 : 20.01.2023

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The Jt. CDA I/c, PAO (ORs) EME, Sec'bad.
3. The DCDA I/c, AAO (Army), Vizag
4. The DCDA I/c, PAO (ORs) AOC, Sec'bad.
5. All SAOs/AOs in Main Office.
6. All Sub-Offices located at Sec'bad/Hyd'bad/Eddumailaram.

Subject : Filling up the post of Finance Officer (one) at Wildlife Institute of India, Dehradun on deputation basis.

Reference : Hqrs Lr. No. AN/II/2407/Dept. Misc./2021, dt. 19.01.2023.

Hqrs Office vide letter cited under reference has called for willing Officers amongst SAOs/AOs for filling up the post of Finance Officer on deputation basis in Wildlife Institute of India.

2. A Copy of Advertisement No. WII/Adm/2022/32 issued by Wildlife Institute of India is enclosed for information.

3. Applications as mentioned in the Advertisement from all eligible and willing Officers, having at least 02 years stay at the present station, may be called for and forwarded to this Office latest by **20.01.2023** for onward transmission to Hqrs Office. While forwarding the applications, it may also be ensured that the Officer has completed **mandatory "Cooling off" period of three years** in case the Officer has recently served on a deputation post.

Encl: As above.


(S Vatsala)
DCDA (AN)

Copy to:

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


(K Ramakrishna)
AO (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

दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email : hqan2.cgda@gov.in वेबसाइट/website : <http://cgda.nic.in>



No.AN/II/2407/Dept. Misc./2021

Date: 19.01.2023

To

All PCsDA/PCA(Fys)/CsDA (including PIFA/IFA)/AN-IV section (Local)
(Through CGDA website)

Subject: Filling up for the post of Finance Officer (one) at Wildlife Institute of India, Dehradun on deputation basis.


Please find enclosed copy of Wildlife Institute of India, Dehradun Advertisement No. WII/ADM/2022/32 wherein application has been invited to fill up of 01 (One) post of Finance Officer at Wildlife Institute of India, Dehradun in the PB-3 (Grade Pay 6600) Pay Matrix level 11 plus usual allowances on deputation basis

2. It has been decided to call for names of willing officers amongst SAOs/ AOs for filling up the post of Finance Officer on deputation basis at Wildlife Institute of India, Dehradun, an autonomous institute under Ministry of Environment, Forest & Climate Change, Govt. of India. Application as mentioned in aforesaid Advertisement of willing and eligible SAOs/AOs with at least 2 years stay at the present station, vigilance clearance certificate, details of major/minor penalty(ies), if any, imposed during the last 10 years, along with preceding 5 years APARs/MTPARs/ACRs duly attested may be forwarded to this office so as to reach **by 20.01.2023** positively.

3. While forwarding the names of willing officers to HQrs office, it may please be ensured that the officer has completed mandatory “**Cooling off**” period of **three years** in case the officer has recently served on a deputation post.

4. The application received after the due date or found incomplete will not be considered.

Encl: as above


(Pradeep Kumar)
Sr. Accounts Officer (AN)

Copy to:

IT&S Wing (local).

- With request to upload the same on CGDA website.

-Sd-
(Pradeep Kumar)
Sr. Accounts Officer (AN)



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institution of the Ministry of
Environment, Forests and Climate Change, Government of India)
Chandrabani, Dehra Dun - 248 001, INDIA
EPBAX: +91-135-2640111 TO 2640115, FAX: 2640117
Website: www.wii.gov.in, Email: registrar@wii.gov.in

ADVERTISEMENT NO. WII/ADM/2022/32

**Filling of the post of Finance Officer on deputation in Pay Matrix Level 11 at Wildlife
Institute of India, Dehradun**

Applications are invited for filling of one post of **Finance Officer** in Pay Matrix level 11 plus other allowances in Wildlife Institute of India (WII) on transfer on deputation basis. The Wildlife Institute of India is an Autonomous Organization of the Ministry of Environment, Forests and Climate Change, Govt. of India.

ESSENTIAL QUALIFICATIONS: The Assistant Accounts/Audit Officer or Accounts/Audit Officer from the Organized Accounts Departments of the Government of India having minimum 3 years of regular service in the Grade and having passed SAS examination are eligible to apply the post.

AGE LIMIT: Below 55 years as on the closing date of receipt of applications.

PERIOD OF DEPUTATION: The period of deputation will be initially for a period of three years, which will be extendable for a further period of two years.

HOW TO APPLY: (1) Application should be on plain paper, typed and sent by Registered Post/Speed Post/By Hand so as to reach the Office of the REGISTRAR, WILDLIFE INSTITUTE OF INDIA, POST BOX NO.18, CHANDRABANI, DEHRADUN-248 001, UTTARAKHAND on or **before 23.01.2023**. The envelope should be superscribed "APPLICATION FOR THE POST OF FINANCE OFFICER ON DEPUTATION". The application should give complete details viz. (1) Post applied for, (2) Advertisement No., (3) Name in full (in block letters), (4) Date of Birth, (5) Nationality, (6) Father's/Husband's name, (7) Address for correspondence including phone, mobile and email id. (8) Educational/ Professional qualifications from Secondary School onwards indicating clearly examination passed, year, School/College/University, subjects, marks obtained, (9) Details of previous employment in chronological order specifying specializations or specialized experience acquired, if any (attach certificate, where necessary), (10) Present pay scale, position held, basic pay and total emoluments drawn. (11) Any other information (12) A certificate to the effect that all information furnished is true to the best knowledge of the applicant, and (13) Applicant's signature with date.

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GENERAL INSTRUCTIONS: (a) Only certified copies of documents need to be attached; (b) Applicants under employment with Central/State Government/Autonomous Bodies should route their application through proper channel. Candidacy of all such applicants under regular employment is subject to forwarding of their applications by their employer **on or before 23.01.2023**. However, they may send an advance copy of their application; (c) While forwarding the application the employer must send (i) Annual Confidential Reports for the last 5 years; (ii) vigilance clearance certificate certifying that no disciplinary case is either pending or contemplated against him/her and (iii) certifying that the officer selected for deputation assignment at WII would be released for the deputation appointment immediately (d) Shortlisted applicants may be called for interview at this Institute and no travel expenses will be paid on account of attending the interview, (e) Canvassing in any form and/or bringing any influence (Political or otherwise), will disqualify a candidate; (f) WII reserves the right not to fill up the post advertised if the circumstances so warrant in public interest.

**Registrar
Wildlife Institute of India
Dehradun**