

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

Date: 18<sup>th</sup> April, 2016

CIRCULAR

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

Services of suitable officers working under the Central Government are required for filling up of one post of Accounts Officer in the Directorate General of Civil Aviation on deputation basis for a period of three years in the scale of pay band of Rs.9300-34800 + Grade Pay Rs.4600/- as 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 sent to the undersigned latest by 02.06.2016. The APARs for the last 5 years, 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 form.



(Pavan Malviya)  
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. DoP&T(CS-II Division) with the request that the circular may be uploaded on DoPT website for circulation to all Ministries/Departments of the Government of India.
5. Notice Board.
6. DGCA website.

## 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. Period of deputation : Shall ordinarily not exceed three years 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.
7. Maximum age limit : Shall not exceed 56 years as on the Closing date of receipt of applications.
8. 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.

**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. (i) Date of appointment and scale of pay of analogous post. :
- (ii) Date of regular appointment in the Pay scale of Rs.6500-200-10500 or equivalentent : :
- (iii) Date of regular appointment in the pay scale of Rs.5500-175-9000 or equivalentent : :
- (iv) Details of qualifying Subordinate Accounts Service or equivalent examination conducted by any of the organized accounts department of the Central Government. : :
- (v) Details of successful completion of training In cash and accounts work in the Institute of Secretariat Training & Management or equivalentent. : :
8. Brief service particulars : :
9. Date of return from last ex-cadre post, if any : :
10. Whether belongs to SC or ST : :
11. Details of enclosures : :

**SIGNATURE OF APPLICANT**

**Contd.**

DECLARATION

I, do hereby declare that the particulars furnished above by me are correct 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. I further undertake that I shall not withdraw my candidature for the post applied for.

Place :

Date :

Signature of the applicant

To be certified by Cadre Controlling Authority / Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary / vigilance case is pending / contemplated against the officer and that no major / minor penalty has been awarded to him during past 05 years and there is no doubt about the integrity of the officer.

No.....

Date.....

Name, Signature & Seal of the  
Cadre Controlling Authority / Employee