

No.A.12025/3/2009-Admn.
Government of India
Ministry of Civil Aviation

'B' Block,
Rajiv Gandhi Bhawan
Safdarjung Airport,
New Delhi-110003
Dated 24th August, 2011

C I R C U L A R

Subject:- Filling up the post of Finance Officer in the Ministry of Civil Aviation.

The undersigned is directed to say that the services of suitable officers are required for filling up of one post of Finance Officer as mentioned in Annexure – I. Pay of the officers selected will be regulated in accordance with the Department of Personnel & Training O.M. No. 2/12/87-Estt.(Pay-II), dated 29th April, 1988 as amended from time to time.

2. The officers who volunteer for the post will not be permitted to withdraw their names later. Only such applications, which are accompanied by the requisite personal data as in Annexure – II, will be considered.

3. Applications of only those who satisfy the requirements mentioned in para I of the Department of Personnel & A.R. O.M. No.5/11/76-CS.III dated 19.5.1976 need to be forwarded to this Ministry.

4. As the requirement is urgent, it is requested that the names of suitable officers who are eligible, willing and can be spared immediately, may be recommended within 30 days of the issue of this Circular. The CR dossiers and vigilance clearance of the recommended officers may also be forwarded along with the applications.

(Ashok Kumar)
Under Secretary to the Govt. of India
Tel: 24640214

To,

All Ministries/Departments of the Government of India

Copy to:-

1. The Deputy Director (Admn.), DGCA, New Delhi.
2. The Deputy Director (Admn.), BCAS, New Delhi.
3. Financial Controller, M/o Civil Aviation, New Delhi.
4. Controller & Auditor General of India, New Delhi.
5. Controller General of Accounts, New Delhi.
6. The C.G.D.A., R.K. Puram, New Delhi.
7. Director of Accounts, Cabinet Sectt., Block-IX (East), R.K. Puram, New Delhi.
8. Member (Finance), Railway Board, New Delhi
9. Member (Finance), P&T Board, New Delhi.
10. All Sections in the Ministry (Main), & RS Section, Lucknow.
11. Hindi Section for Hindi version.
12. NIC cell (for uploading on Ministry's website)

(Ashok Kumar)
Under Secretary to the Govt. of India

ANNEXURE – I

- Name of the Post : Finance Officer in the Ministry of Civil Aviation
- Number of Posts : One
- Scale of Pay : Rs.7450-225-11500/- (Pre-revised)
PB-2; Rs.9300-34800/- + Rs.4600/- (Gr. Pay) (Revised)
- Eligibility Conditions : (a) (i) Holding analogous posts on regular basis; or
- (ii) With 2 years regular service in the posts in the scale of Rs.6500-10500/- (Pre-revised) or equivalent; or
- (iii) With 5 years regular service in posts in the scale of Rs.5500-9000/- (Pre-revised) or equivalent and
- (b) Possessing any one of the following qualifications:-
- (i) A pass in the SAS or equivalent examination Conducted by any organized accounts department of the Central Government.
- (ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent and experience in cash, accounts and budget work.
- Period of deputation : Shall ordinarily not exceed three years including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Department of Central Government.
- Maximum Age Limit : Shall not exceed 56 years as on the closing date of receipt of applications.

Annexure-II

1. Name & Designation
2. Date of Birth
3. Present Post held and whether it is a cadre post or ex-cadre post
4. Present pay and scale of pay
5. Educational and other special qualification, if any
6. Experience
7. Date of appointment to the grade of Section Officer/Asstt./PS/PA of CSSS
8. Rank in Civil List/Select List of the Cadre
9. Whether included or approved for inclusion in the select list of the Grade
10. If answer to (9) above is in negative, whether covered by the zone prescribed for temporary promotions.
11. Date of return from the last ex-cadre post, if any
12. Brief service particulars
13. Whether SC/ST
14. Details of enclosure

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/distorted. If any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Date:

Signature of the applicant

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that no major/minor penalty has been awarded to him during past 05 years and there is no doubt about the integrity of the officer.

No.-

Name, Signature & Seal of the Cadre Controlling Authority

Date