

URGENT CIRCULAR



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

No.1, STAFF ROAD, SECUNDERABAD-500009

TELE: 040-27843385

FAX:040-27817275



NO.AN/I/ 1009/Deputation

Date: .02.2016

To

All Sections of Main Office
All Sub Offices under CDA Secunderabad

Sub : Filling up Vacancies in the grade of Assistant Director(Accounts)/ Assistant Director of (Audit) in NTRO on deputation basis.

-o0o-

HQrs have called for eligible and willing officers amongst SAOs/AOs for filling up the three deputation posts of of Assistant Director(Accounts) / Assistant Director of (Audit) in National Technical Research Organisation, New Delhi in the Pay Band-3 (Rs. 15,600/- Rs.39,100/-) and Grade Pay of Rs. 6600/- . In addition, 15% of Basic Pay+ Grade Pay will be admissible. The eligibility criteria may be perused from NTRO recruitment notice enclosed with this circular.

The full service particulars of the eligible and willing officers s and other details may be forwarded as per the proforma (Annexure-I) enclosed along with copies of educational qualification(s)/professional qualification . While forwarding the names of willing officers please ensure that the age of all concerned willing officials for deputation is not exceeding 56 years of age as on 18.02.2016 and has completed mandatory "Cooling Off" period of 03 years in case the official has recently served on a deputation post.

The report should reach this office positively by **15.02.2016**

NIL report is also required.


SR.ACCOUNTS OFFICER (AN)

Copy to:

The EDP Centre, Local

- For uploading the same in the website.


SR.ACCOUNTS OFFICER (AN)

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No. V(A)/16/1/Estt.-I/NTRO/2015-70

Government of India
National Technical Research Organisation
Block-III, Old JNU Campus, New Delhi-110067

T-12
S. K. Singh
18/01/16
19/01/16

Dated, the 11 January 2016

Subject: Filling up vacancies in the grade of Accounts Officer/Audit Officer in NTRO on deputation basis.

4/1

A recruitment notice is enclosed herewith inviting applications to fill up **seven (07)** vacancies in the grade of Accounts Officer/ Audit Officer in PB-2 (Rs. 9300-34800/-) with Grade Pay Rs.4800/- in National Technical Research Organisation on deputation basis. Some of these vacancies are available at **Bengaluru, Bhilai, Hyderabad and Dehradun.**

31.12.15
31.12.15
2016/16

2. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The applications duly filled by willing and eligible officers in prescribed proforma (Annexure-I) & Certification by the Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of ACRs/APARs for the last 05 years so as to reach on the following address:-

वर्ग 31.12.15
31.12.15
2016/16

Director (Estt & Pers)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. No correspondence in this regard would be entertained.

31.12.15
31.12.15
2016/16

4. The last date for receipt of application is 45 days from the date of issue of this recruitment notice.

Encl.: As above.

(NC Bhuyan)
Assistant Director (Pers)

Distribution: As per the list enclosed

31.12.15

CFC
S/G
21/1/16

RECRUITMENT NOTICE

NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited from eligible candidates from Central Government Ministries/Departments for filling up the following post on **^deputation basis** as per details given below:-

SINo	Name of the Post	No. of Vacancies*	Pay Band and Grade Pay #
1.	Accounts Officer/ Audit Officer	07	PB-2 (Rs.9300-34800/-)+Grade Pay Rs.4800/-

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

^ The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Government orders.

* Some of these vacancies are available at **Bengaluru, Bhilai, Hyderabad and Dehradun**

2. The eligibility conditions for the above mentioned post are as under:-

Essential :

Officers under the Central Government:-

(a) (i) holding analogous posts on regular basis in the parent cadre or department;
or

(ii) With six years regular service in the grade rendered in Pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200/- or equivalent in the parent cadre; **and**

(b) Possessing any one of the following qualifications:-

(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; **or**

(ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of four years experience in Cash, Audit, Accounts and Budget work.

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, deputationists shall not be eligible for consideration for appointment on promotion.

Note 2.- The maximum age limit for appointment on deputation shall be not exceeding fifty-six years as on the closing date of the receipt of the application.

Note 3.- For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01st January 2006, the date from which the revised pay structure based on the sixth 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 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 where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation

Note 4.- Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or department shall ordinarily not exceed three years which may be extended as per relevant rules or Government orders.

3. **How to apply** – Neatly filled applications typed on A-4 size paper in the prescribed proforma (Annexure-I & II) should be sent to **Director (Estt & Pers), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi – 110067**. The last date of receipt of application is 45 days from the date of issue of this recruitment notice.

4. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview/selection.

5. The applications in the prescribed proforma (Annexure-I & II) may be forwarded through proper channel along with disciplinary/vigilance clearance/integrity certificate and attested copies of ACRs for the last 5 years.

6. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

7. Canvassing in any form will disqualify the candidate.

BIO-DATA / CURRICULUM VITAE PROFORMA
(For Deputation)

Reference No: V(A)/16/1/Estt-I/NTRO/2015	Post applied for: Accounts Officer /Audit Officer
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1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	(a) Officers under the Central Government:- (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years regular service in the grade rendered in Pay band-2, Rs. 9300- 34800 with grade pay of Rs. 4200/- or equivalent in the parent cadre or department; and (b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course.	

	B) Experience : Minimum of four years experience in Cash, Audit, Accounts and Budget work.					
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
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.					
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.					
	Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale 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 drawn under ACP/MACP Scheme	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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.		
	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.					

	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
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.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	(A). Additional information , 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)		

	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet duly signed, if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (STC)/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) # (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>	
18.	Whether belongs to SC/ST/OBC	
19.	Indicate order of preference for place of posting on selection.	(i) _____ (ii) _____ (iii) _____ (iv) _____

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/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.

(Signature of the candidate)

Date _____

Address _____

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ANNEXURE-II

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:**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) 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)