

**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: 05.07.2019****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 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 in the office of Fertilizer Industry Coordination Committee and Senior Audit Officer in New Delhi Municipal Council (NDMC) on Deputation basis -Reg

- Reference:** 1. HQrs circular No. AN/2/2407/FICC dt. 03.07.2019.
2. HQrs circular No. AN/2/2407/NDMC dated 03.07.2019.

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HQrs office vide its circulars cited under reference has called for volunteers among SAOs/AOs for filling up of the above mentioned posts on deputation basis. The terms and conditions, eligibility criteria are as under

Organisation	FICC, Department of Fertilizers, Ministry of Chemicals and Fertilizers, New Delhi	New Delhi Municipal Corporation, New Delhi.
Name of the post	Accounts Officer	Senior Audit Officer
No. of Vacancies	01	05
Pay Level	Group-B gazetted in the pay scale of PB-II, Level-9. (Rs. 53100-114400)	Pay level-10 of 7 th CPC Pay matrix (Rs.56,100-1,77,500)
Duration of Deputation	Not to exceed 03 years.	03 years
Eligibility (Age : below 56 years)	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 **05.07.2019 (1700 hrs)** and for forwarding to HQrs office.

DCDA(AN)

Copy to:

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

(L Padmapani)
SAO(AN)

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Third issued

No.5/01/FICC/2017-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram New Delhi,

Dated 7th May, 2019

Office Memorandum

Subject:-Preparation of panel of candidates for filling up of the post of Accounts Officer in the Office of Fertilizer Industry Coordination Committee.

In continuation of this office's O.M. of even number dated 12th December, 2018 and 19th February, 2019 copy enclosed) on the above mentioned subject, it is to inform that on the last date for receiving the applications along with up-to date CR dossiers of the applicants for preparing a panel for filling up of the posts of Accounts Officer in **PB-II, Level-9 (Rs.53100-167800-)** on deputation basis has been extended up-to **10.07.2019.**


(V. Sreenivas)
Director (A&I)
Tel. No.26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US (HR-II), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Deptt. of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan,.
5. Controller & Auditor General of India, Bahadurshah Zafar Marg, new Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
7. Mahalekha Niyantarak Bhawan, Office of Controller General of Expenditure Govt. of India, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20 – Ashoka Road, New Delhi.
10. A.D. (G) (SEA), Department of Telecom, Sanchar Bhawan, Ashoka Road, New Delhi.
11. Accounts Officer, Group –B Section, Office of CGA, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
12. Accounts Officer, O/o CGDA, West Block No.5 R.K. Puram, New Delhi.
13. Dy. CAO (P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post Office, New Delhi.
14. Jr. Hindi Translator for Hindi Translation.
15. NIC, DoF for uploading on the department's website.
16. Sr. Accounts Officer (Admin.) Ministry of External Affairs, 2nd Floor Jawahar Lal Nehru Bhawan, Janpath, New Delhi-1
17. Service Book/ Personal File.
18. Office Order File.

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RECEIVED
21/05/2019

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Group

BIO-DATA PROFORMA

1. Name & Address in Block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. Whether Educational 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	Qualifications/ Experience possessed by the officer
Essential (1) (2) (3)	
Desired (1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay and basic pay duties	Nature of

8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state
- h
- (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment
 please state whether working under-----
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Civilization
 - (d) Government Undertaking
 - (e) Universities
11. 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.
12. Total emoluments per month now drawn
13. 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.

14. Whether belong to SC/ST
15. Remarks

Signature of the Candidate

Address-----

Date-----

Countersigned-----
 (Employer)

No.5/1/FICC/2017-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram New Delhi,

Dated 12th December, 2018

Office Memorandum

Subject:-Preparation of panel of candidates for filling up of the post of Accounts Officer in the Office of Fertilizer Industry Coordination Committee.

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of Accounts Officer (General), Central Services, Group 'B' Gazetted in the pay scale of **PB-II, Level-9 (Rs.53100-114400)** on deputation basis, in the Office of Fertilizer Industry Coordination Committee (FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment by promotion/transfer on deputation to the post of Accounts Officer are as under:-

1) (i) Section Officer of CSS or officers holding analogous post in the equivalent grade with 3 years service in the grade and who have undergone training in Cash & Accounts work in the Institute of Sectt. Training & Management (ISTM) or equivalent and possessing experience in cash, accounts & Budget works;

OR

(ii) Officers under the Central Govt. holding analogous post or posts of Junior Accounts Officer/Accountant or equivalent in the pay Scale of Rs.47600-151100 (with 5 years of service in the posts.

OR

(iii) Accounts Officer/Audit Officers/SAS Accounts with 5 year service in the grade from any of the Organized Accounts Department.

2. The Departmental Junior Accounts Officers with 5 years regular service in the grade will also be considered and in case any of them is selected for appointment to the post, the same shall be deemed to have been filled by promotion (Period of deputation shall not exceed 3 years).

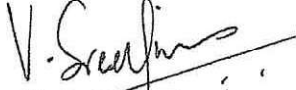
[NB- Candidates having operational knowledge of computer (MS word and MS excel) knowing computer will be given preference]

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment to the post shall ordinarily not exceed 3 years. The others terms and condition of deputation shall be regulated vide Ministry of Personnel Public Grievances & Pension, Deptt. of Personnel & Training O.M. No.6/8/2009-Estt. (Pay II) dated 17th June, 2010.

4. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

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5. It is requested that application from the willing candidates who fulfill the required qualifications may be forwarded to the undersigned in the prescribed Performa (enclosed) within sixty days from the date of issue of this O.M. along with up to date CR Dossiers duly attested by an officer not below the rank of under Secretary. While forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the official sponsored for the above post. A certificate to the effect that no penalty has been imposed upon the candidate during the last ten years and the integrity certificate may also be furnished along with the application. Applications received without CR Dossier/requisite documents or incomplete in any respect will not be considered. The candidates who apply for the post will not be allowed to withdraw their candidature later.


(V. Sreenivas)
Director (A&I)
Tel. No.26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US (HR-II), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Deptt. of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan,.
5. Controller & Auditor General of India, Bahadurshah Zafar Marg, new Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
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12. Accounts Officer, O/o CGDA, West Block No.5 R.K. Puram, New Delhi.
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17. Service Book/ Personal File.
18. Office Order File.

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AN-7

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
SECRETARY'S ESTT. BRANCH



No.SO(E)/ 715 /SA-IV/2019.

VACANCY CIRCULAR

To,

1. The Principal Director (Staff), Office of the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi.
2. The Controller General of India, Lok Nayak Bhawan, Lodhi Road, New Delhi.
3. The Principal Director (Commercial), Audit & Ex Officio Member, Audit Board, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
4. The Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi-110002.
5. The Controller General, Defence Accounts, Ulan Batar Marg, Palam, Delhi Cantt., New Delhi.
6. The Controller General, Defence Accounts, West Block, R.K. Puram, New Delhi.
7. The Director General, Postal Accounts, Department of Post, Dak Bhawan, Sansad Marg, New Delhi.

Subject: Filling up of five (05) posts of Sr. Audit Officer in New Delhi Municipal Council on deputation basis reg.

Sir/Madam,

It is proposed to fill up five posts of Sr. Audit Officer, in pay Level-10 of 7th CPC Pay Matrix (₹56,100-1,77,500) in New Delhi Municipal Council on deputation basis for a period of three years. The period of deputation can be extended/curtailed as per requirement/performance of the individual. The eligibility criteria required for the posts are as under:-

- a) Holding analogous posts or with 03 years regular service as Audit Officer/ Accounts Officer.
- b) Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. The applications of the eligible and willing officers, who would be spared in the event of their selection, may be forwarded in the enclosed proforma (Annexure-I) to the undersigned at Room No.5016, 5th Floor, Palika Kendra, Sansad Marg, New Delhi-110001 latest by 15.07.2019. The application should be duly signed by the applicant and certified by the Head of Department/Employer. The candidates applying for the post shall not be allowed to withdraw their candidature subsequently. The envelope containing application should be superscribed "APPLICATION FOR THE POST OF SR. AUDIT OFFICER (Sr. A.O.)".

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The Departments/Organizations should forward the application along with following documents:-

- (iv) Vigilance/Integrity Clearance Certificate certifying that no vigilance case is either pending or contemplated against the officers, so recommended;
- (v) Cadre Clearance; and
- (vi) Copies of ACRs/APARs for the last 5 years.

3. The circular along with the proforma (Annexure-I) can also be downloaded from the NDMC website: www.ndmc.gov.in. (Public Notice).

4. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.

5. While forwarding the application(s), it may be verified by the concerned department(s) and certified that particulars furnished by the officer are correct. Incomplete or application received without the documents mentioned in para-2 above, will not be considered.


6. The aforesaid departments (addressees) are requested to circulate the vacancy in their attached/subordinate offices etc.

Yours faithfully,

Encls. : As above.

Copy to :-

1. Jt. Director (IT) is requested to upload this vacancy circular on the website of NDMC.
2. PS to Chairman – for information
3. PS to Secretary – for information
4. PA to Director (P-I) – for information


(R. P. Sati)
Director (Personnel),
New Delhi Municipal Council,
Palika Kendra, New Delhi

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
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.	
5.2 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.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (s indicated in the Bio-data) with reference to the post applied.	

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)

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.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 organization
- (v) Any research/innovative measure involving official recognition
- (vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

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)

(The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"):

18. Whether belongs to SC/STI

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 _____

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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)