



**“Har Kaam Desh Ke Naam”**  
**VACANCY CIRCULAR**

**NO. A/34068/A-7/CAO/R-III**

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**OFFICE OF THE JOINT SECRETARY & CAO**

Room No 174, ‘E’ Block,  
Dara Shukoh Road  
NEW DELHI – 110 011

Dated: 24 Jun 2020

To

All the Ministries/Deptts of Govt. of India.  
All the Chief Secretaries of State Govts  
The Chief Secretaries of Union Territories

**SUB: FILLING UP OF 05 (FIVE) POSTS OF ACCOUNTS ASSISTANT (SENIOR GRADE) AND 02 (TWO) POSTS OF ACCOUNTS ASSISTANT (JUNIOR GRADE) IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY, AIR FORCE), DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATIONS, MINISTRY OF DEFENCE BY DEPUTATION/ABSORPTION. FOR EX-SERVICEMAN-BY DEPUTATION/RE-EMPLOYMENT.**

Sir/Madam,

I am directed to state that **05 (Five) posts of Accounts Assistant (Senior Grade) and 02 (Two) posts of Accounts Assistant (Junior Grade)** are required to be filled up in Integrated Headquarters of Ministry of Defence (Army, Navy, Air Force), Defence Staff Headquarters and Inter Service Organisations, Ministry of Defence, New Delhi by Deputation/Absorption for Ex-serviceman on deputation/re-employment basis. The details of the post are as under:-

Name of Post, Classification and Level in the Pay Matrix	No of Vacancies	Eligibility Conditions and Qualifications
Accounts Assistant (Senior Grade)  General Central Service, Group ‘C’ Non-Gazetted, Non-Ministerial  Level-5 in the Pay Matrix	05 (Five)	<b><u>Deputation/Absorption :</u></b>  Officers under the Central Government or State Government or Union territory Administration:  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with five years service in the grade rendered after appointment thereto on regular basis in Level-4 in the Pay Matrix; and  (b) possessing the following educational qualifications and experience, namely :-

		<p><b>Essential :</b></p> <p>(i) Graduate from a recognised University with Commerce as a subject at Senior Secondary Level and one year experience in accounts and budget work in any organisation or Department of Central Government or State Government or Union territory Administration ; or</p> <p>(ii) having successfully undergone ‘Cash and Accounts’ course conducted by the Institute of Secretariat Training and Management; or</p> <p>(iii) passed the Intermediate Examination of the Institute of Cost Accountants of India or the Institute of Chartered Accountants of India or equivalent examination; or</p> <p>(iv) passed Subordinate Accounts Service or equivalent examination conducted by any one of the organised Accounts Departments of Central Government.</p> <p><b>Desirable :</b></p> <p>(i) working knowledge of computer in MS Excel and MS Word.</p> <p>(ii) working knowledge of Fundamental Rules, General Financial Rules applicable in Defence Services and Defence Services Estimates and Defence Procurement Manual (DPM), exposure to the rules and procedures followed in the Armed Forces Headquarters and Inter Services Organisations of the Ministry of Defence.</p>
<p><b>Accounts Assistant (Junior Grade)</b></p> <p>General Central Service, Group ‘C’ Non-Gazetted, Non-Ministerial</p> <p>Level-4 in the Pay Matrix</p>	<p>02 (Two)</p>	<p><b><u>Deputation/Absorption :</u></b></p> <p>Officers under the Central Government or State Government or Union territory Administration:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with eight years service in the grade rendered after appointment thereto on regular basis in Level-2 in the Pay Matrix; and</p> <p>(b) possessing the following educational qualifications and experience, namely :-</p>



		<p><b>Essential :</b></p> <p>(i) Graduate from a recognised University with Commerce as a subject at Senior Secondary Level and one year experience in accounts and budget work in any organisation or Department of Central Government or State Government or Union territory Administration ; or</p> <p>(ii) having successfully undergone ‘Cash and Accounts’ course conducted by the Institute of Secretariat Training and Management; or</p> <p>(iii) passed the Intermediate Examination of the Institute of Cost Accountants of India or the Institute of Chartered Accountants of India or equivalent examination; or</p> <p>(iv) passed Subordinate Accounts Service or equivalent examination conducted by any one of the organised Accounts Departments of Central Government.</p> <p><b>Desirable :</b></p> <p>(i) working knowledge of computer in MS Excel and MS Word.</p> <p>(ii) working knowledge of Fundamental Rules, General Financial Rules applicable in Defence Services and Defence Services Estimates and Defence Procurement Manual (DPM), exposure to the rules and procedures followed in the Armed Forces Headquarters and Inter Services Organisations of the Ministry of Defence.</p>
--	--	---

**2. Deputation/Re-Employment for Ex-Servicemen :-**

Armed Forces Personnel upto the level of Junior Commissioned Officers who are due to retire or who are to be transferred to reserve within a period of one year and have undergone Army or Navy or Air Force Clerk Training (General Duty Clerk Training) and possessing one years working experience in Public Fund Accounts and Budget Allocations or accounts work shall be considered and if selected, such persons will be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms.

**Note 1 :** In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis.

**Note 2 :** Re-employment shall be given upto the age of superannuation in respect of civil post.

