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No.A-35018/10/circular/2011/MF.CGA(A)/Gr.B/
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE 1st, December, 2011

CIRCULAR

Enclosed herewith please find the following vacancy circular regarding filling up of the post on deputation basis:-

| S.N | Letter No. & Date | Organization | Deputation post with scale | Eligibility |
|------------|---|---|---|--------------------|
| 1 | V(A)/12/3/ESTT-I/NTRO/2011-1939 dated 31.10.2011 | National Technical Research Organisation, New Delhi | Administrative Officer(Admn.) (Rs.15600-39100 + GP 5400/- Pay Band -3) | PAO/ Sr.AO |
| 2. | Estab.II(i)2011/30 23 dated 09.11.2011 | University of Delhi | Asstt.Internal Audit Officer (Rs.15600-39100 + GP 5400/- Pay Band -3) | PAO/Sr.AO |

The applications of willing and eligible officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any.

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre , cooling period, existence of adverse remarks in ACRs/APARs, pence of vigilance /disciplinary case , existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.


(RATTAN SINGH)
Sr.Accounts Officer

All Pr.CCAs/CCAs/CAs/Dy.CAs

scale of PB-2 Rs. 9300 - 34800/- + Rs. 4200/- (Grade Pay) or equivalent in their parent cadre or department; and

(b) Possessing five years experience in dealing with Administration and Establishment matters in security or intelligence departments under the Central Government.

3. Age Limit for both the posts is 56 years as on the closing date for receipt of applications.

4. The applications in the prescribed proforma (Annexure) may kindly be forwarded through proper channel alongwith disciplinary / vigilance clearance/integrity certificate and attested copies of ACRs for the last 5 years at the following address so as to reach latest by **7th December 2011** positively:-

Director (Estt-I)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi-110 067

5. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

S P Srivastava
31/10/2011
[S P Srivastava]
Asstt. Director (Estt-I)

To

As per the list attached

456833

DISTRIBUTION LIST

1. Jt. CGDA (Admin), Office of the Controller General of Defence Accounts, West Block-V, R.K. Puram. New Delhi-110066
2. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market New Delhi
3. Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi
4. Ministry of Personnel, Pensions & Public Grievances (Department of Personnel & Training) – [Joint Secretary (Admn), Room No. 109, North Block, New Delhi].
5. Ministry of Home Affairs – [Joint Secretary (Admn), Room No. 194, North Block, New Delhi].
6. Ministry of Defence – [Joint Secretary (Establishment), Room No. 97, South Block, New Delhi].
7. DRDO – [Dr. Arun Kumar, DOP, DRDO Bhawan, New Delhi].
8. Ministry of Science & Technology – [Director (Admn), Department of Science & Technology, New Mehrauli Road, New Delhi].
9. Department of Space – [Dr. R.G. Nadadur, Joint Secretary, Deptt. of Space, ISRO Hqrs, Antriksh Bhawan, New BEL Road, Bangalore- 560 094].
10. Cabinet Secretariat – [Additional Secretary (SR), Bikaner House (Annexe), Shahajahan Road, New Delhi-110 011].
11. Director, Intelligence Bureau (MHA) – [Shri S S Sidhu, Joint Director (Estt), 35, SP Marg, New Delhi].
12. Director General, SSB, East Block-V, R.K Puram, New Delhi- 110 066.
13. Department of Atomic Energy – [Shri Ramakrishnan, Under Secretary (Admn.), Room No. 145-A, South Block, New Delhi- 110 011].
14. Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi- 110 011.
15. Adviser, Office of PSA to GOI, Vigyan Bhawan (Annexe), New Delhi- 110 011.
16. Joint Secretary (Admn) of Ministries/Department of GOI as per the standard list.
17. Integrated Headquarters of Defence (Navy), PDOP, 219 'C' Wing, Sena Bhawan, New Delhi-110011
18. Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi-110011
19. Air Headquarters, ACAS (PO), Room No 329, Vayu Bhawan, New Delhi-110001
20. Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi.
21. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi- 110001

Spiral of

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APPLICATION

Post applied for: _____

| |
|---|
| Affix recent passport size colour photograph duly signed |
|---|

1. Name in block letters:
2. Father's /Husband's Name:
3. Date of Birth (in Christian era) & Age as on the closing date of the advertisement:
4. Is any age relaxation being claimed? If yes, please specify:
5. Nationality:
6. Sex (Male/Female):
7. Marital Status:
8. (i) Present/Correspondence Address:
(ii) Permanent Address:
9. Educational & Professional Qualifications starting with the last degree till High School or Matric level:

| Sl. No. | Qualification | Year of Passing | Institute/Board/University/College | Subjects | Marks Obtained and Division |
|---------|---------------|-----------------|------------------------------------|----------|-----------------------------|
| | | | | | |

10. Experience and Employment details:
(Attached extra sheet if required)

| Sl. No. | Post held | Organisation/Department | Period | | Pay Scale * Emoluments | Nature of Duties |
|---------|-----------|-------------------------|--------|----|---------------------------|------------------|
| | | | From | To | | |
| | | | | | | |

11. Please state clearly whether in the light of entries made above, you meet the requirement of the post:
12. Whether belongs to SC/ST/OBC:
13. Remarks, if any:

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosures attached:

Signature of the Candidate

Date: _____

Countersigned _____
(Employer)

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