


MINISTRY OF DEFENCE
(Office of the JS(T) & CAO)

Sub : PREPARATION OF PANEL FOR APPOINTMENT AS CASHIER

1. It is proposed to prepare a Panel for appointment as Cashier in AFHQ/Inter Service Organisations. These posts are proposed to be filled by LDCs/UDCs/Assistants who on such appointment, will be paid a certain cash allowance, in addition to the pay of the grade, as decided by the Govt from time to time, for carrying out these duties.
2. Applications duly supported by documentary evidence are invited from permanent LDCs/UDCs/Assistants employed in AFHQ and Inter Service Organisations, who have experience in handling cash and accounts or who have done Cash & Accounts Course at IST&M, in the enclosed proforma, so as to reach this office (CAO/P-1) latest by **15 Jul 2015**, through their respective Estt/Coord Sections.
3. The normal tenure will be for a period of 3 years subject to extension or curtailment, if deemed necessary on administrative grounds. The individuals who are appointed as Cashier can also be allowed to continue in that post even on their promotion to the higher clerical grade, if considered necessary in service interest.
4. Only those individuals who have previous experience of handling cash and maintenance of accounts and have aptitude for this type of work need apply. Individuals whose names are included in the Panel will not be allowed to withdraw their names subsequently under any circumstances.
5. All Coord Sections of Branches of Army HQ, Estt Sections of Air HQ, NHQ and ISOs are requested to give wide publicity to this circular in the offices under their control.


(Anuradha Mitra)
AO, CAO/P-1(B)
19 Jun 2015

All Coord Sections of Branches of Army/ISOs

Air HQ/PC(Coord)

Naval HQ/Adm(Civ)

All Sections in CAO Office

P R O F O R M A

APPLICATION FOR THE POST OF CASHIER IN AFHQ/ISO

1. Name & Designation :
2. Date of Birth :
3. Educational Qualification :
4. (a) Date of apptt. in Govt Service :
(b) Date of apptt. in present grade :
(c) Date of confirmation in the grade :
5. Whether received training in Cash & Accounts at IST&M (Details thereof) :
6. Experience in handling Cash & Accounts(with details) :

D E C L A R A T I O N

I hereby undertake that I will not withdraw my application after my name is included in the Panel for appointment to the post of Cashier.

(Signature of the applicant)
Branch & Section :

Dated:

Telephone :