



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

Dated: 23.09.2020

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The DCDA I/c, PAO (ORs) EME, Sec'bad.
3. The ACDA I/c, PAO (ORs) AOC, Sec'bad.
4. The ACDA I/c, AAO (Army), Vizag.
5. All Sections in Main Office.
6. All sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka.

Subject : Filling up the post of Section Officer (Excluded) in Ministry of Finance, Deptt. of Economic Affairs on Deputation / Absorption basis.

Reference : HQrs Lr. No.AN/Estt-AAO's/9106/Deptn/MoF/2020, dt. 22.09.2020.

HQrs office vide its letter cited under reference has called for volunteers for filling up the post of Section Officer (Excluded) in Level-8 of Pay Matrix (47,600-1,51,100) in Ministry of Finance, Department of Economic Affairs, New Delhi on Deputation basis.

2. The eligibility criteria for the post is :

(i) Holding analogous posts on regular basis in the parent cadre or department
(or)

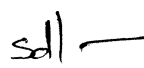
(ii) With two years of service in the grade rendered after appointment thereto on regular basis in Level-7 of the Pay Matrix (44,900-1,42,400).

3. It is requested that the applications of all eligible / interested officials from volunteers with at least 2 years stay at the station may please be forwarded in the proforma enclosed (Annexure-II).

4. Copy of the Ministry of Finance circular dated 18.07.2020 duly mentioning the pay, eligibility criteria, terms & conditions of deputation and other details are enclosed.

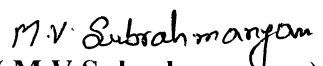
5. While forwarding the names of volunteers, it may please be ensured that the individual meets the stated eligibility criteria as per ibid mention MoF circular.

6. Eligible and willing individuals may forward their application in the prescribed proforma duly filled in all respects to this Office latest by **28.09.2020** for onward transmission to Hqrs. Office.


(S Vatsala)
ACDA (AN)

Copy to:

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


(M V Subrahmanyam)
SAO (AN)

No. A.12011/08/2019-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs

441
2/8/2020

New Delhi, the 13th July, 2020

CIRCULAR

Subject: Filling up of two (02) posts of Section Officer (Excluded) in the Level-8 (Rs.47600-151100) of 7th CPC Pay Matrix in Department of Economic Affairs, Ministry of Finance.

The undersigned is directed to state that it is proposed to fill up two (02) posts of Section Officer (Excluded) in the Department of Economic Affairs, Ministry of Finance in the LEVEL-8 (Rs.47600-151100) of 7th CPC Pay Matrix in the Department of Economic Affairs, Ministry of Finance. One post is to be filled up by composite method (Deputation plus Promotion) basis and the other one post is to be filled up by Deputation/Absorption basis. The eligibility conditions for recruitment to the post of S.O.(Excluded) are detailed in Annexure-I.

2. It is requested that Applications in (duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma, as in Annexure-II to this Department within 60 days from the date of publication in the Employment News alongwith the following documents :-

- CR dossiers containing CRS for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Government of India. (Attestation on each page).
- Vigilance/Disciplinary clearance.
- Integrity Certificate.
- A statement showing major/minor penalties imposed during the last 10 years. The statement is also required in case of 'NIL' information.
- Cadre clearance.

3. Applications received incomplete, otherwise than through proper channel and without the above mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.

Sanjeev Gupta

(Sanjeev Gupta)

Under Secretary to the Government of India

Copy to:

- All Ministries/Departments of Government of India.
- All Department of Ministry of Finance including Deptt. of Financial Services.
- All Heads of Organized Accounting Cadres ; office of :-
 - ✓ CGDA, M/o Defence, G Block, DHQ P.O., New Delhi-1
 - Dy. Director General (PAF), D/o Posts, Room No.405, Dak Bhawan, New Delhi
 - ✓ Dy. Director General (Accounts), D/o Telecommunications
 - ✓ Controller General of Accounts, Lok Nayak Bhawan, New Delhi-3 and
 - ✓ Finance Commissioner, Ministry of Railways, New Delhi.
- Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News. The bill may be forwarded to Shri Sanjeev Gupta, Under Secretary, Room No.241-E, North Block, New Delhi-110001.
- Finance Library
- ✓ Director (NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.
- ✓ NIC, DoP&T with the request to upload the vacancy circular on the website of DoP&T.



ANNEXURE -I

1. Name of the post	:	Section Officer (Excluded)
2. Number of vacancy	:	Two (02)
3. Classification	:	General Central Service, Group-'B', Gazetted, Ministerial
4. Ministry/Department	:	Ministry of Finance, Department of Economic Affairs
5. Level in the Pay Matrix	:	Level-8 (Rs.47600-151100) of 7 th CPC Pay Matrix
6. Method of Recruitment	:	(i)One post by Deputation/Absorption basis (ii)One post by Composite Method (Deputation Plus Promotion)
7. Eligibility conditions	:	Deputation /Absorption (including on composite Method)

Officers under the Central Government :-

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

(ii) with two years' of service in the grade rendered after appointment there to on regular basis in Level-7 in the Pay Matrix (Rs.44900-142400) or equivalent in the parent cadre or department;

and

(b) possessing the following qualifications :-

Essential:-

(i)successful completion of training in the cash and accounts work in Institute of Secretariat Training and Management;

(ii)a minimum three years experience in cash, accounts, budget work.

Desirable qualifications :-

One year Certificate or Diploma course or any higher qualification in the field of computer application from a recognized institution;

Note 1 :The departmental Assistant Superintendent in Level-7 in the Pay Matrix (Rs.44900 – 142400) with two years regular service in the grade and possessing the requisite educational qualifications and experience prescribed for deputationist will also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled-up 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 to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules
5. Educational Qualifications
6. Whether educational and other qualifications 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)

Qualification/Experience
Required

Qualification/Experience
Possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held	From	To	Level in the Pay Matrix	Nature of Duties
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9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent

10. In case the present employment is held on Deputation basis/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 belong.
11. Additional details about present employment
Please state whether working under
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Universities
 - (e) Others
12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments drawn per month.
14. Whether belongs to SC/ST
15. Additional information, if any
16. Remarks, if any

Date:

Place:

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority