

**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:-

Sl. 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 four years.
- (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**

- (v) 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 be entertained.
- (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 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 as Mentioned in the advertisement/vacancy circular			Qualification/Experience possessed by the Officer		
Essential			Essential		
A Qualification			A Qualification		
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					
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.					
7. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature					
Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/ Pay and Level of Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Level in the Pay Matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix of the post held on regular basis to be mentioned. Details of ACP/MACP with present Level in the Pay Matrix where such benefits have been drawn by the Candidate, may be indicated as below.

Office/Institution	Cell and Level in the Pay Matrix	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.

9.1 Note: In case of Officers already on deputation, the applications should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificates.

9.2 Note: Information under Column 9 (b) & (c) 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/organization.

10. If any post was held on Deputation in the past by 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 this office 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

Level in the Pay Matrix	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 Level in the Pay Matrix 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. Does the applicant belong to a Scheduled caste/ Tribe?

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)

Date _____
Address _____
Mobile No. _____

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)

davp

Central Government/Recruitment/Other/Deputation/Delhi

Cbc - 58/01/11/0034/2324