



कार्यालय: रक्षा लेखा प्रधान नियंत्रक  
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007  
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**CIRCULAR**

No. AN/I/700/B/47

Date: 31.08.2021

TO

ALL THE SUB OFFICES UNDER PCDA BANGALORE  
ALL THE SECTIONS IN MAIN OFFICE

Subject: Filling up of post of Assistant (Excluded) in the Ministry of Defence (Finance) on Deputation basis.

HQRs office vide letter no. AN/Estt-AAO's/9105/MoD/2021 dated 25.08.2021 (available on CGDA website) has invited applications from willing Sr.Auditors/Auditors for filling up vacancies of Assistant (Excluded) in Level-7 of the pay matrix (Rs 44,900-1,42,400) in Ministry of Defence (Finance), New Delhi on deputation basis.

This may be brought to the notice of all Sr.Adr./Auditors and details of the volunteers if any may be forwarded in Form (attached) by 06.09.2021 positively.

The eligibility criterion for the above post is as follows:

- Sr. Auditors of the DAD in Level-6 of the Pay Matrix.
- Auditors of the DAD in Level-5 of the Pay Matrix.
- Maximum age limit for appointment by deputation shall not exceed 56 years.
- Sr. Auditors who are drawing pay in Level-7 or above are not eligible.
- Sr Auditors/Auditors should have at least 2 years stay at the station.
- Sr. Auditors/Auditors should have completed mandatory "Cooling Off" period of three years from the previous deputation, if any.

The incomplete applications and applications received after due date will not be considered.

Copy to:

THE OFFICER I/C,  
EDP SN(LOCAL)

- for uploading in the web site.

Accounts Officer [AN]

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ANNEXURE-1

Application for the post of Assistant (Excluded) on deputation basis in MoD(Sectt.)

BIO-DATA PROFORMA

1.	Name	
2.	Father's Name	
3.	Date of Birth	D D M M Y Y Y Y [ ][ ][ ][ ][ ][ ][ ][ ]
4.	Age(as on date)	_____ Years _____ Months
5.	Date of Entry in Govt. Service	
6.	Educational Qualifications	
7.	Post presently held and since when	
8.	Whether the post held is regular?	
9.	Present Basic Pay and Level in Pay Matrix	
10.	Have you undergone Cash & Accounts training at ISTM? (with month & year of training)	
11.	Details of experience in handling Cash & Accounts work with certificates	
12.	Address (Permanent/Correspondence)	
13.	Mobile No.	
14.	Do you belong to SC/ST/OBC Category?	

AD

15. Details of Service

Name of the Post	Whether post held on regular basis or on ad-hoc basis?	Scale of pay with Grade Pay/ Level in Pay Matrix	Nature of duties

16. In case the present employment is held on deputation, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation

Date:  


(Signature of the Applicant)

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ANNEXURE-II

Certificate to be furnished by the employer/Head of Office/ Forwarding Authority:-

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ are correct and he/she possesses educational  
qualifications and experience mentioned in Annexure-I.

Also certified that:-

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) His/her complete CR dossier/ APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not applicable]

Signature  
Name & Designation of the parent office  
(with seal)

Dated: \_\_\_\_\_

Place: \_\_\_\_\_