

No. A.12011/1/2015-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, Central Secretariat,
New Delhi, the December, 2018

CIRCULAR

Subject: Filling up of one post of Deputy Controller of Aid, Accounts & Audit in LEVEL-11 in the Pay Matrix (pre-revised PB-3 of Rs.10000-325-15200 with GP of Rs. 6600) in Ministry of Finance, Department of Economic Affairs on Deputation/Absorption basis.

The undersigned is directed to state that it is proposed to fill up one post of Deputy Controller of Aid, Accounts & Audit in the Department of Economic Affairs, Ministry of Finance in the Level-11 of 7th CPC Pay Matrix, on deputation/absorption basis. The eligibility conditions for the recruitment of the post are given in Annexure-I.

2. It is requested that Applications in (duplicate) from the eligible and willing officers who can be relieved immediately on selection, may be forwarded in the prescribed proforma as in Annexure-II to this department within 60 days from the date of publication in the Employment News alongwith the following documents:-

(i) CR dossiers containing CRS for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Government of India. (Attestation on each page).

(ii) Vigilance/Disciplinary clearance.

(iii) Integrity Certificate.

(iv) A statement showing major/minor penalties imposed during the last 10 years. The statement is also required in case of 'NIL' information.

(v) Cadre clearance.

3. Applications received incomplete, otherwise than through proper channel and without the above mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.

(Sanjeev Gupta)

Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of Government of India.
2. HIC – for Hindi version.
3. Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News.
4. O/o the CAA&A, Janpath Bhavan, New Delhi.
5. Director (NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.
6. NIC, DoP&T with the request to upload the vacancy circular on the website of

ANNEXURE -I

1. Name of the post : **Deputy Controller of Aid, Accounts & Audit**
2. Number of vacancy : **One**
3. Classification : General Central Service,
Group-‘A’, Gazetted Ministerial
4. Ministry/Department : Ministry of Finance,
Department of Economic Affairs
5. Scale of pay scale : Level-11 in the pay matrix (Pre-revised
PB-3 of Rs.10000-325-15200 with GP of
Rs. 6600)
6. Method of Recruitment : Deputation/Absorption
7. Eligibility conditions :

DEPUTATION/ABSORPTION

- A.** (i) Officer of the Central Govt. holding analogous post on regular basis in the parent cadre/department;or
- (ii) with five years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 8000-275-13,500 or equivalent i.e. Level- 9 of the pay matrix in the parent cadre/department;or
- (iii) with seven years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 7450-225-11500 or equivalent i.e. Level-7 of the pay matrix, in the parent cadre/department;and
- B.** Possessing five years’ experience in Finance or Budgeting or Accounts division of any Department or Organization.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be, not exceeding 56 years as on the closing date of the receipt of application).

PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules
5. Educational Qualifications
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)

Qualification/Experience
Required

Qualification/Experience
Possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order
(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties
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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 basis/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 belong.
11. Additional details about present employment
Please state whether working under
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Universities
 - (e) Others
12. Are you in the 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 drawn per month.
14. Whether belongs to SC/ST
15. Additional information, if any
16. Remarks, if any

Date:
Place:

Signature of the Candidate

Address_____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority