

Speed Post/Fax  
No. AN/I/1187/Depn  
Office of the CDA(Army)  
Meerut Cantt  
Dated: 10/03/2015

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

313  
11/3/15

Sub: **Filling up the twelve posts of Dy. Director(Audit) in Pay Scale of Rs. 15,600 - 39100/- with Grade pay of Rs. 6,600 in various offices(located at various stations of the Employees Provident Fund Organization(Ministry of Labour,GOI) head office, Bhavishya Nidhi Bhawan,14,Bhikaji Cama Place,New Delhi-110066 on deputation basis.**

HQrs office has called for the names of volunteers amongst Sr.AOs/AOs for the above mentioned twelve posts of Dy.Director(Audit) in various offices(located at various stations of the Employees Provident Fund Organization(Ministry of Labour,GOI) head office, Bhavishya Nidhi Bhawan,14,Bhikaji Cama Place,New Delhi-110066.

It is requested that Applications of interested and eligible Sr. Accounts Officer /Accounts Officer as per Proforma enclosed alongwith educational qualifications/professional qualifications & detail of experience/service profile (in chronological order) may be forwarded to this office **(in triplicate) by 12/03/2015** so as to reach HQrs office **by 13.03.2015** 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, 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.

  
(Praveen Ranjan)  
ACDA(Admin)

**PROFORMA FOR APPLICATION**

Sl. No.	Details required:	Details furnished
01.	Post Applied for; Separate Application required if applied for more than one post:	
02.	Name, Designation and Complete Postal Address of the Office in which working along with the Telephone No.	
03.	Status of the Department: i.e. Whether it is -Central Government /State Government and Name of the Ministry/Department:	
03.	Date of Birth (in Christian Era)	
04.	Educational Qualifications:	

05. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Scale of Pay and last Basic Pay	Nature of duties.

06.	Nature of present Regular employment :	
07.	Nature & extent of other assignments (i.e. Short term, Deputation etc):	
08.	Total emoluments per month now drawn:	
09.	Additional information, if any, in support of suitability:	
10.	Whether belong to SC/ST/OBC:	
11.	Indicate Three choices of stations (in order of preference):	
12.	Particulars of documents enclosed:	

Place:

Date:

For use in the Office of the Cadre Controlling Authority:

Office Address :

Ref No.:

Certified that the particulars of the officer as furnished above have been verified and found to be correct.

Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified. Copies of ACRs for the years are enclosed.

Signature of the Cadre Controlling Authority/

Head of the Department with Seal.

Office Telephone No.

Fax No.

E-Mail Id: