



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/1003/SAO/AO/Depn/2019

Date : 31.07.2019

**CIRCULAR**  
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad
2. The ACDA, I/c PAO (ORs) EME, Secunderabad
3. The ACDA, I/c PAO (ORs) AOC, Secunderabad
4. The Officer I/c, AAO (Army), Visakhapatnam
5. All SAOs / AOs (Local)
6. All SAOs / AOs in Sub-Offices – Through website

**Subject :** Filling up the post of Accounts Officer at AIIMS, New Delhi / NCI Jhajjar on deputation basis - Reg

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HQrs office vide their circular No. AN/II/2407/AIIMS dated 29.07.2019 has called for volunteers among SAOs/AOs for filling up of the under mentioned posts on deputation basis. The terms and conditions, eligibility criteria are as under

<b>Organisation</b>	AIIMS, New Delhi
<b>Name of the post</b>	Accounts Officer at AIIMS, New Delhi/ NCI, Jhajjar
<b>No. of Vacancies</b>	02
<b>Pay Level</b>	Level-10 of Pay Matrix (Pre-revised pay scale of Rs.15600-39100 with Grade Pay of Rs. 5400/-)
<b>Duration of Deputation</b>	Atleast for ONE year
<b>Eligibility</b>	SAOs/AOs below 56 years of age.

Interested SAOs/AOs may forward their applications as per proforma enclosed to AIIMS letter in triplicate to Main Office on or before **01.08.2019 (1700 hrs)** and for forwarding to HQrs office.

*(Signature)*

(S Vatsala)  
ACDA(AN)

**Copy to:**

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

*(Signature)*  
(L Padmapani)  
SAO(AN)

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार मार्ग, पालम, दिल्ली छावनी - 110010  
ULAN BATAR MARG, PALAM, DELHI CANTT-110010



Through Website

No. AN/II/2407/AIIMS

Dated: 29.07.2019

To,

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

**Subject:** Filling up vacancies of Accounts Officer at AIIMS, New Delhi / NCI Jhajjar on deputation basis.

AIIMS, New Delhi letter No. F. 3-4/2019-Estt.(RCT) dated 25.06.2019 has invited suitable SAOs/AOs to fill up the vacancies of Accounts Officer in AIIMS, New Delhi / NCI Jhajjar on deputation basis in the Level 10 of Pay Matrix (Pre-revised pay scale of Rs. 15600-39100/- with grade pay of Rs.5400/-).

2. Copy of the AIIMS letter duly mentioning the eligibility criteria and prescribed proforma are enclosed.
3. **It may be noted that against the advertised vacancy of four Accounts Officers' posts, only two officers will be sponsored by the Department.**
4. Eligible and willing SAOs / AOs may forward their candidature completed in all respect through proper channel so as to reach HQrs office by 02-08-2019 positively for onward transmission to the deputation department.

Encl: As above

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

ANIL 316

01/7/19

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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

Ansari Nagar, New Delhi-110029.

No.F.3-4/2019-Estt.(RCT)

Dated the:

To

25 JUN 2019

The Controller General of Defence Accounts,  
West Block-V, R.K. Puram,  
**NEW DELHI-110066.**

**Subject:- Deputation of Accounts Officer in Level 10 in Pay Matrix (Pre-revised pay scale of Rs.15600-39100 with Grade Pay of Rs.5400/-) at the AIIMS, New Delhi / NCI Jhajjar - Request for.**

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Sir,

I am to say that Four vacancy of Accounts Officer in Level 10 in Pay Matrix (Pre-revised pay scale of Rs.15600-39100 grade pay of Rs.5400) at AIIMS, New Delhi / NCI Jhajjar is proposed to be filled in by deputation from the Government Departments with the below mentioned eligibility criteria:-

- (i) Officers under the Central government or Central Statutory / Autonomous bodies holding analogous posts on regular basis and handling Accounts and finance matters or holding posts of Accounts / Audit Officer or equivalent in the pay scale of Rs.2375-3500 (Revised to Level 7 in Pay Matrix) / Rs.2200-4000. (Revised to Level 10 in Pay Matrix)
- (ii) Assistant Accounts Officers in the pay scale of Rs.2000-3200 (revised Level 7 in Pay Matrix) with 7 years of regular service in the grade (including the service in the grade of Junior Accounts Officer / SAS Accountants / Accountant in the scale of Rs.1640-2900 (Revised to Level 6 in Pay Matrix)
- (iii) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

It is, therefore, requested that a panel of eligible and interested Officers alongwith extract of their up to date Annual Confidential Reports, Vigilance Clearance and their willingness to serve the Institute atleast for a period of one year may kindly be forwarded to the undersigned on or before **30.07.2019** in order to enable us to make the selections at the earliest.

Yours faithfully,

**[B.K. Singh]**  
Administrative Officer



F-3  
9/11/19

**ANNEXURE-I**

Application for the post of _____ (on deputation basis) at AIIMS, New Delhi/ NCI Jhajjar				
1	Name and address in BLOCK letters			Please Affix here recent passport size photograph
2	Father's Name			
3	Date of birth (in Christian era)			
4	Date of retirement under Central /State Government Rules			
5	Educational Qualification	i)		
		ii)		
		iii)		
		iv)		
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).			
<b>Qualifications / Experience</b>				
	<b>Essential</b>	Required		Possessed by the Officer
	Desirable			
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.			
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.			
	Office/Instt./Organization	Post Held		Pay-band and Grade Pay (Scale of Pay if in pre-revised scale of pay)
		From	To	Nature of Duties

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/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 you belong		
11	Additional details about present employment please state whether working under : (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University		
12	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.		
13	Total emoluments per month now drawn.		
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.		
15	Whether belongs to SC/ST/OBC (if yes, please specify)		
16	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17	If selected, specify the minimum required joining time		
			<u>Signature of the Candidate</u>
Date:		Address	
Countersigned:			
_____			
[Employer/Authorized Officer]			