



रक्षा मंत्रालय (भारत सरकार)
MINISTRY OF DEFENCE (GOVT. OF INDIA)
कार्यालय रक्षा लेखा नियंत्रक (सेना)
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No. AN/I/1023/Circular/2023

Date : 02.01.2024

Circular

To,

All Sections in Main Office
All Sub Offices under CDA (A) Meerut

Sub: Deputation for the Post of Accounts Assistance in National Institute of Mountaineering and Allied Sports (NIMAS), Dirang, Arunachal Pradesh.

Please refer to HQrs office letter no. AN/IX/9105/MoD/2023 dated 29.12.2023, displayed on CGDA WAN regarding filling up of one (01) vacancy of **Accounts Assistant National Institute of Mountaineering and Allied Sports (NIMAS), Dirang, Arunachal Pradesh** on deputation basis.

2. In view of above, it is requested that willing **Auditors** may forward their details as per criteria mentioned in ibid HQrs Office letter to this office through mail till **22.01.2024**.

Email ID: adminonecdaarmy.dad@nic.in

— Sd —
Akhilesh Kumar
SAO (AN)

Copy to:-

The IT & S Cell ----

For uploading on website of CDA(Army) Meerut

— Sd —
Akhilesh Kumar
SAO (AN)

“हर काम देश के नाम”



कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS



उलान बटार रोड, पालम, दिल्ली छावनी – 10

ULAN BATAR ROAD, PALAM, DELHI CANTT. 110010

Phone: 011-25665500/56 Fax: 011-25674777

email: admnix.cgda@nic.in

F. No. AN/IX/9105/MoD/2023

Dated: 23.12.2022

To

✓ All PCsDA/ CsDA/
CsDA (Training Estt.) /CENTRAD
AN-IV Section (Local)

(Through WAN)

Subject: - Deputation for the Post of Accounts Assistant in National Institute of Mountainneerng and Allied Sports (NIMAS), Dirang, Arunachal Pradesh.

Applications are invited from willing officials of Defence Accounts Department (DAD) Who are fulfilling the below mentioned criteria for filling up one (01) vacancy of **Accounts Assistant National Institute of Mountainneerng and Allied Sports (NIMAS), Dirang, Arunachal Pradesh** on deputation basis.

2. The **eligibility criteria** for the above post is as follows:
 - i. Auditors of the DAD in Level-5 of the Pay Matrix (Rs. 29200-92300/-).
 - ii. Maximum age limit for appointment by deputation shall not exceeding 56 years on the last date of receipt of applications.
3. The deputation period ay NIMAS, Dirang will be **three years** , which is further extendable upto 5 years. Other terms& condition will be as perprovisions of Deptt of Personnel & Trg OM.No6/8/2009-Estt (Pay-II) dated 17/6/2010 as amended from time to time.
4. It is requested that the applications of the interested and eligible officials in the proforma enclosed along with the attested copies of ACRs for the last 5 years (from 2018-19 to 2022-23) and Vigilance / Disciplinary clearance certificatemay be forwarded so as to reach this HQrs office by **31.01.2024**.
5. While forwarding the names of volunteers to HQrs office please ensure that the concerned officials / volunteers for deputation has **completed mandatory “Cooling off” period of three years in case the officials has recently served on a deputation post.**

(Satish Kumar Tripathi)
SAO (AN)

Copy to:

1. IT & S Wing (Local)	With request to upload on WAN.
2. Shri Stayajit Mohanty, IRS, Jt. Secretary, GOI Room No. 9 South Block, Ministry of Defence, New Delhi 110 001	For information w.r.t. your DO letter dated 18.12.2023.

(Satish Kumar Tripathi)
SAO (AN)

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters) <i>only serial & contact no.</i>	
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>	

- 5 -

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
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.			
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			

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/ST	

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)