

F. No. 26/2/2014-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 27th January, 2015

To,

1. The Chief Secretaries
All State Governments,
2. All Secretaries
Ministries/Departments of Government of India

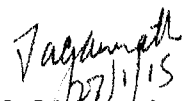
Subject: Filling up the post of Chief Accounts Officer (CAO), Delhi Development Authority (DDA) under the Ministry of Urban Development.

Sir/Madam,

This is regarding filling up the post of Chief Accounts Officer (CAO) in Delhi Development Authority (DDA) under the Ministry of Urban Development on deputation basis. The post is a non-CSS post to be filled through the Civil Services Board procedure.

2. Officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level who are eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively. Experience in Accounts and Finance would be desirable.
3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/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 no later than 26.02.2015.

Yours faithfully,


(J. Srinivasan)
Deputy Secretary (MM)
Tel: 23092842

Copy to:

1. Ministry of Urban Development, [Sh. S. B. Prasad, Under Secretary], Nirman Bhavan, New Delhi w.r.t. OM No. KJ-11011/9/2006-DDIA- Vol.II dated 12th December, 2014.
2. NIC Cell, DOP&T for placing on Departmental Website.
3. PS to DS(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 9-11. to be filled in by Ministry/Department concerned.