

## **VACANCY CIRCULAR**

**Subject:-** Filling up the One (01) post of Accounts Officer (General Central Services, Group 'A', Gazetted, non-ministerial) in the Office of Director General of Civil Aviation (DGCA) in the scale of pay of Rs. 15600 – 39100/- with G.P. of Rs. 5400/- in PB – 3 by Deputation (including short term contract) basis.

Applications are invited from Indian Nationals for recruitment to the **one post of Accounts Officer** (General Central Services, Group 'A', Gazetted, non-ministerial) in the pay of **Rs.15600-39100, Grade Pay – 5400, PB-3** in **Directorate General of Civil Aviation (DGCA)**, Ministry of Civil Aviation, New Delhi on **Deputation** (including short term contract) basis.

2. In accordance with the approved Recruitment Rules, the post of Accounts Officer can be filled up by Deputation (including short term contract). Application form and eligibility conditions are given in **Annexure-A**.

Note –1: Period of deputation (including short term contract) including period of deputation (including short term contract) in other 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**. The maximum age limit for appointment by deputation (including short term contract) shall not exceed **56 years** as on the closing date of receipt of applications.

Note –2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to **1<sup>st</sup> January, 2006** the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded on the prescribed Proforma, to the undersigned together with the up-to-date photocopies of Annual Performance Appraisal Reports (duly attested by an officer not below the rank of Under Secretary) along with 03 (three) copies of Bio-data, strictly in the prescribed Proforma (Annexure-A). The application should reach to this office latest by **30.09.2012**. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. Integrity certificate and a statement of major/minor penalty, imposed if any, during preceding last 10 years may also be sent along with all above documents.

(Jerome Minz)  
Deputy Director of Administration

**APPLICATION TO THE POST OF 'ACCOUNTS OFFICER'**

Advertisement No. and Date	
1. (a) Name and address (in block letters)	
(b) Father's Name	
2. (a) Date of birth (in Christian Era)	
(b) Age as on closing date	
(c) Nationality	
3. Date of retirement under Central / State Govt. 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)	
<u>Qualifications/experience required</u> <b>ESSENTIAL</b>	<u>Qualifications/experience possessed by the officer</u>
Officers under the Central Government or State Governments or union territories or universities or recognised research institutions or public sector undertakings or semi government or statutory or autonomous organizations :-	
(a)(i) holding analogous posts on regular basis in parent cadre or department; or	
(ii) With two years' regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs. 4800 or equivalent; or	
(iii) with three years service in the grade rendered after appointment thereto on a regular basis in pay band -2 of Rs. 9300-34800 and grade pay of Rs. 4600 or equivalent; or	
(iv) with eight years of service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs. 4200 or equivalent; or	

<p>(b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Services; or</p> <p>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.</p>					
6. Please state clearly whether in the light of entries made, you meet the requirements 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.					
Office/Instt./ Organization	Post held	From	To	Scale of pay and Basic pay	Nature of duties
8. Nature of present employment i.e. ad-hoc or temporary 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 you belong					
10. Additional details about present employment :-					
Please state whether working under (indicate the name of your employer) :-					
(a) Central Government					
(b) State Government					
(c) Autonomous organization					
(d) Government Undertakings					
(e) Universities					
(f) Public Sector Undertakings					
(g) Others					
11. Are you in the Revised scale of pay?				YES / NO	
If yes, give the date from which the revision took place and also indicate the pre-revised scale :					
(i) Date of revision of pay					
(ii) Revised Scale of pay, PB & GP					
(iii) Pre-revised scale of pay					
(iv) Basic pay					

12. Total emoluments per month now drawn.	
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)	
14. Whether you belong to <b>SC/ST/OBC</b>	
15. Remarks -	DETAILS OF ENCLOSURES

**DECLARATION**

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED / DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED/DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.

Place:

Dated:

Signature of the candidate

**CERTIFICATE**

(TO BE GIVEN BY HEAD OF DEPARTMENT)

[Essential for through proper channel]

Certified that the particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer and no major/minor penalty has been imposed on the officer during preceding 10 years. It is also certified that the Integrity of the officer is beyond doubt.

Place:

Dated

Signature of the Head of Department  
with Office Seal

