

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/ 479  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS  
7<sup>TH</sup> FLOOR , LOK NAYAK BHAWAN, NEW DELHI

Dated, the 28<sup>th</sup> August 2015

**CIRCULAR**

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-


S. No.	Deputation post with scale	Posts	Eligibility
1.	Under Secretary in the PB-3 (Rs.15,600-39,100) with GP Rs.6600/-	01 Delhi	(1) Officers working under Central Government (2) Holding analogous post on regular basis (OR) with 7 years regular service in Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 5400/- with atleast one year service in PB-3 (Rs.15600-39100) + Grade Pay of Rs.5400. (3) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.
2.	Sr.AO/OSD In the PB-2 (Rs. 9300-34800) with GP Rs. 5400.	05 (02 posts at Delhi & 03 posts at Mumbai)	(1) Officers working under Central Government (2) Holding analogous post on regular basis (OR) with 7 years regular service in Pay Band of Rs. 9300-34800 + Grade Pay of Rs. 4800/- with atleast one year service in PB-2 (Rs.9300-34800)+ Grade Pay of Rs.5400. (3) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.

The job involves handling matters relating to Administration/Accounts/Law etc. and the matters relating to the securities scam of 1992, management of assets (movable and immovable properties) of the notified parties, liquidation of assets and further distribution thereof to the Government, Banks, FIs and others as per direction of the Special Court, and also monitoring the cases pending in the Special Court, Mumbai and the Supreme Court.

The applications of willing and eligible officers may please be forwarded to this office along with their ACRs/APARs for the last 5 years on or before 11.09.2015 along with vigilance clearance.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26<sup>th</sup> June 2015 may be kept in view.

Encl: As above

  
(Chander Prakash)  
Account Officer (Gr 'B')

To,  
Sr. AO (ITD)-For website.

**Sanjay Shorey**  
Director



अभिरक्षक का कार्यालय, विशेष न्यायालय  
(प्रतिभूति सव्यवहार सम्बन्धी अपराध विचारण),  
अधिनियम १९९२  
वित्तीय सेवाएँ विभाग  
वित्त मंत्रालय, भारत सरकार, नई दिल्ली-११०००९  
**OFFICE OF THE CUSTODIAN**  
The Special Court (TORTS) Act, 1992  
Department of Financial Services  
Ministry of Finance, Government of India,  
New Delhi-110001

**D.O. No.423 /CUS/ADMN/APTT/DEPT/2013 (5569) Vol. X**  
**Dated: 17<sup>th</sup> August, 2015**

Dear Sir,

The office of the Custodian, set up under the provisions of the Special Court (Trial of Offences Relating to Transactions in Securities) Act, 1992, and under the Administrative Control of Department of Financial Services, Ministry of Finance, requires the services of the Central Government officers/officials on deputation basis for the posts of Under Secretary, Sr. AO/OSDs, PS and Assistants etc., as given in the enclosed Annexure-I & II, for a period upto three years. The eligibility criteria and other terms & conditions are also available on website [www.finmin.nic.in](http://www.finmin.nic.in) 'Department of Financial Services', Office of the Custodian, Special Court (TORTS) Act, 1992.

2. The job involves handling matters relating to Administration/Accounts/law etc. and the matters relating to the securities scam of 1992, management of assets (movable and immovable properties) of the notified parties, liquidation of assets and further distribution thereof to the Government, Banks, FIs and others as per direction of the Special Court, and also monitoring the cases pending in the Special Court, Mumbai and the Supreme Court.

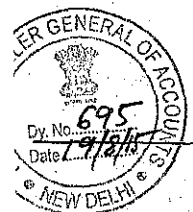
3. I shall feel obliged if the name of suitable and willing officers/officials may be forwarded to this office along with their APARs for the last 3 years on or before 15.09.2015 along with vigilance clearance to adjudge their suitability for deputation to this office.

with regards,

Yours sincerely,

Encl.: As above.

Mr. M.J. Joseph,  
Controller General of Accounts,  
O/o the Controller General of Accounts,  
8<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market,  
New Delhi - 110 003.



3rd Floor, Bank of Baroda Bhawan, 16, Parliament Street, New Delhi-110001

Tel. : (O) 91-11-23320476, Fax : 91-11-23311665

E-mail: oomphies@hotmail.com

**Details of Vacancies and Eligibility Conditions:-****Category No. 1**

Name of the Post : Under Secretary  
No. of Vacancies : One (01)  
Place of Posting : Delhi (01);  
Pay Scale : PB-3 Rs. 15600- 39100 + Grade Pay Rs. 6600/-

**Eligibility Conditions:-**

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs. 9300-34800+Grade Pay of Rs.5400/- with atleast one year service in PB-3 (Rs.15600-39100) + Grade Pay of Rs.5400.
- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.

**Category No. 2**

Name of the Post : Sr. AO/OSD  
No. of Vacancies : Five (05)  
Place of Posting : Delhi (02); Mumbai (03)  
Pay Scale : PB-2 Rs. 9300- 34,800 + Grade Pay Rs. 5400/-

**Eligibility Conditions:-**

- (i) Officers working under Central Government.
- (ii) Holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs. 9300-34800+Grade Pay of Rs.4800/- with atleast one year service in PB-2 (Rs.9300-34800) + Grade Pay of Rs.5400.
- (iii) Officers with experience of handling matters relating to audit/accounts/finance/law etc. will be preferred.

**Category No. 3**

Name of the Post : Private Secretary  
No. of Vacancies : One (01)  
Place of Posting : Delhi (01)  
Pay Scale : PB-2 Rs. 9300-34,800 + Grade Pay Rs. 4600/-

**Eligibility Conditions:**

- (i) Official working under Central Government.

- 89 -
- (ii) Officials holding analogous posts on regular basis; (OR) with 3 years regular service in Pay Band of Rs. 9300-34800+ Grade Pay of Rs.4200. Knowledge of MS Word, Excel, E-mail, Power Point and office work is essential.

**Category No. 4**

Name of Post : Assistants  
No. of Vacancies : Six (06)  
Place of Posting : Delhi (03); Mumbai (03)  
Pay Scale : PB-2 Rs.9300- 34800 + Grade Pay Rs. 4200/-

**Eligibility Conditions:-**

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with 7 years regular service in Pay Band of Rs.5200-20200 + Grade Pay of Rs.2800/2400.

**Category No. 5**

Name of Post : Steno Group-"C"  
No. of Vacancies : One (01)  
Place of Posting : Delhi (01)  
Pay Scale : PB-2 Rs.9300 - 34800 + Grade Pay Rs. 4200/-

**Eligibility Conditions:-**

- (i) Official working under Central Government.
- (ii) Officials holding analogous posts on regular basis; (OR) with 4 years regular service in Pay Band of Rs. 5200-20200 + Grade Pay of Rs.2800/2400. Knowledge of MS Word, Excel, E-mail, Power Point and office work is essential.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)</p>		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_



**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

---

(Employer/ Cadre Controlling Authority with Seal)