

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
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AN/I/1929/Deptn/Vol.III

DT. 06/06/2012

To
ALL Offices under PCDA Bangalore (Headed by AOs & above)
The officer i/c, EDP Centre: for website

Sub: Filling up the post of Dy. Director(Admin) & Finance Officer in Narmada
Control Authority, Indore on deputation basis: Reg

Application in the enclosed proforma (Annexure-A) are invited from SAOs/AO for filling up the post of Dy. Director(Admin) & Finance Officer in Narmada Control Authority, Indore, on deputation basis in the Pay scale of 15600-39100 + Grade Pay of Rs.6600/- on transfer on deputation basis.

I. DEPUTY DIRECTOR (ADMN.)

Essential Qualification/s: A degree of equivalent from a recognized University.

Eligibility Criteria: officers of ministerial service of the departments of the Central Government/State Government/Public Sector Undertaking/State Electricity boards/Autonomous bodies.

1 (a) holding analogous post on regular basis OR

(b) holding post carrying pay in the Pay Band-2 of Rs.9300-34800+GP 5400/- or in the Pay Band -3 of Rs.15600-39100+GP5400 or equivalent with minimum 5 years regular service in the grade. OR

© holding post carrying pay in the Pay Band-2 of Rs.9300-34800+GP4800 equivalent with minimum 6 years regular service in the grade

Experience: Minimum of 5 years experience of having worked as Administrative/Establishment Officer dealing with all establishment and administrative matters with sound knowledge of rules and regulations applicable in Govt. organization.

Description of duties: Deputy Director(Admin), NCA is the middle level officer for dealing (i) Establishment & administrative matter including filling up of various posts, (ii) Cadre management of various grades posts, (iii) Constitution of Dept. promotion, committee(DPCs)/Screening committee/selection committee relating to appointments, promotion and confirmation of officials in different grades and posts, (iv) coordination furnishing of information relating to the Ministry of Water Resources, Parliament Questions, VIP references etc. (v) Court cases on administrative matters. Deputy Director(Admn) has also been designated as Head of the office particularly, for according sanction on routine establishment matters viz., advances to staff, medical claims etc. Deputy Director(admn) reports to Director/Member(civil).

II. FINANCE OFFICER:

Essential Qualification/s: A degree of equivalent from a recognized University and passed S.A.S. exam or IAAS or equivalent.

Eligibility Criteria: Finance officers of Indian Audit & Accounts Dept./ Indian Railway Accounts Dept./ Indian Post & Telegraph Dept./ Indian Defence Accounts Dept./ the Central Government/State Government/Public Sector Undertaking/State Electricity boards/Autonomous bodies.

1 (a) holding analogous post on regular basis OR

(b) holding post carrying pay in the Pay Band-2 of Rs.9300-34800+GP 5400/- or in the Pay Band -3 of Rs.15600-39100+GP 5400/- or equivalent with minimum 5 years regular service in the grade. OR

© holding post carrying pay in the Pay Band-2 of Rs.9300-34800+GP 4800 equivalent with minimum 6 years regular service in the grade

Experience: In the field of establishment, cash, fund, preparation of budget estimates, monthly trial balances, compilation of annual statement of accounts, work accounts etc.

Description of duties: Finance officer shall be responsible for all Accounts and Finance matter of NCA viz., Preparation of monthly trial balance, Annual Accounts, Budget, passing & payment of bills, etc. He/she is also designated as Drawing and disbursing officer for passing and payment of bills as per Central Govt. Rules.

2. The age limit for all the posts should not exceed 56 years as on closing date of receipt of application and that he/she has 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 is 12.06.2012

Encl: As above



**Proforma for sponsoring names for deputation in various
Ministries/Departments/Organizatilon/Autonomous
Bodies/PSUs.**

Service Profile of Shri

1	Name	
2	Grade & Roster No.	
3	Date of Birth	
4	Whether belongs to SC/ST	
5	Educational Qualifications	
6	Whether EDP trained	
7	Date of promotion to the grade of Accounts Officer	
8	Date of Promotion to SAO's grade	
9	Whether clear from Vigilance/discipline and that no disciplinary case is pending or contemplated against the officer.	
10	Whether the Vigilance clearance/Integrity certificate and details of major/minor penalties 'If any' imposed during the last 10 years enclosed.	

11	Station and office where presently serving with date	
12	Present pay and date of next increment.	
13	Details of experience or the last 10 years with specific period/organization/stations/ presently serving	
14	Station to which volunteering	
15	Whether willing for deputation for higher scale or only for existing scale	
16	Whether willing for deputation to Ministries only.	
17	Whether willing for deputation on any Ministries/PSUs/Autonomous Bodies.	
18	Whether willing for deputation where Govt. accommodation is not provided/not entitled. Details of any previous deputation with	
19	Name of the Department for which deputation applied by the officer.	

Signature of officer

Recommendations of the CDA with the ACR grading for the last 5 years