Government of India
Ministry of Finance

Department of Expenditure

Central Pension Accounting Office
Trikoot-II, Bhikaji Cama Place, New Delhi
No: CPAO/Estt/Rectt/2009
Circular

Subject: - Filling up of posts of Accountant in the pay band of Rs. 5200-20200 with Grade Pay of Rs.2800 and LDC in the pay band of Rs. 5200-20200 with Grade Pay Rs. 1900 on deputation basis in the Central Pension Accounting Office, New Delhi

Central Pension Accounting Office, Ministry of Finance, New Delhi intends to fill 8 posts of Accountant in the Pay Band of Rs. 5200-20200 (Grade Pay of Rs.2800) and 3 posts of LDCs in the Pay Band of Rs. 5200-20200 (Grade Pay Rs.1900) on deputation basis in this office. To fill up of these posts by deputation by taking persons of appropriate grade from other Organized Accounts Services, Central and State Governments department or Autonomous Bodies which are fully funded by the Central Government or State Governments. Pay and other terms and conditions of the deputationists shall be regulated in accordance with the Department of Personnel & Training's O.M. No. 2/29/91- Estt (Pay-II) dated 05-01-1994 as amended from time to time.

2. The deputation shall be for one year initially extendable upto three years on year to year basis or till date the regular incumbent joins.

3. Officials who volunteer for the post shall not be allowed to withdraw their names later. Only such recommendations which are accompanied by requisite personal data (Proforma given at enclosed annexure) and up-to-date ACR folders will be considered.

4 Accountant: For the post of Accountants, candidates should be a Graduate form a recognized University and holding analogous posts on regular basis (or) should be in the grade pay of Rs. 2400 having minimum 2 years service in grade (or) LDCs in the grade pay of Rs. 1900 having a minimum 5 years of service. The candidate should be well versed with Accounts/ Establishment/ Administrative work etc. Preference will be given to candidates with working knowledge of computer.

LDC: For the post of LDC, candidate should be Matriculate from a recognized Board and holding analogous posts on regular basis in the grade pay of Rs. 1900 (or) five years of service in the grade pay of Rs. 1800. Preference will be given to candidates with knowledge of Computer typing, Diary & Dispatch.

5. Maximum age limit for appointment by deputation shall not exceed 50 years as on 01.04.2010.

6. It is requested that names of only such officials who are willing and eligible and who can be spared immediately may be recommended. The nominations may please be forwarded to the Dy. Controller of Accounts, Central Pension Accounting Office, Trikoot-II, Bhikaji Cama Place, New Delhi-110066 so as to reach the undersigned within **4 weeks** of the issue of this advt.

7. The application in the prescribed Proforma along with Vigilance Clearance Certificate and attested copies of ACRs for the last 5 years may be sent as to reach this office within **30 days** of publication.

8. Applications from serving personnel of CCAS shall not be entertained.

9. The Ministry reserves the right to reject any application without assigning any reason and decision of the Ministry in this regard shall be final.

(H. Atheli)
Dy. Controller of Accounts

Proforma

Annexure -I

1. Name
2. Date of Birth
3. Educational Qualification
4. Whether belongs to SC/ST
5. Details of present post held, scale of pay and date from which held
6. Present pay
7. Brief Service Particulars

Sl.No.	Name of Office & Address	Post held	Period	
			From	To

8. Full details of Accounting Work Experience
9. Experience/ Knowledge of computers, if any
10. Date of return from last deputation, if any
11. Whether fulfills eligibility conditions as prescribed
12. Residential Address
13. Remarks, if any

Signature of Applicant

Certificate to be furnished by the Employer/ Head of the Office/ Forwarding Authority.

Certified that the details of qualifications and work experience filled by Shri /Smt./ Kumari _____ designation _____ have been verified from his/her record and found to be correct. Further certified that no vigilance case is pending or contemplated against the official.

Signature

(Name & Designation with Seal)

Date:

EN 21/12