

No.A.35018/6/2002-E.II
Government of India
Directorate General of Civil Aviation
Opposite Safdarjung Airport, New Delhi-110003

Date: 4th September, 2009

CIRCULAR

Subject: Filling up of one post of Accounts Officer on deputation basis in the Directorate General of Civil Aviation.

The undersigned is directed to say that the services of suitable officers are required for filling up of one post of Accounts Officer on deputation basis for a period of three years, in the pay band of Rs.9300-34800 + Grade Pay Rs.4600/- as mentioned in Annexure-I.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Only such recommendations which are accompanied by requisite personal data as in Annexure-II will be considered.

3. As the requirement is urgent, it is requested that the names of the suitable officers who are eligible, willing and can be spared immediately, may be recommended by 09.10.2009 at the latest. The character rolls, vigilance clearance and certificate to the effect that no Major/Minor penalties have been imposed in respect of the recommended officers may also be furnished alongwith the application.

(K.Unnikrishnan)
Deputy Director of Administration

To

1. All Sections of DGCA(Hqrs) including CEO, R.K. Puram.
2. Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-3
3. Bureau of Civil Aviation, Janpath Bhavan, New Delhi.
4. All Ministries/Department of the Government of India.
5. Notice Board

ANNEXURE-II

Ministry/Department.....

1. Name :
2. Date of birth :
3. Present post held and whether it is an ex-cadre post :
4. Present pay and the scale of pay :
5. Educational qualifications and other special qualifications, if any :
6. Experience :
7. Date of regular appointment in the Grade in the scale of pay of 6500-200-10500/5500-9000/- (Pre-Revised) :
8. Brief service particulars :
9. Date of return from last ex-cadre post, if any :
1. Whether belongs to SC or ST :

SIGNATURE OF APPLICANT

ANNEXURE-I

1. **Name of the Post** : **Accounts Officer in the Office of the Director General of Civil Aviation.**
2. **Number of Posts** : **One**
3. **Scale of Pay** : **Rs. 7450-225-11500(Pre-Revised)/
Rs.9300-34800 + Grade Pay Rs.4600/-
(Revised Pay Band).**
4. **Name of Ministry / Deptt.** : **Ministry of Civil Aviation / Directorate General of Civil Aviation.**
5. **Eligibility conditions** : **Officers of the Central Government:**
 - (a)(i) **Holding analogous posts on regular basis in the parent cadre or Department, or**
 - ii) **with 2 years service in the grade rendered after appointment thereto on a regular basis in the scale of pay or Rs.6500-200-10500/- (Pre- Revised) or equivalent in the parent cadre or Department; or**
 - iii) **with 5 years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5500-175-9000(Pre- Revised) or equivalent in the parent cadre or Department; and**

(b)Possessing any one of the following Qualifications:-

 - (i) **A pass in the Subordinate Accounts Service or equivalent examination conducted by any organized accounts department of the Central Government.**
 - (ii) **Successful completion of training in the Cash and Accounts work in the ISTM or equivalent and a minimum of 5 years experience in Cash, accounts and budget work.**
6. **Maximum age limit** : **Shall not exceed 56 years as on the Closing date of receipt of applications.**
7. **Remarks** : **The period of deputation on ad-hoc basis will not bestow on him/her any claim for regular appointment in the grade and the period of service rendered on ad-hoc basis will not be counted for seniority in the same grade or for eligibility for promotion to the higher grade.**