

Government of India  
Ministry of Defence

Room No. 320, 'B' Wing  
Sena Bhawan, New Delhi-110105

Dated the 1<sup>st</sup> April, 2018

**OFFICE MEMORANDUM**

Subject: Recruitment to the post of Assistant(Excluded) in the Ministry of Defence(Secretariat) on deputation basis- regarding

The undersigned is directed to say that 10(ten) posts of Assistant(Excluded) in Level-7 of the Pay Matrix (Rs. 44,900- 1,42,400/-) is proposed to be filled up on deputation basis in the Ministry of Defence(Secretariat) initially for a minimum period of three years, from amongst the following:-

(i) Assistant Section Officers(erstwhile Assistant) of the Central Secretariat Service(CSS) in Level-7 of the Pay Matrix(Rs. 44,900-1,42,400/-), or

Senior Secretariat Assistants (erstwhile Upper Division Clerk) of the Central Secretariat Clerical Service in Level-4 of the Pay Matrix (Rs. 25,500-81,100/-) with ten years of regular service in the grade and who have undergone training in Cash and Accounts in the Institute of Secretariat Training and Management (ISTM) or equivalent training course conducted by any other training institution and possesses three years of experience in cash, accounts and budget work;

(ii) Senior Auditors of Defence Accounts Department in Level-6 of the Pay Matrix(Rs. 35,400-1,12,400/-);

(iii) Auditors of the Defence Accounts Department in Level-5 of the Pay Matrix(Rs. 29,200- 92,300/-) with six years regular service in the grade;

2. In addition to the above, it may be noted that the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

Contd....2  


3. Applications in the attached proforma(Annexure-I) from willing and eligible officials and whose services can be spared, may be forwarded by the Employer/Cadre Controlling Authority with duly filled-in certificate (Annexure-II) to this office within 45 days from the date of publication of the advertisement in Employment News along with attested photocopies of up-to-date APAR dossiers for the last five years. Application received after the due date or found incomplete will not be considered.

(Dipankar Dutta)

Under Secretary to the Government of India

To:

1. All Ministries/Departments of Government of India
2. O/o CGDA, Ulan Batar Road, Palam, Delhi Cantt-10
3. All Sections in Ministry of Defence including Finance Division
4. D(IT/NIC), Ministry of Defence(with the request to place this vacancy OM on the website of MoD)
5. Notice Board
6. D(OL) for Hindi translation

## Application for the post of Assistant (Excluded) on deputation basis in MoD(Sectt.)

## BIO-DATA PROFORMA

1.	Name																	
2.	Father's Name																	
3.	Date of Birth	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4.	Age(as on date)	_____Years _____Months																
5.	Date of Entry in Govt. Service																	
6.	Educational Qualifications																	
7.	Post presently held and since when																	
8.	Whether the post held is regular?																	
9.	Present Basic Pay and Level in Pay Matrix																	
10.	Have you undergone Cash & Accounts training at ISTM? (with month & year of training)																	
11.	Details of experience in handling Cash & Accounts work with certificates																	
12.	Address (Permanent/Correspondence)																	
13.	Mobile No.																	
14.	Do you belong to SC/ST/OBC Category?																	

15. Details of Service

Name of the Post	Whether post held on regular basis or on ad-hoc basis?	Scale of pay with Grade Pay/ Level in Pay Matrix	Nature of duties

16. In case the present employment is held on deputation, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation

Date:  


(Signature of the Applicant)



**Certificate to be furnished by the employer/Head of Office/ Forwarding Authority:-**

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_  
\_\_\_\_\_ are correct and he/she possesses educational  
qualifications and experience mentioned in Annexure-I.

Also certified that:-

- (i) There is no vigilance case pending/ contemplated against him/her.
- (ii) His/her complete CR dossier/ APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not applicable]

**Signature**  
**Name & Designation of the parent office**  
**(with seal)**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

