

No. 35018/01/2024-D(Estt.I/Gp.II)  
Government of India/Bharat Sarkar  
Ministry of Defence/Raksha Mantralya  
Department of Defence/Raksha Vibhag

Room No. 320. 'B' -Wing,  
Sena Bhawan, New Delhi-110001  
Dated the 13<sup>th</sup> November, 2024

Office Memorandum

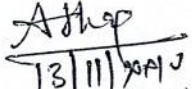
Subject: - Recruitment to post of Assistant (Excluded from Central Secretariat Service) in the Ministry of Defence (Secretariat) on deputation basis - regarding

The undersigned is directed to say that this Ministry is in the process of filling up twenty-three (23) anticipated posts of Assistant (E) against the vacancy year 2025, in the Ministry of Defence (Secretariat).

2. The details of the posts are as below: -

<b>Name of post</b>	Assistant (Excluded from Central Secretariat Service)
<b>Classification</b>	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
<b>Level in pay matrix</b>	Level 6 in the pay matrix (Rs. 35400 to 112400)
<b>Eligibility</b>	(i) Senior Auditors of the Defence Accounts Department in the level 6 in the pay matrix (Rs. 35400-112400)  (ii) Auditors of the Defence Accounts Department in the level 5 in the pay matrix (Rs. 29200-92300) with six years' regular service in the grade.
<b>Period of deputation</b>	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily <b>not exceed three years</b> .
<b>Maximum age limited</b>	Further, the maximum age limit for appointment by deputation shall be <b>not exceeding fifty-six years</b> as on the closing date of receipt of applications.

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 **30 days** from the date of receipt of this office memorandum 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 entertained.

  
13/11/2015  
(Abhay Kumar Srivastava)  
Under Secretary to the Govt. of India  
Tel: - 23016825  
E-mail: - use1gp2.dod@gov.in

To

Dy. CGDA (Admn.)  
Office of the CGDA,  
Ulan Batar Road, Palam,  
Delhi Cant- 110010

Copy to: -

1. DAD (Coord)/MoD :- For facilitating the above recruitment process.
2. D(IT)/MoD :- For uploading on Ministry's website.
3. D(OL)/MoD :- For Hindi Version

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

Certified that the information/details provided in the above application by Shri/Smt/Kumari \_\_\_\_\_ are true and correct. He / She possesses educational qualifications and experience mentioned in Annexure-I. If nominated, he/she will be relieved immediately.

2. It is also certified: -

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_
- (ii) That his/ her integrity is beyond doubt.
- (iii) That his/her AAPR 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.
- (iv) That no major/minor penalty has been imposed on him/her during the last years/ A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) That the Cadre Controlling Authority has no objection to the consideration of the applicant for the post of Assistant (Excluded from Central Secretariat Service).

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_



Office Seal

Place:

Date:

List of enclosures: -

1.

2.

3.

4.

Application for the post of Assistant(Excluded from Central Secretariat Service)  
on deputation basis in MoD(Sectt.)

Passport size  
photograph to  
be pasted here

1.	Name in Full (in BLOCK letters)						
2.	Father's Name						
3.	Date of Birth (DD/MM/YY)						
4.	Age ( as on date)					-----Years ---- Months	
5.	Date of Entry in Govt. Service						
6.	Date of superannuation (DD/MM/YY)						
7.	Post Presently held and since when						
8.	Whether the post held is regular?						
9.	Present Basic Pay and Level in Pay Matrix						
10.	Office address with Telephone No. & email						
11.	Residential Address with Telephone No. & E-mail						
12.	Category (SC/ST/OBC)						
13.	Details of employment in chronological order, if needed, enclosed a separate sheet duly authenticated by your signature in the format given below: -						
	Name of office/Inst./organisation	Post held (Designation)	Period of service		Nature of appointment (Regular/Ad-hoc/Deputation)	Scale of Pay	Nature of Duties
			From	To			

14.	Details of training undergone						
15.	Whether proficient in noting/drafting						
16.	Any other information, applicant wants to furnish:						

I have carefully gone through the vacancy requirements and I am well aware that the above details supported by the documents submitted by me will also be assessed at the time of selection. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms of conditions of services attached to the post.

Place:-

Date:-

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_