

F. No. 22/1/2017-EO (MM-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated, the 7th February, 2018

OFFICE MEMORANDUM

Subject: Filling up the post of Internal Financial Adviser in Heavy Water Board, Mumbai under the Department of Atomic Energy.


This is regarding filling up the post of Internal Financial Adviser in Heavy Water Board, Mumbai under the Department of Atomic Energy on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from any Organized Finance & Accounts Service of the Government of India or equivalent level, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent levels in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the Ministries/Departments may be forwarded to this Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.

4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department **within one month** from the date of issue of this circular.

Yours faithfully,


(J. Srinivasan)
Director (MM)
Tel: 23092842

Copy to:

1.	O/o the Comptroller & Auditor General 9, Deendayal Upadhyay Marg, New Delhi 110024	i.r.o. IA&AS
2.	Secretary, Ministry of Defence [F], South block, New Delhi	i.r.o. IDAS
3.	Secretary, D/o Expenditure North Block, New Delhi.	i.r.o. ICAS & ICoAS
4.	Secretary, D/o Telecommunications, Sanchar Bhavan, New Delhi	i.r.o. IP&TA&FS
5.	Chairman, Railway Board, Rail Bhavan, New Delhi.	i.r.o. IRAS
6.	D/o Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai – 400 001 [Shri S. Mervin Alexander, Joint Secretary (A&A) for information.	w.r.t. OM No. 13/4/2015-CCS/28925 dated 13 th September, 2017].
7.	NIC Cell, DOP&T for placing on Departmental Website.	
8.	PS to Director(MM) for uploading the circular through bulk e-mail system.	

Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No. (O) (R) (M)				
6	Educational Qualifications	:			
7	Complete Experience/Posting Profile				
Sl. No.	Period	Post held/ Organization	Cadre post/ Deputation post	Place of Posting	Brief Job description
8	Whether clear from Vigilance angle?	:		YES / NO	
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:		YES / NO	

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Note:

Columns 1-7 to be filled in by applicant.

Columns 8-11, to be filled in by Ministry/Department concerned.