To

The Secretary,
All Ministries / Departments,
Government of India

The Secretary,
All Ministries / Departments,
State Governments.

Subject: Recruitment to the Post of Accounts Officer on Deputation (Including Short-term Contract) basis in Directorate General of Civil Aviation.

Sir,

Directorate General of Civil Aviation intends to fill up 01 Post in the grade of Accounts Officer on deputation including short term contract basis. Applications are invited from eligible officials/officers fulfilling the following eligibility criteria and other conditions:-

(i) **Eligibility:**

Officers under the Central Government or State Governments or Union Territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or Statutory or autonomous organizations:-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs. 9300-34800 and GP of Rs. 4800 or equivalent; or

(iii) with three years service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs. 9300-34800 and GP of Rs. 4600 or equivalent; or

(iv) with eight years service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs. 9300-34800 and GP of Rs. 4200 or equivalent; and

(b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Service; or

Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years experience in Cash, Accounts and Budget work.

(ii) **Age :-**

The officers should not have crossed the age of 56 years as on the closing date of receipt of application.

(iii) **Scale:-** PB-3; Rs. 15600 – 39100 + Grade Pay of Rs. 5400/-
2. Period of deputation (including short term contract) including period of deputation (including short term contract) 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 to exceed three years.

3. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T's OM No. 6/08/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. While forwarding the applications in the prescribed format (Annexure) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent along with the application:-

   (i) Application in the prescribed pro-forma (Annexure)
   (ii) Copies of up-to-date and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer not below the rank of Under Secretary.
   (iii) Integrity Certificate
   (iv) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
   (v) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

5. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to the undersigned within 45 days from the date of advertisement in Employment News / रोजगार समाचार.

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,

(Gopal Singh)
Deputy Director of Administration

Copy to:
1. Ministry of Civil Aviation (Kind atten: Shri Dipak Sajwan, Under Secretary), B-Block, Rajiv Gandhi Bhawan, New Delhi.
4. The Airports Economic Regulatory Authority (Kind atten: Shri Alok Shelkar, Secretary) Rajiv Gandhi Bhawan, New Delhi.
5. The Airports Authority of India (Kind atten: Shri R. K. Srivastava, Chairman), Safdarjung Airport, New Delhi.
6. The Air India Limited (Kind atten: Shri Rohit Nandan, Chairman and MD), Airline House, 113, Gurudwara Rakabganj Road, New Delhi – 110001.
7. The Pawan Hans Limited (Kind atten: Dr. B. P. Sharma, CMD), C-14, Sector – 1, Noida district, Gautambudh Nagar – 201301.
8. The Indira Gandhi Rashtriya Udan Academy (Kind atten: Shri V. K. Verma, Director), Fursatganj Airfield, Raebarely (UP) – 229302.

(Gopal Singh)
Deputy Director of Administration
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. 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**  

A) Qualification - Not applicable  
B) Experience  

| Officers under the Central Government or State Governments or Union territories or universities or recognized research institutions or Public Sector Undertakings or semi Government or statutory or autonomous organisations: |  
| (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or |  
| (ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs. 9300 – 34800 and GP of Rs. 4800 or equivalent; or |  
| (iii) with three years service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs. 9300 – 34800 and GP of Rs. 4600 or equivalent; or |  
| (iv) with eight years of service in the grade rendered after appointment thereto on a regular basis in PB-2 of Rs. 9300 – 34800 and GP of Rs. 4200 or equivalent; and |  

(b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Service; or  

Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years experience in Cash, Accounts and Budget work.  

**Desirable**  

A) Qualification - Not applicable  
B) Experience - Not applicable  

5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject 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.

7. Details of Employment, in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>Pay Band and Grade Pay / Pay Scale of the post held on regular basis</th>
<th>Nature of duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>

*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:

<table>
<thead>
<tr>
<th>Office / Institution</th>
<th>Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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 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 organization

9.1 Note: In case of Officers already on deputation, the application 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 / organization.

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:

<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay / Interim relief / other Allowances etc., (with break up details)</th>
<th>Total emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. 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 Dossiers 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)

U.O.(C) 66281/SAS/15/AAD

May be forwarded to Web & News Media

for necessary action.

P&A(PR(Webs & news media))

15/10

19/10