

कार्यालय रक्षा लेखा प्रधान नियंत्रक(मध्य कमान) करियाप्पा मार्ग लखनऊ छावनी - 226002
Office of the Principal Controller of Defence Accounts (CC)
Cariappa Road, Lucknow Cantt. -226002

IMPORTANT CIRCULAR/FAX

NO.AN/IA/1/1031/Deputation

Dated - 29/11/2011

To,

All Sub Offices

(Under this Organization)

All SAOs/AOs in M.O, Lucknow

Sub: Filling up of the post of Administrative officer (Admin) in NTRO, New Delhi on deputation basis.

Ref:- HQrs office letter No.AN/II/2407/2011 dated. 25/11/2011

A copy of letter bearing No.V(A)/12/3/Estt-I/NTRO/2011, dated 31.10.2011 of Administrative officer (Admin) in NTRO, New Delhi regarding filling up of the post of Administrative officer (Admin) in NTRO, New Delhi on deputation basis is uploaded on CGDA/PCDA (CC) website. The said letter and application format may please be downloaded from our website for necessary action as stated below.

2. It is requested that names of volunteers may be called for from amongst the SAOs/AOs. Application of interested SAOs/AOs may be forwarded to this office as per application format enclosed to this letter, in quadruplicate.

3. While forwarding the names of volunteers to this office please ensure that age of all concerned officers volunteers for deputation is not exceeding 56 years as on closing date of receipt of application and he / she has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

4. The application may please be completed by the volunteers and send to this office latest by 02/12/2011 positively.

Encls. 01

Nil report is also required.

Sd/-
(Rakesh Kumar)
Accounts officer (AN)

Copy to:-

1. *the OI/c*
OA Cell
(Local)

} With request to upload the same on our website.

Rakesh
(Rakesh Kumar)
Accounts officer (AN)

APPLICATION

Post applied for: _____

Affix	recent
passport	size
colour	photograph
duly	signed

1. Name in block letters:
2. Father's /Husband's Name:
3. Date of Birth (in Christian era) & Age as on the closing date of the advertisement:
4. Is any age relaxation being claimed? If yes, please specify:
5. Nationality:
6. Sex (Male/Female):
7. Marital Status:
8. (i) Present/Correspondence Address:
(ii) Permanent Address:
9. Educational & Professional Qualifications starting with the last degree till High School or Matric level:

Sl. No.	Qualification	Year of Passing	Institute/Board/University/College	Subjects	Marks Obtained and Division

10. Experience and Employment details:
(Attached extra sheet if required)

Sl. No.	Post held	Organisation/Department	Period		Pay Scale * Emoluments	Nature of Duties
			From	To		

11. Please state clearly whether in the light of entries made above, you meet the requirement of the post:
12. Whether belongs to SC/ST/OBC:
13. Remarks, if any:

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosures attached: _____

Signature of the Candidate _____

Date: _____

Countersigned _____
(Employer)

456881