

**CIRCULAR**  
**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS**  
**(WESTERN COMMAND) CHANDIGARH**

Sub : Filling up vacancies in the grade of Senior Accounts Officer/ Senior Audit officer in National Technical Research Organization on deputation basis.

Ref: HQ Office letter No. AN/IX/9587/NTRO/2018 dated 13.04.2018

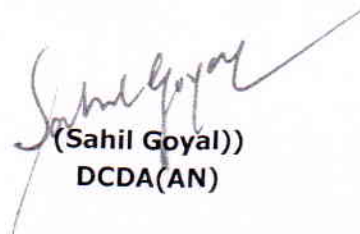
A copy of the NTRO New Delhi Circular letter No. V(A)/16/2/Pers(R.I)/NTRO/2018-732 dated 22.03.2018 regarding filling up vacancies in grade of Senior Accounts Officer/Senior Audit officer posts on deputation basis is attached herewith.

2. The SAOs/AOs who are eligible and volunteer for the above deputation may forward their names to this office as per application format (Annexure-I) enclosed to this letter in triplicate so as to reach this office by **23.04.2018** positively.

3. While forwarding the names of volunteers, it may please be ensured that the officer meets the stated eligibility criteria. The incomplete applications and applications received after due date will not be considered.

4. It is also requested to ensure before forwarding the willingness that the age of the concerned officer is not exceeding 56 years as on the closing date for receiving of application and has completed mandatory "Cooling off" period of three years in case the officer has recently served on deputation post.

The circular may be down-loaded from CGDA/PCDA(WC) web site.

  
(Sahil Goyal)  
DCDA(AN)

No. AN/I/1004/Vol-29

Dated: 17.04.2018

**Distribution:**

1. All Sections in the Main Office (Local)
2. All Sub Offices under PCDA (WC), Chandigarh.
3. IT & S (Local): With a request to upload the same on PCDA (WC) web site.

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File No. V(A)/16/2/Pers(R.I)/NTRO/2018-732  
Government of India  
National Technical Research Organization  
Block-III, Old JNU Campus, New Delhi-110067  
\*\*\*\*\*

Dated, the 22 March 2018

Sub:- Filling up of vacancies of Senior Accounts Officer/Senior Audit Officer in NTRO on deputation basis.

The undersigned is directed to forward herewith recruitment notice inviting applications to fill up in the grade of Senior Accounts Officer/ Senior Audit Officer in the pay scale of Level-10 of the Pay Matrix (pre-revised PB-3 Rs.15600-39100 with Grade Pay Rs.5400/-) in National Technical Research Organization on deputation basis.

2. It is requested that the above mentioned recruitment notice may please be widely circulated. The applications in prescribed proforma (Annexure-I) duly filled by willing and eligible officers with Certification by Employer/Cadre Controlling Authority (Annexure-II) may be forwarded through proper channel along with attested photocopies of APARs for last 05 years so as to reach on the following address: -

Assistant Director (Pers/R-I)  
National Technical Research Organization  
Block-III, Old JNU Campus  
New Delhi - 110067

3. It is stated that incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidates may not be processed for determining the eligibility of the candidates for the selection.

4. The last date for receipt of application is 30 days from the date of publication of advertisement in the Employment News.

Encl: As above.

  
Assistant Director (Pers/R-I)

सहायक निदेशक (व्यक्तिगत) / जे. सी.डी.आ. (आ.व.)  
आधी सं / व्य. नि. 4981  
दि / Date 28/03/18

301  
03/04/18  
14 April 2018  
bx  
7-3  
R591  
873

Distribution: As per the list enclosed.

5-1

**RECRUITMENT NOTICE**  
**NATIONAL TECHNICAL RESEARCH ORGANISATION**

Applications are invited to fill up vacancies in the grade of Senior Accounts Officer/ Senior Audit Officer in the pay scale of Level-10 in the Pay Matrix (pre-revised PB-3 Rs.15600-39100 with Grade Pay Rs.5400/-) in National Technical Research Organisation on deputation basis:-

SI No	Name of the post	No. of * Vacancies	Pay Band & Grade Pay #
1.	Senior Accounts Officer/ Senior Audit Officer	02 (Two)	Level – 10 in the Pay Matrix (pre-revised PB-3 Rs.15600-39100 + GP Rs. 5400)

\* Vacancies may increase/decrease.

# In addition, Special Allowance @ 20% of Basic Pay will be admissible. However, no separate Deputation Duty Allowance will be paid.

SI No	Name of the Post	Eligibility Criteria
(i)	Senior Accounts Officer/ Senior Audit Officer	<p>(a) Officers under the Central Government:-</p> <p>(i) holding analogous post on regular basis in parent cadre or department; or</p> <p>(ii) <u>with two years regular service in Level-8 in the pay matrix or equivalent in their parent cadre; and</u></p> <p>(b) Processing any one of the following qualifications :-</p> <p>(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government; or</p> <p>(ii) training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of six years experience in Cash, Audit, Accounts and Budget work.</p>

**Note-1** :The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment of promotion.

**Note-2** :The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing date of the receipt of the application.

Contd—2/




**Note-3** : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall ordinarily not exceed three years which may be extended as per relevant rules or Government orders.

3. **How to apply**– The applications duly filled by willing and eligible officers in prescribed proforma (**Annexure-I**) & Certification by the Employer/Cadre Controlling Authority (**Annexure-II**) may be forwarded through proper channel along with attested photocopies of APARs for the last 05 years so as to reach on the following address: -

**Assistant Director (Pers/R1)**  
**National Technical Research Organisation**  
**Block-III, Old JNU Campus (Room No. 204)**  
**New Delhi – 110067**

4. This recruitment notice has also been posted in the Website <https://ntro.gov.in>.
5. The last date for receipt of application is **30 days** from the date of publication of the above recruitment advertisement in the Employment News. The extension of last date of receipt of application, if any, will be notified in the said Website.
6. The incomplete applications and/or those received late and/or not accompanied by supporting certificates/documents, would be summarily rejected. **No correspondence in this regard would be entertained.**
7. Canvassing in any form will disqualify the candidate.

XXXXXXXXXXXX



ANNEXURE-I

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b>		Please paste a recent passport size colour photograph
Reference No: <b>V(A)/16/2/Pers(R.I)/NTRO/2018</b>	Post applied for : <b>Senior Accounts Officer/ Senior Audit Officer</b>	

1.	Name and Address (in Block Letters)  Contact No : Email ID :	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Whether Education and other qualification 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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	<b>Essential</b>	<b>Essential</b>
	(a) Officers under the Central Government:-  (i) holding analogous post on regular basis in parent cadre or department; or  (ii) with two years regular service in Level-8 in the pay matrix or equivalent in their parent cadre; and  (b) Processing any one of the following qualifications:-  (i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or	

	(ii) training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of six years experience in Cash, Audit, Accounts and Budget work.				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and Work experience of the post.				
<p><b>Note: Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>					
7.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Level in the Pay Matrix of the post held on regular basis
					Nature of Duties (in detail) highlighting experience required for the post applied for
<p><b>*Important:</b> Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay-Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay-Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>					
	Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 the parent office/ Organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent Organisation.	
<p><b>Note:</b> In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/Organisation but still maintaining a lien in his parent cadre/Organisation.</p>					

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn-		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary issued by the Organization showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total emoluments
16.	<b>(A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b> (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) <b>(Note: Enclose a separate sheet duly authenticated by your signature, if the space is insufficient)</b>		
	<b>(B) Achievements:</b> The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research /innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet duly authenticated by your signature, if the space is insufficient)</b>		



17.	Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short Term Contract)	
	# (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date : \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**ANNEXURE-II****Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that:**

- i) There is no vigilance or disciplinary case is pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her APAR dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/Cadre Controlling Authority with Seal)**