

F.No.21/07/2019-CS-I(P)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 3<sup>rd</sup> September, 2019

**OFFICE MEMORANDUM**

**Subject:- Filling up of one post (01) post of Account Officer in Level-10, Rs.56,100-1,77500/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA)-reg**

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The undersigned is directed to circulate Office Memorandum No. A-60015/53/2017.D G Section-MoCA dated 28/08/2019 received from Ministry of Civil Aviation (along with enclosures) for filling up of on post of Account Officer in Directorate General of Civil Aviation (DGCA) on Deputation ( including short term contract ) basis.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

No. A-60015/53/2017-D G Section-MoCA  
Government of India  
Ministry of Civil Aviation  
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'B' Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport, Aurbindo Marg,  
New Delhi Dated 28<sup>th</sup> August, 2019

OFFICE MEMORANDUM

Subject:- Filling up of one (01) post of Accounts Officer in Level-10, Rs. 56,100-1, 77,500/- of the pay matrix on Deputation(including short-term contract) basis in Directorate General of Civil Aviation(DGCA)-regd.

The undersigned is directed to forward herewith a copy of DGCA's letter No. A-35018/2/2019-E.II Section -DGCA dated 26.08.2019 on the subject mentioned above with a request to upload it on DoP&T's website for giving wide publicity.

Digitally Signed by KAMESHWAR  
MISHRA  
Date: Wed Aug 28 17:54:23 IST 2019  
Reason: Approved

(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Tel:- 24648983

Encls: As above.

To

✓ Department of Personnel & Training  
(Kind Attn:- K. Srinivasan, Under Secretary(CS.I))  
CS I Division  
Lok Nayak Bhawan, Khan Market  
New Delhi-110003.

for US(C&U)

K. Srinivasan  
30/8/19

SO(Council)

K. Srinivasan  
30/8/19  
US(C&U)

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भारत सरकार / Government of India  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation  
सफदरजंग हवाई अड्डा के सामने / Opp. Safdarjung Airport  
अरबिंदो मार्ग / Aurobindo Road  
नई दिल्ली / New Delhi - 110003

ई-मेल.... e2sec.dgca@nic.in

मिसिल सं./F.No. A-35018/2/2019-E-II SECTION-DGCA

दूरभाष सं. 011-24611949

दिनांक: 26.08.2019

To

The Secretary,  
Ministry of Civil Aviation,  
B-Block, Rajiv Gandhi Bhawan,  
Safdarjung Airport,  
New Delhi - 110 003.

[Kind Attention: Shri Kameshwar Mishra, Under Secretary]

Subject:- Filling up of the one (01) post of Accounts Officer in Level - 10, Rs. 56,100 - 1,77,500/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) -reg.

Sir,

I am directed to enclose herewith a letter alongwith its enclosures on the subject mentioned above and to say that the same may be forwarded to DoP&T for uploading it on DoP&T's website.

Yours faithfully,

Encls: As above.

(Pavan Malviya)

Deputy Director of Administration

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07/8  
~~S. No. 153~~  
ASO/Sweta  
Ch'kar  
27/8/19  
S.No. 153



भारत सरकार / Government of India  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation  
सफदरजंग हवाई अड्डा के सामने / Opp. Safdarjung Airport  
अरविंदो मार्ग / Aurobindo Road  
नई दिल्ली / New Delhi - 110003

ई-मेल.... e2sec.dgca@nic.in

मिसिल सं./ F.No. A-35018/2/2019-E-II SECTION-DGCA

दूरभाष सं. 011-24611949

दिनांक: 21.08.2019

To

The Secretary,  
All Ministries/ Departments,  
Government of India

**Subject:-** Filling up of the one (01) post of Accounts Officer in Level - 10, Rs. 56,100 - 1,77,500/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) -reg.

Sir/Madam,

Directorate General of Civil Aviation (DGCA) intends to fill up the 01 Post of Accounts Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level - 10, Rs. 56,100 - 1,77,500/- of the pay matrix on Deputation (including short-term contract) basis. Applications are invited from eligible officials/officers under the Central Government or State Governments or Union Territories or Universities or recognised research institution or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations fulfilling the following eligibility criteria and other conditions:-

(i) Eligibility:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
  - (ii) with two years' regular service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs. 47600-151100) in the Pay Matrix or equivalent; or
  - (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs. 44900-142400) in the Pay Matrix or equivalent; or
  - (iv) with eight years of service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix or equivalent; and
- (b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Service; or

Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years experience in Cash, Accounts and Budget Work.

(ii) Age:

The officers should not have crossed the age of 56 years as on the closing date of receipt of applications.

(iii) Scale:- Level – 10, Rs. 56,100 – 1,77,500/- of the pay matrix as per the recommendations of 7<sup>th</sup> CPC.

2. Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall not exceed **Three** years.

3. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T's OM No. 6/08/2009-0Estt. (Pay.II) dated 17.06.2010, as amended from time to time.

4. While forwarding the applications in the prescribed format (Annexure) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent alongwith the application:-

(i) Application in the prescribed pro-forma (Annexure)

(ii) Copies of up-to-date- and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer **not below the rank of Under Secretary**.

(iii) Integrity Certificate

(iv) Vigilance Clearance including certification that no Disciplinary Proceedings/Criminal Proceedings are either pending or contemplated against the applicant.

(v) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

5. Complete application with the above documents, duly signed by the authorized officer, should be forwarded through proper channel to the undersigned within 60 days from the date of advertisement in Employment News/रोजगार समाचार.

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encls: As above.

Yours faithfully,

(Pavan Malviya)

Deputy Director of Administration

Copy to:

1. The Bureau of Civil Aviation Security (Kind atten: Shri Jyoti Narayan, Jt. Commissioner of Security Civil Aviation) Janpath Bhawan, Janpath, New Delhi – 110001.
2. Chief Commissioner of Railway Safety, The Commission of Railway Safety, N.E. Railway, DRM Office Campus, Ashok Marg, Lucknow – 226001.
3. The Airports Economic Regulatory Authority (Kind Atten: Shri Sandeep Prakash, Secretary) Rajiv Gandhi Bhawan, New Delhi – 110003.
4. The Airports Authority of India (Kind Atten: Shri Anuj Aggarwal, Chairman), Safdarjung Airport, New Delhi – 110003.
5. The Air India Limited (Kind Atten: Shri Ashwani Lohani, Chairman and MD), Airline House, 113 Gurudwara Rakabganj Road, New Delhi – 110001.

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6. The Pawan Hans Limited (Kind Atten: Dr. B. P. Sharma, CMD), C-14, Sector – 1, Noida district, Gautambudhnagar – 201301.
7. The Indira Gandhi Rashtriya Udan Academy (Kind Atten: AVM Nalin Tandon, Director), Fursatganj Airfield, Raebarely (UP) – 229302.

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(Pavari Malviya)  
Deputy Director of Administration



भारत सरकार / Government of India  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation  
सफदरजंग हवाई अड्डा के सामने / Opp. Safdarjung Airport  
अरबिंदो मार्ग / Aurobindo Road  
नई दिल्ली / New Delhi - 110003

ई-मेल.... e2sec.dgca@nic.in

मिसिल सं./ F.No. A-35018/2/2019-E-II SECTION-DGCA

दूरभाष सं. 011-24611949

दिनांक: 21.08.2019

### **VACANCY CIRCULAR**

**Subject :** Filling up of the one (01) post of Accounts Officer in Level - 10, Rs. 56,100 - 1,77,500/- of the pay matrix on Deputation (including short term contract) basis in Directorate General of Civil Aviation (DGCA) -reg.

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from eligible candidates for recruitment to the **01 post of Accounts Officer** (General Central Service, Group 'A', Gazetted, Non-ministerial) in Level - 10, Rs. 56,100 - 1,77,500/- of the pay matrix as per the recommendations of 7<sup>th</sup> CPC on Deputation (including short-term contract) basis in the Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, New Delhi.

Note 1: Period of deputation (including short term contract) including period of deputation (including short term contract) in other ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years on the closing date of receipt of applications.


2. The duties attached to the post of Accounts Officer is as follows:- "General; supervision of works of the Accounts Section; Maintenance of accounts (writing of cash books) and stock register; Drawing and disbursement of fund and reconciliation of account with the bank; Scrutiny and payment of bills of suppliers and TA advance; Preparation of Annual Accounts of the DGCA Training Academy and submission to the Administration; Settlement of audit objections, inspection reports and audit para; Maintenance of Register of liabilities and commitments as required under the GFR to facilitate realistic preparation of budget estimates, watching of book debits and timely surrender of anticipated savings; Annual verification of dead stock."

3. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded on the prescribed Proforma, to the undersigned together with

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the up-to-date photocopies of Annual Performance Appraisal Reports for last five years (duly attested by an officer not below the rank of Under Secretary) along with 02 (two) copies of Bio-data, strictly in the prescribed Proforma (Annexure - A). The application should reach to this office within 60 days from the date of advertisement in Employment News/रोजगार समाचार. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. Integrity certificate and a statement of major/minor penalty, imposed if any, during preceding last 10 years may also be sent along with all above documents.

Encl: As above.

  
(Pavan Malviya)  
Deputy Director of Administration



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**BIO-DATA / CURRICULUM VITAE PROFORMA**

<b>Advertisement No. and Date</b>	
1. (a) Name and Address (in block letters)	
2. Date of birth (in Christian Era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
5. Whether educational and other qualifications 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>
<b>A) Qualification :-</b> Not applicable	<b>A) Qualification :-</b>
<b>B) Experience</b>	<b>B) Experience</b>
Officers under the Central Government or State Governments or Union territories or Universities or recognized research institution or Public Sector Undertakings or Semi Government or Statutory or autonomous organisations:	
<b>(a) (i)</b> holding analogous posts on regular basis in the parent cadre or Department; <b>or</b>	
<b>(ii)</b> with two years' regular service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs. 47600-151100) in the Pay Matrix or equivalent; <b>or</b>	
<b>(iii)</b> with three years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs. 44900-142400) in the Pay Matrix or equivalent; <b>or</b>	
<b>(iv)</b> with eight years of service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs. 35400-112400) in the Pay Matrix or equivalent; <b>and</b>	
<b>(b)</b> Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Service;	
<b>or</b>	
Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years experience in Cash, Accounts and Budget Work.	
<b>Desirable</b>	<b>Desirable</b>
(Not applicable)	(Not applicable)

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<b>A) Qualification</b>		<b>A) Qualification</b>			
<b>B) Experience</b>		<b>B) Experience</b>			
<b>5.1 Note: In the case of Degree and Post Graduate Qualifications Elective/main subject and subsidiary subjects may be indicated by the candidate.</b>					
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.					
<b>7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</b>					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p><b>*Important: 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;</b></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 parent office/ organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization		
<p><b>9.1 Note:- In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</b></p> <p><b>9.2 Note:- 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/organization but still maintaining a lien in his parent cadre / organization.</b></p>					

<p><b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details</b></p>								
<p><b>11. 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 organization                  d) Government Undertaking                  e) Universities                  f) Others</p>								
<p><b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</b></p>								
<p><b>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</b></p>								
<p><b>14. Total emoluments per month now drawn:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basic Pay in the PB</th> <th style="width:33%;">Grade Pay</th> <th style="width:33%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay in the PB	Grade Pay	Total emoluments			
Basic Pay in the PB	Grade Pay	Total emoluments						
<p><b>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Basic Pay with Scale of Pay and rate of increment</th> <th style="width:33%;">Dearness Pay / interim relief / other Allowances etc., (with break up details)</th> <th style="width:33%;">Total emoluments</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break up details)	Total emoluments			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break up details)	Total emoluments						
<p><b>16. A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b></p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>								
<p><b>16. 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 organization</p>								

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(v) Any research / innovative measure involving official recognition (vi) Any other information  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the 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)

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

Date \_\_\_\_\_