



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/1009/SAO/AO/Depn/2019

Dated: 20.05.2019

CIRCULAR
(Through Website)

To

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

Subject: Filling up of post of Accounts officer on FA Division of DGNP Visakhapatnam and SSQAG Hyderabad on Deputation basis-Reg

- Reference:** 1. HQrs circular No. AN/II/2407/DGNP(VZ) dated 10.05.2019.
2. HQrs circular No. AN/II/2407/2014/SSQAG dated 10.05.2019.

HQrs office vide its circulars cited under reference has called for volunteers among SAOs/AOs for filling up of **02 posts** of Accounts Officer one each at FA Division of DGNP at Visakhapatnam and SSQAG, Hyderabad on deputation basis. The terms and conditions, eligibility criteria are as under

Organisation	MoD, SSQAG, Hyderabad	FA Division, DGNP Visakhapatnam
Name of the post	Accounts Officer	Accounts Officer
No. of Vacancies	01	01
Pay Level	Same pay as drawn by the individual in the parent department	Same pay as drawn by the individual in the parent department
Duration of Deputation	Initial Period of 03 years	Initial period of one year
Eligibility	All SAOs/AOs of the department are eligible	All SAOs/AOs of the department are eligible.

Interested SAOs/AOs may forward their applications in triplicate to Main Office on or before **27.05.2019** for forwarding to HQrs office.

CDA has seen.

DCDA(AN)

Copy to:

The EDP Centre, Local - For uploading in the website.

(L Padmapani)
SAO(AN)

No.AN/II/2407/2014/SSQAG

Dated: 10th May, 2019

CIRCULAR

To

**All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs
AN-IV Section.**

Subject: Filling up the post of Accounts Officer in SSQAG Hyderabad on deputation basis.

Ministry of Defence, SSQAG Hyderabad vide letter No.1569/SSQAG/Service/SAU dated 02-05-2019 has invited suitable candidates for filling up the post of Accounts Officer on deputation basis. Details of the deputation post is as below:

Name of the Posts	Accounts Officer
Organization	MoD, SSQAG, Hyderabad
No. of vacancy	01
Pay Level	Same pay as drawn by the individual in the parent department
Duration of deputation	Initial period of three years
Eligibility	All SAOs/AOs of the Department are eligible

2. Eligible and willing officers may forward their application through proper channel so as to reach HQrs office by 31-05-2019. The officers are also required to forward attested copies of APAR for the last 05 years along with their applications.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

No.AN/II/2407/DGNP (VZ)

Dated: 10th May, 2019

CIRCULAR

To

**All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs
AN-IV Section.**

Subject: Filling up the post of Accounts Officer in FA Division of DGNP
Visakhapatnam on deputation basis.

DGNP Visakhapatnam vide letter DG/7011/DAD/THU/FA dated 18-04-2019 has invited suitable candidates for filling up the post of Accounts Officer in FA Division, DGNP Visakhapatnam on deputation basis. Details of the deputation post is as below:

Name of the Posts	Accounts Officer
Organization	FA Division, DGNP Visakhapatnam
No. of vacancy	01
Pay Level	Same pay as drawn by the individual in the parent department
Duration of deputation	Initial period of one year
Eligibility	All SAOs/AOs of the Department are eligible

2. Eligible and willing officers may forward their application through proper channel so as to reach HQrs office by 31-05-2019. The officers are also required to forward attested copies of APAR for the last 05 years along with their applications.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. 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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose 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 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. Ad-hoc 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 organisation
<p>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> <p>9.2 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/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

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 Organization
- 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

Basis 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-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic 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 qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(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 organization (v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</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 Organizations 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>	

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.

(Signature of the candidate)

Address _____

Date _____

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)