

To,

- (i) The Officer Incharge (Main office)
(ii) The Officer Incharge (Sub Offices)
(iii) The Officer Incharge OA Cell : For uploading on CDA(A) Website

Sub: **Filling up two posts of Accounts Officer in the Pay Band of Rs. 9,300 – 34800/- with Grade pay of Rs. 5400 in the Central Social Welfare Board , New Delhi on deputation basis.**

HQrs office has called for the names of volunteers amongst Sr.AOs for filling up of two post of Accounts Officer in the Central Social Welfare Board, New Delhi.

It is requested that Applications of willing and eligible Sr. Accounts Officers alongwith educational qualifications/professional qualifications & detail of experience/service profile (in chronological order) may be forwarded to this office **(in triplicate)** by **06/11/2015** so as to reach HQrs office by **10.11.2015** as desired by them.

While sponsoring names, it may be ensured that the particulars furnished by the officers are correct and applicants meet the eligibility criteria. It is also requested to ensure before forwarding names to this office, that the age of the concerned officer does not exceed 56 years as on the closing date of receipt of application and that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on deputation post.

Besides above, you may also access CGDA's website for more details about the said deputation.

Application received after the due date will not be considered.

SAO (Admin)