

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
107, LOWER AGRAM ROAD, BANGALORE 560007
PHONE:25545101,25549746 FAX;080-25543810

AN/I/1054/Deputation

Dated: 21.07.2014

To
All Offices under PCDA Bangalore
All sections in Main Office
The officer i/c, EDP Centre: for website

Sub: Deputation for the post of Assistant Passport Officer in Passport Office.

Application in the enclosed proforma are invited from AAOs/SOs(A) for filling up the post of Assistant Passport Officer in Passport Office of Guwahati, Malappuram, Patna & Ranchi on deputation basis in the pay scale of Rs.15600-39100 + 5400 (GP). The deputation period is three years, extended or curtailed further.

Eligibility Criteria:

Age: Not exceeding 56 years

- i) Holding analogous posts on regular basis in the parent cadre or department; or*
- ii) With two years service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs.9300-34800 and GP of Rs.4800 or equivalent in the parent cadre or Department; or*
- iii) With three year's service in the Grade rendered after appointment thereto on a regular basis in posts in PB-2(Rs.9300-34800 and GP of Rs.4800 or equivalent in the parent cadre or Department; and*
- iv) Possessing Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities.*
- v) One year experience in Passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.*

The concerned officer who volunteers for deputation should have completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation basis.

The last date for forwarding the application to HQrs is 23.07.2014.

Encl: As above

V.S. Nayak
Sr. Accounts Officer [AN]

Reference to circular No.: VJV/575/...../2014

ANNEXTURE -- A
CURRICULAM VITAE PRO-FORMA

Attach Passport
Size Recent
Photograph
Here

- 1. Name (in Block letters)
- 2. Applied for the post of
- (i) Place (Name of Station/s in order)
 - (1).....
 - (2).....
 - (3).....
- 3. Date of Birth (in Christian era)
- (i) Age as on 01.02.2013
- 4. Date of retirement under Central/
State Government Rules
- 5. Educational Qualifications
- 6. Whether belongs to SC/ST
- 7. Educational qualifications and experienced possessed

		Qualification/ Experience possessed by the officers
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	

P.T.O.

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

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. In case the present employment is held
 on Deputation / contract basis, please state —

(a) Name of Employer and address (with Tel. No.)

.....

.....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization
 to which you belong

.....

10. Contact details:

(A) Present Add:-

.....

.....

.....

(ii) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail:-

.....

(B) Office Add:-

.....

P.T.O.

(i) Tel. No.

(ii) Fax No.

(iii) E-mail:-

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date.....

Address.....
.....

.....

It is certify that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....
(Signature of Employer with Seal)