

Urgent circular



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009

TELE: 040-27843385

FAX:040-27817275

No. AN/I/1010/AAOs/2016/Bhutan

Dated: 14/10/2016

To

1. The CDA, IT & SDC, Secunderabad
2. The PAO (ORs) EME, Secunderabad
3. The PAO (ORs) AOC, Secunderabad
4. The AAO (Army), Visakhapatnam
5. All other sub offices with AAOs in their posted strength
6. All Sections in main office

Sub: Deputation of staff of DAD to Royal Govt. of Bhutan, IMTRAT.

HQrs office has informed that the services of one Assistant Accounts Officer is required in Headquarters, Indian Military Training Team in the Royal Govt. of Bhutan for the post of Accounts Officer on deputation basis.

It is requested that the applications of all suitable AAOs among volunteers from your office with their Bio-data who fulfil the job requirements may be ascertained and forwarded to main office latest by **21.10.2016**. The interested eligible officers can down load the application proforma from the HQrs web site. The requisite requirements are:

- i) Should have outstanding APARs for the past five years
- ii) Should be less than 40 years of age and medically fit to stay above 9000 feet for prolonged duration
- iii) Proficiency in computer operations particularly in MS Word, MS Power Point presentation and MS excel.
- iv) Experience and Knowledge in budgeting/budgetary process and audit of cash book
- v) Should have completed mandatory "coolong off" period of three years in case officer has recently served on a deputation post
- vi) Further conditions, if desired by the HQ IMTRAT would be intimated in due course.

Sdl₂
SAO (AN)

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2. Notice Board : for information

R. Ch. Senthil
SAO (AN)