Office of the Director of Accounts Cabinet Secretariat

Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan CGO Complex, Lodhi Road, New Delhi-110003

Applications are invited from the officers from organized accounts service under any organized audit and accounts cadre under the Government of India, for filling up the following post in the Office of the Director of Accounts, Cabinet Secretariat on deputation basis as per details given below -

SI. No.	Name of the post along with Level & No. of Posts	Essential qualification required for deputation	Place of Posting
1.	Deputy Director of Accounts Level-11 (67,700-2,08,700) of the Pay Matrix No. of Vacancies-2* *Anticipated date of vacancies 01.04.2024 -01 01.08.2024-01	Officers from organized accounts service under any organized audit and accounts cadre under the Government of India holding - (a) (i) Analogous posts on regular basis in the parent department, or (ii) Posts in the Level-10 of Pay Matrix with at least 5 years of regular service in the grade, and (b) having experience of seven years in Audit or Accounts.	New Delhi

Please Note:

- (i) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed
- (ii) The maximum age limit for appointment by deputation shall be 'not exceeding 56 years' as on 01.04.2024 for the first anticipated vacancy and as on 01.08.2024 for the second anticipated vacancy.
- (iii) Officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

 (iv) How to Apply: Neatly filled applications typed on A-4 size paper in proforma
- (placed as Annexure) should be forwarded through proper channel alongwith disciplinary/ vigilance clearance / integrity certificate and attested copies of APARs for the last 5 years from 2018-19 to 2022-23 to the following address. The envelope should clearly mention on top "Application for deputation for the post of Deputy Director of Accounts"

JOINT DIRECTOR OF ACCOUNTS

OFFICE OF THE DIRECTOR OF ACCOUNTS

CABINET SECRETARIAT

ROOM NO. 1001, B-1 WING, 10th FLOOR

PT. DEENDAYAL ANTYODAYA BHAWAN

CGO COMPLEX, LODHI ROAD, NEW DELHI-110003

- The last date of receipt of application is 60 days from the date of publication of the Advertisement in the Employment News/ Rozgar Samachar.
- (vi) Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would

(vii) Canvassing in any form will disqualify the candidates.

(viii) The Department reserves the right to modify/withdraw the notification at any time. (Joint Director of Accounts)

O/o Director of Accounts, Cabinet Secretariat

	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.	See if 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)					
	ualifications/Experience required as men- oned in the advertisement/vacancy circular	Qualifications/Experience possessed by the Officer				
Essential		Essential				
A) Qualification		A) Qualification				
7	B) Experience	B) Experience				
		other				
		A) Qualification				
		B) Experience				
5.1	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.					

Details of Employment in chronological order. Enclose a separate sheet duly

basis

Pay Band and Grade

Pay/Pay and Level of

post held on regular

Pay Matrix of the

Nature of Duties

(in detail) highlig-

hting experience

required for the

post applied for

(as indicated in the Bio-data) with reference to the post applied.

From

authenticated by your signature.

Post held on

Institution regular basis

Office/

* Important: Level in the Pay Matrix granted under ACP/MACP are personal to the

Offic	ated as belo	2200	Level i	n the Pay Ma	atrix	(From	1	Го	
Institution				y, iii tiig 7 xy			3.13.11		12/	
8. Na	ature of pres	ent emplo	yment i.	e. Ad-hoc or	_					
Temp	orary or Qu	asi-Perma	nent or	Permanent						
	case the protection transfer of the case the protection of the case the cas									
				deputation/contract			c) Name of the parent office/ organization to which the applicant belongs			
le.	Par S			dy on deputat	=					
Vigila 9.2 N case orga 10.	ance Cleara Note: Inform es where a p inization but If any post	nce and In ation unde person is h still maint was held o	tegrity of er Colum holding a taining a on Deput	in 9 (b) & (c) a post on depo lien in his pa tation in the p	abov utati rent ast	ve must bon outsid cadre/or by Applic	e given ir e the cad ganisation	n all re/		
	25/00		10000	and other des	3434000					
13.	the feeder grade or feeder to feeder grade.									
			CONTRACTOR OF THE	so indicate th	e pr	e-revised	scale.			
-	Total emolu		month i	Pav	-	Tot	al Emolu	mani	_	
Leve	n me Pay	Watrix		ray	+	10	al Emolu	mem	5	
15.	Central Gov	ernment F	ay Scale	to an organis es, the latest s may be enclos	alar					
Basic Pay with Level in the Pay Matrix and rate of Increment			Dearness Pay/Interim relief/ Other Allowances etc., (with break-up details)				Total Emolument			
	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) 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 or innovative measure involving official recognition; vi) Any other information.									

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 Mobile No.

Annexure-II

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 advt. 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) Central Government/Recruitment/Other/Deputation/Delhi

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