

IMPORTANT CIRCULAR

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/c-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फ़ोन / Ph: 0361-2640394, 2641142.

No.AN/IB/24/D/Vol-IXXXII

Dated: 21st July, 2014.

To

All Sections in Main Office
All Sub - Offices under CDA Guwahati

Subject: Deputation for the post of Assistant Passport Officer in Passport Office.

Reference: HQrs Office letter No. AN/IX/9124/Passport/2014 dated 17/07/2014.

HQrs Office has invited application in prescribed proforma amongst AAO's of this Department for the post of Assistant Passport Officer on deputation basis.

While on deputations the officers will be governed by provisions contained in DOP&T ON No. 6/8/2009-Estt. dated 17/06/2010.

All the relevant information i.e. eligibility conditions, prescribed proforma for application may be downloaded from HQrs Office website i.e. www.cgda.nic.in.

The application may please be sent to this office immediately through FAX so as to reach HQrs office latest by 23.07.2014.

Encl: As stated.

(DEBASHIS DE)
SR. ACCOUNTS OFFICER (AN)

Copy to:

✓ The Officer in charge
EDP Section (Local)

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With the request to upload on the website of CDA Guwahati alongwith HQrs Office letter no. AN/IX/9124/Passport/2014 dated 17/07/2014.

Debashis De
(DEBASHIS DE)
SR. ACCOUNTS OFFICER (AN)

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
ULAN BATAR ROAD, PALAM, DELHI CANTT.-10

NO. AN/IX/9124/Passport/2014
Date 17.07.2014

To

All PCsDA/CsDA

Sub: Deputation for the post of Assistant Passport Officer in Passport Office.

Ministry of External Affairs (CPV Division) intends to fill up the 04 posts of Assistant Passport Officer in the pay band of Rs. 15600-39100 + 5400 (GP) are each in **Passport Office of Guwahati, Malappuram, Patna & Ranchi**. While on deputations the officers will be governed by the provisions contained in DOP&T OM No 6/8/2009-Estt dated 17/6/2010.

2. It is requested that the applications of eligible & volunteer AAO's from your organization and earned at least three VG reports during the last three years with two years stay at the present station may please be forward to HQrs immediately in the proforma enclosed. Copies of their ACRs for the last three years duly attested along with vigilance clearance certificate and integrity certificate of the volunteers may be sent so as to reach HQrs office latest by **23.07.2014**

3. The period of deputation period will be for a period of three years initially which can be extend or curtailed further, depending on the requirement. Eligibility for above said post is as under:-

(i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) With two years service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs. 9300-34800 and GP of Rs. 4800 or equivalent in the parent cadre or Department; or

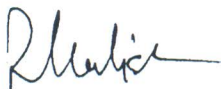
(iii) With three year's service in the Grade rendered after appointment thereto on a regular basis in posts in PB-2(Rs. 9300-34800 and GP of Rs. 4600 or equivalent in the parent cadre or Department; and

(iv) Possessing Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; and

(v) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

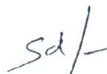
4. While forwarding the names of volunteers to HQrs please ensure that age of all concerned officers volunteers for deputation is not exceeding **56 years** as on the closing date for receiving of application and has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

5. The interested eligible officers can down load the application proforma from CGDA Web site and apply through proper channel.


(Rajesh Kalia)
AO (AN)

Copy to:-

1. AN-IV Section (Local):- for information & similar action please.
2. EDP Centre (local):- With request to upload this circular and application Proforma on official website.


(Rajesh Kalia)
AO (AN)

Reference to circular No.: V.IV/575/...../2014

ANNEXTURE -- A
CURRICULAM VITAE PRO- FORMA

Affix Passport
Size Recent
Photograph
Here

1. Name (in Block letters)
2. Applied for the post of
- (i) Place (Name of Station/s in order)
 - (1).....
 - (2).....
 - (3).....
3. Date of Birth (in Christian era)
- (i) Age as on 01.02.2013
4. Date of retirement under Central/
State Government Rules
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Educational qualifications and experienced possessed

Qualification/
Experience possessed
by the officers

Essential (1)

(2)

(3)

Desired (1)

P.T.O.

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

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. In case the present employment is held
on Deputation / contract basis, please state —
(a) Name of Employer and address (with Tel. No.)

.....

.....

(b) The date of initial appointment

(c) Period of appointment on deputation

(d) Name of the parent office / organization
to which you belong

10. Contact details:

(A) Present Add:-

.....

.....

(ii) Tel. No.

(ii) Mob. No.

(iii) E-mail:-

(B) Office Add:-

P.T.O.

(1)

(i) Tel. No.

(ii) Fax No.

(iii) E-mail:-

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the
candidate

Date.....

Address.....

.....

.....

It is certify that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....
(Signature of Employer with Seal)