

**Fwd: [Cag-all-offices] Filling up of the vacant posts of in Canteen Stores Department under Ministry of Defence on deputation basis -reg**

**AG AE Bihar Patna** <agaebihar@cag.gov.in >

Thu, 11 Jun 2026 12:44:20 PM +0530

To "Record section"<record.bih.ae@cag.gov.in>

**O/o the Principal Accountant General (A&E), Bihar, Patna  
Veerchand Patel Path, R. Block  
Patna-800001**

===== Forwarded message =====

From: Ajit Kumar <[saoapp@cag.gov.in](mailto:saoapp@cag.gov.in)>

To: "CAG-ALL-OFFICES" <[cag-all-offices@lsmgr.nic.in](mailto:cag-all-offices@lsmgr.nic.in)>

Cc: "Staff App I" <[aaoapp1.cag@cag.gov.in](mailto:aaoapp1.cag@cag.gov.in)>

Date: Wed, 10 Jun 2026 15:02:05 +0530

Subject: [Cag-all-offices] Filling up of the vacant posts of in Canteen Stores Department under Ministry of Defence on deputation basis -reg

===== Forwarded message =====

Sir/ Madam,

I am directed to forward the vacancy circular issued by Ministry of Defence, Department of Defence D(CSD), New Delhi for filling up the post on deputation basis for your information and further necessary action at your end please.

Regards

Ajit Kumar

Sr. AO/ Staff App. I

CAG-ALL-OFFICES mailing list -- [cag-all-offices@lsmgr.nic.in](mailto:cag-all-offices@lsmgr.nic.in)

To unsubscribe send an email to [cag-all-offices-leave@lsmgr.nic.in](mailto:cag-all-offices-leave@lsmgr.nic.in)

**2 Attachment(s)**

Letter No.484.pdf

340.4 KB

Ministry of Defence, Departme...

4.9 MB



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



No. 484 -Staff (App)-I/01-2026/Vol.II

OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEENDAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

10.06.2026

दिनांक / DATE \_\_\_\_\_

To

1. All the Heads of Department in IA&AD
2. Principal Director (Commercial)-I
3. Director (P)

Subject: **Filling up of the vacant posts of in Canteen Stores Department under Ministry of Defence on deputation basis -reg.**

Sir / Madam,

I am directed to forward the vacancy circular issued by Ministry of Defence, Department of Defence D(CSD), New Delhi for filling up three (03) posts on deputation basis vide letter No. 01(14)/2025/Gp.A/Deputation/S(CSD)/part-I, dated 27.05.2026 (*copy enclosed*).

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022 and revised guidelines of deputation of staff within IA&AD as circulated vide circular No.60-Staff(App.)-1/14-2023 dated 27.01.2025 . The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 12.06.2026**. Applications received after 12.06.2026 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,

Encls:-As above

*Ajit kr.*  
(Ajit Kumar)

Sr. Administrative Officer (Staff App-I)

01(14)/2025/Gp.A/Deputation/D(CSD)/part-I  
Ministry of Defence  
Department of Defence  
D(CSD)

Kartavya Bhawan-2, New Delhi  
Dated, the 27<sup>th</sup> May, 2026

OFFICE MEMORANDUM

**Subject: Inviting applications for filling up vacant posts of Deputy General Manager (Finance & Accounts), Assistant General Manager (Accounts) and Assistant General Manager (Electronic Data Processing) in Canteen Stores Department under Ministry of Defence on deputation basis - regarding.**

The undersigned is directed to refer to the subject mentioned above and to say that Quarter Master General's Branch/ Canteen Services Directorate, Integrated Headquarters of MoD (Army) vide circular No. 95004/Q/BOCCS dated 23.12.2025 and 95004/Q/BOCCS/25 dated 15.12.2025 invite applications from amongst eligible employees for filling up the posts of DGM(F&A), AGM(Accts) and AGM(EDP) in Canteen Stores Department on deputation basis.

2. The detailed advertisements published by Canteen Service Directorate enumerating the eligibility conditions etc. are attached herewith for all the above mentioned posts.
3. It is requested that the vacancy circular may kindly be circulated amongst all eligible offices under your charge and the applications of willing and eligible candidates may be forwarded in the prescribed proforma to the following address by **15<sup>th</sup> June, 2026:-**

**Secretary, Board of Control Canteen Services  
West Block – III, Second Floor Wing – III, RK Puram  
New Delhi – 110066**

4. Incomplete applications and those received after the prescribed due date or not forwarded through proper channel will not be entertained.

Encl. As above.



**(Rahul Mahna)  
Deputy Secretary (G&GS-III)  
Tele: 011-24014572**

**Contd/-**

To,

1. Indian Audit and Account Department  
(Comptroller & Auditor General of India)  
Pocket-9, Deen Dayal Upadhyaya Marg  
New Delhi – 110124  
Email- cagoffice@cag.gov.in
2. Indian Railways Accounts Department  
265-A, Rail Bhawan 1, Raisina Road  
New Delhi – 110001  
Email- fc@rb.railnet.gov.in
3. Indian Defence Accounts Department  
[Controller General of Defence Accounts (CGDA)]  
Ulan Batar Road, Palam, Delhi Cantt – 110010  
Email- cgda@nic.in
4. Indian P&T Finance and Accounts Department  
[Director General of Audit (Finance & Communication)]  
Sham Nath Marg, P&T Colony, Civil Lines, Delhi – 110054  
Email- pdafincom@cag.gov.in
5. Indian Civil Accounts Department  
(Controller General of Accounts)  
Mahalekha Niyantarak Bhawan, Ministry of Finance  
GPO complex, Block-E, Aviation Colony, INA Colony  
New Delhi – 110023  
Email- cga@gov.in
6. Director (CS), DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi – **with a request to upload this circular on DoP&T's website for wider circulation.**
7. US, D(Estt./Gp. I) - With a request to upload the ibid circular on E-HRMS.
8. D(IT) - With a request to upload the ibid circular on MoD's website.

**Copy to:-**

1. CS Dte – For information & Necessary action.
2. CSD HO – For information.

**INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY)**  
**QUARTERMASTER GENERAL'S BRANCH/ CANTEEN SERVICES DIRECTORATE**  
**(SECRETARIAT TO THE BOARD OF CONTROL CANTEEN SERVICES (BOCCS) AND**  
**EXECUTIVE COMMITTEE OF BOCCS)**

Tele: 20862162

email : ddgcs@csdindia.gov.in

No: 95004/Q/BOCCS

Date : 23 Dec 2025

**CIRCULAR**

**INVITING APPLICATIONS FOR FILLING UP VACANT POSTS OF DEPUTY GENERAL**  
**MANAGER (FINANCE & ACCOUNTS) AND ASSISTANT GENERAL MANAGER**  
**(ACCOUNTS) IN CANTEEN STORES DEPARTMENT**

1. One post of Deputy General Manager (Finance & Accounts), Group 'A' Gazetted in Pay Level-12 of Pay Matrix (₹ 78,800-2,09,200) and three posts of Assistant General Manager (Accounts) in Pay Level-11 of Pay Matrix (₹ 67,700-2,08,700) in Canteen Stores Department (CSD) under Ministry of Defence (MoD) is required to be filled up on Deputation basis.
2. The period of deputation will initially be **two years**. The eligibility conditions and other details of the post are as covered in subsequent paras.
3. **Deputy General Manager (Finance and Accounts)**
  - 3.1 **No of Post** - One (01)
  - 3.2 **Level in Pay Matrix** - Level-12 (₹78,800-2,09,200)
  - 3.3 **Method of Recruitment** - By promotion failing which by transfer on deputation, failing both by Direct Recruitment.
  - 3.4 **Field of Selection and Eligibility Condition** - Officers of any of the Accounts service under the Central Government holding Junior Administrative grade scale posts or with 3 years regular service in the senior scale posts in Pay Level 11 (₹ 67,700-2,08,700) and having experience of commercial accounting.
  - 3.5 **Period of Deputation** - Period of deputation shall ordinarily not exceed 05 years.
4. **Assistant General Manager (Accounts)**
  - 4.1 **No of Posts** - Three (03)
  - 4.2 **Scale of Pay** - Pay Level 11 (₹ 67,700-2,08,700)
  - 4.3 **Method of Recruitment** - By promotion failing which by transfer on deputation, failing both by Direct Recruitment.
  - 4.4 **Field of Selection and Eligibility Conditions** -
    - 4.4.1 Officers of any of the Accounts Service under the Central Government holding senior posts in the scale of Pay Level 11 or with 04 years' regular service in junior scale posts Pay Level 10.

4.4.2 Accounts/ Audit Officer with 7 years' regular service as such from any of the organised Accounts Departments, e.g., Indian Audit and Account Department, Indian Railway Accounts Department, Indian Defence Accounts Department, Indian P & T Finance and Accounts Department and Indian Civil Accounts Department.

4.5 **Period of Deputation** - Period of deputation shall ordinarily not exceed 03 years.

5. The terms and conditions of deputation will be governed by the DoP&T's OM No 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

6. It is requested that the above mentioned vacancies may kindly be circulated widely and the applications of suitable and desirous candidate fulfilling the requisite qualifications and who can be relieved immediately in the event of their selection for appointment may kindly be forwarded in the enclosed proforma alongwith upto date Confidential Reports/ APARs for the last five years of the officers duly countersigned by the employer not below the rank of Under Secretary to the Government of India or equivalent, so as to reach the undersigned on or before **17 Feb 2026**. It may be verified and certified that particulars furnished by the officers are correct and that no disciplinary / vigilance case is pending against the applicant.

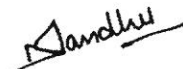
7. Cadre Authorities/ Heads of Departments are requested to forward application of eligible and willing candidates in the prescribed proforma alongwith the following documents:-

- 7.1 Integrity Certificate.
- 7.2 Vigilance Certificate.
- 7.3 Cadre Clearance Certificate.
- 7.4 Major or Minor Penalty Certificate.
- 7.5 Certificate to the effect that the particulars furnished by the applicant have been verified & found correct as per service records.

8. Incomplete applications and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and requisite certificates as desired above will not be entertained.

9. The envelope containing Complete Applications super scribed as '**Applications for the post of Deputy General Manager (Finance & Accounts)/ Assistant General Manager (Accounts)**' may be sent on the following address by **17 Feb 2026**:-

**Secretary, Board of Control Canteen Services  
West Block-III, Second Floor, Wing-III, RK Puram  
New Delhi-110066**

  
(Nawaldeep Singh)  
Lt Col  
AQMGS CS  
for Secy BOCCS

**Enclosures:** As above

**To :-**

DoD/ D(CSD) - For circulation amongst all Ministries/ Departments of Govt of India.

MS-3B, MS Br, IHQ of MoD (Army)  
South Block, New Delhi

Dte of Personnel, IHQ of MoD (Navy)  
Sena Bhawan, New Delhi

PO Branch  
Vayu Bhawan, New Delhi

Dte of Accts, Air HQ  
West Block-IV, New Delhi

Indian Audit and Account Department  
(Comptroller & Auditor General of India)  
Pocket-9, Deen Dayal Upadhyaya Marg  
New Delhi-110124

Indian Railways Accounts Department  
256-A, Rail Bhawan, Raisina Road  
New Delhi-110001

Indian Defence Accounts Department  
(Controller General of Defence Accounts (CGDA))  
Utari Batar Road, Palam, Delhi Cantt-110010

Indian P&T Finance and Accounts Department  
(Director General of Audit (Finance & Communication))  
Sham Nath Marg, P&T Colony, Civil Lines, Delhi-110054

Indian Civil Accounts Department  
(Controller General of Accounts)  
Mahalekha Niyantarak Bhawan  
GPO Complex, Block-B, INA Colony  
New Delhi-11023

**Copy to:-**

CSD Head Office - For information please.

Government of India, Ministry of Defence

**Board of Control Canteen Services (BOCCS)  
C/o Canteen Services Directorate, West Block-III  
Wing-III, RK Puram, New Delhi-110066**

Filling up one (01) post of Deputy General Manager (Finance & Accounts), Group 'A' (Gazetted) in Level-12 of Pay Matrix and three (03) posts of Assistant General Manager (Accounts), Group 'A' (Gazetted) in Level-11 of Pay Matrix in Canteen Stores Department under Ministry of Defence on deputation basis.

1. Applications are invited for filling up of One (01) post of Deputy General Manager (Finance & Accounts) Group 'A' Gazetted in Level-12 of Pay Matrix (Rs. 76,800-2,60,200) and three posts of Assistant General Manager (Accounts) in Level-11 of Pay Matrix (Rs. 67,700-2,38,700) in the Canteen Stores Department under Ministry of Defence on deputation basis. The eligibility conditions for applicants are as under:

**2. Deputy General Manager (Finance and Accounts)**

- (a) No. of Post - One (01)
- (b) Level in Pay Matrix - Level-12 (Rs. 76,800-2,60,200)
- (c) Method of Recruitment - By promotion failing which by transfer on deputation, failing both by Direct Recruitment.
- (d) Field of Selection and Eligibility Condition - Officers of any of the Accounts service under the Central Government holding Junior Administrative Grade state posts or with 3 years' regular service in the senior state posts in Pay Level-11 (Rs. 67,700-2,38,700) and having experience of commercial accounting.
- (e) Period of Deputation - Period of deputation shall ordinarily not exceed 05 years.

**3. Assistant General Manager (Accounts)**

- (a) No. of Posts - Three (03)
- (b) Scale of Pay - Pay Level 11
- (c) Method of Recruitment - By promotion failing which by transfer on deputation, failing both by Direct Recruitment.
- (d) Field of Selection and Eligibility Conditions -
  - (i) Officers of any of the Accounts Service under the Central Government holding senior posts in the scale of Pay Level-11 or with 04 years' regular service in junior scale posts in Pay Level 10.
  - (ii) Accounts/Audit Officer with 7 years' regular service as such from any of the organised Accounts Departments e.g., Indian Audit and Account Department, Indian Railway Accounts Department, Indian Defence Accounts Department, Indian P & T Finance and Accounts Department and Indian Civil Accounts Department.

4. The terms and conditions of deputation will be governed by the DoP&T's OM No. 852009 Estt.(Pay-8) dated 17.06.2010, as amended from time to time.

5. It is requested that the applications (in duplicate) in the given proforma along with the complete and up to date Confidential Reports/APARs for the last five years of the officers (whom could be spared in the event of their selection) duly countersigned by the employer not below the rank of Under Secretary to the Govt. of India or equivalent may be sent to the office of the Secy BOCCS, Integrated HQ of MoD (Army), Quartermaster General's Branch, Canteen Services Directorate, West Block-III, Second Floor, Wing-III, RK Puram, New Delhi-110066 within 60 days of the issue of this advertisement. Applications received after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/Minor Penalties imposed on the officer during the last 10 years may also be furnished.

6. Cadre Authorities/Head of Departments are requested to forward application of eligible and willing candidates in the prescribed proforma alongwith the following documents:-

- (a) Integrity Certificate.
- (b) Vigilance Certificate.
- (c) Cadre Clearance Certificate.
- (d) Major or Minor Penalty Certificate.
- (e) Certificate to the effect that the particulars furnished by the applicant have been verified & found correct as per service records.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. (a) Date of Entry into Service  
(b) Date of Retirement under Central/State Government Rules
4. Educational Qualifications
5. 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 Level of the post held on regular basis	Nature of Duties (in detail highlighting experience required for the post applied for)

\* Important: Pay Increment granted under ACPI/MACP are presented to the officer in therefore, should not be mentioned. Only Pay Level of the post held on regular basis to be mentioned. Details of ACPI/MACP with present Pay Level where such benefits have been drawn by the candidate may be indicated as below:-

Office/Institution	Pay Level drawn under ACPI/MACP	From	To

6. Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent			
7. In case the present employment is held on deputation/contract basis, (delete as applicable)			
7.1 The date of initial appointment	7.2 Period of appointment on deputation/contract	7.3 Name of the parent office/organization to which the applicant belongs	7.4 Name of the post and Pay of the post held in substantive capacity in the parent organisation

7.5 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.

7.6 Note: Information under Column 7.3 & 7.4 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization by still maintaining a lien in his parent cadre/organization.

8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

9. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):

- 9.1 Central Government.
- 9.2 State Government.
- 9.3 Autonomous Organization.
- 9.4 Government Undertaking.
- 9.5 Universities.
- 9.6 Others.

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

11. 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.

12. Total emoluments per month now drawn		
Pay Level	Basic Pay in Pay Level	Total Emoluments

Continued on page 9

8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
9. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  9.1 Central Government. 9.2 State Government. 9.3 Autonomous Organization 9.4 Government Undertaking 9.5 Universities 9.6 Others		
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
11. 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		
12. Total emoluments per month now drawn		
<b>Pay Level</b>	<b>Basic Pay in Pay Level</b>	<b>Total Emoluments</b>
13. 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.		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/ Interim relief / other Allowances etc. (the break-up details)</b>	<b>Total Emoluments</b>
14. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This column may be utilised to provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
15. <b>Achievements:</b> The candidates are requested to indicate information with regard to; (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.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		

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16. Whether belongs to SC/ST	
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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 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 fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)  
Address \_\_\_\_\_

Date: \_\_\_\_\_

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**Continued from page 8**

13. 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.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief / other Allowances etc. (with break-up details)	Total Emoluments

14. Additional information (if any, relevant to the post you applied for in support of your suitability for the post)  
 (This column may be used to provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  
 (Note: Enclose a separate sheet, if the space is insufficient)

15. Achievements:  
 The candidates are requested to indicate information with regard to:  
 (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)

16. Whether belongs to SC/ST

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 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 fact having a bearing on my selection has been suppressed/withheld.

Date: \_\_\_\_\_  
 CBC 10117/11/0002/2526

(Signature of the Candidate)  
 Address: \_\_\_\_\_

EN 31

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. (a) Date of Entry into Service  
(b) Date of Retirement under Central / State Government Rules
4. Educational Qualifications
5. 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 Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
		/			

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

Office/Institution	Pay Level drawn under ACP/ MACP	From	To

6. Nature of present employment i.e. adhoc or temporary or quasi-permanent or permanent			
7. In case the present employment is held on deputation/ contract basis, please state following			
7.1 The date of initial appointment	7.2 Period of appointment on deputation/contract	7.3 Name of the parent office/organization to which the applicant belongs	7.4 Name of the post and Pay of the post held in substantive capacity in the parent organisation
7.5 <b>Note:</b> 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.			
7.6 <b>Note:</b> Information under Column 7.3 & 7.4 above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization by still maintaining a lien in his parent cadre/ organisation			

**INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY)**  
**QUARTERMASTER GENERAL'S BRANCH/ CANTEEN SERVICES DIRECTORATE**  
**(SECRETARIAT TO THE BOARD OF CONTROL CANTEEN SERVICES (BOCCS) AND**  
**EXECUTIVE COMMITTEE OF BOCCS)**

Tele: 20862162

email : ddgcs@csdindia.gov.in

No : 95004/Q/BOCCS/25

Date : 15 Dec 2025

**CIRCULAR**

**INVITING APPLICATIONS FOR FILLING UP VACANT POST OF**  
**ASSISTANT GENERAL MANAGER (ELECTRONIC DATA PROCESSING)**  
**IN CANTEEN STORES DEPARTMENT**

1. Applications are invited for filling up of One (01) Group 'A' Gazetted post of Assistant General Manager (Electronic Data Processing) in Level-11 of Pay Matrix (₹ 67,700-2,08,700/-) in the Canteen Stores Department under Ministry of Defence on deputation basis. The eligibility conditions for applicants are as under:-

2. **Assistant General Manager (Electronic Data Processing).**

(a) **No of Post** - One (01)

(b) **Scale of Pay** - Pay Level-11

(c) **Field of Selection & Eligibility Conditions.** Officers from the Defence Services of the rank of Captain or equivalent or Officers under the Central Government holding analogous posts OR with 5 years' regular service in posts in Level-10 (₹ 56,100-1,77,500) in the Pay Matrix or equivalent and having experience of system analysis and programming on an electronic computer.

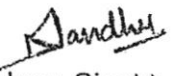
3. The terms and conditions of deputation will be governed by the DoP&T's OM No 6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

4. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up to date Confidential Reports/ APARs for the last five years of the officers (who could be spared in the event of their selection) duly countersigned by the employer not below the rank of Under Secretary to the Govt of India or equivalent may be sent to the office of the **Secy BOCCS, Integrated HQ of MoD (Army), Quartermaster General's Branch, Canteen Services Directorate, West Block-III, Second Floor, Wing-III, RK Puram, New Delhi- 110066** within **60 days** of the issue of this advertisement. Applications received after the last date or without the Confidential Reports/ APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/ Minor Penalties imposed on the officer during the last 10 years may also be furnished.

5. Cadre Authorities/ Heads of Departments are requested to forward application of eligible and willing candidates in the prescribed proforma alongwith the following documents:-

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- (a) Integrity Certificate.
- (b) Vigilance Certificate.
- (c) Cadre Clearance Certificate.
- (d) Major or Minor Penalty Certificate.
- (e) Certificate to the effect that the particulars furnished by the applicant have been verified & found correct as per service records

  
(Nawaldeep Singh)  
Lt Col  
AQMGS CS  
for Secy BOCCS

**Enclosures:** As above

**To:-**

DoD/ D(CSD) - For circulation amongst all Ministries/ Departments of Govt of India.

MS-3B, MS Br, IHQ of MoD (Army)

Dte of Personnel, IHQ of MoD (Navy)

Dte of Personnel, Air HQ

**Copy to:-**

CSD Head Office - For information please.

## Canteen Services Directorate, West Block-III

### Wing-III, RK Puram, New Delhi-110066

Filling up one (01) post of Assistant General Manager (Electronic Data Processing), Group 'A' (Gazetted) in level-11 of pay matrix in Canteen Stores Department under Ministry of Defence on deputation basis.

1. Applications are invited for filling up of One (01) Group 'A' Gazetted post of Assistant General Manager (Electronic Data Processing) in level-11 of Pay Matrix (Rs. 67,700- 2,08,700/-) in the Canteen Stores Department under Ministry of Defence on deputation basis. The eligibility conditions for applicants are as under:-

2. Assistant General Manager (Electronic Data Processing).

(a) No. of Post - One (01)

(b) Scale of Pay - Pay Level-11

(c) Field of Selection & Eligibility Conditions. Officers from the Defence Services of the rank of Captain or equivalent or Officers under the Central Government holding analogous posts OR with 5 years' regular service in posts in Level-10 (Rs. 56,100-1,77,500) in the Pay Matrix or equivalent and having experience of system analysis and programming on an electronic computer.

3. The terms and conditions of deputation will be governed by the DoP&T's OM No. 68/2009-ESII (Pay-II) dated 17.06.2010, as amended from time to time.

4. It is requested that the applications (in duplicate) in the given proforma along with the complete and up to date Confidential Reports/ APARs for the last five years of the officers (who could be appointed in the event of their selection) duly countersigned by the employer not below the rank of Under Secretary to the Govt. of India or equivalent may be sent to the office of the Secy BOCCS, Integrated HQ of MoD (Army), Quartermaster General's Branch, Canteen Services Directorate, West Block-III, Second Floor, Wing-III, RK Puram, New Delhi- 110066 within 60 days of the issue of this advertisement. Applications received after the last date or without the Confidential Reports/ APARs or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending. The details of Major/Minor Penalties imposed on the officer during the last 10 years may also be furnished.

5. Cadre Authorities/ Heads of Departments are requested to forward application of eligible and willing candidates in the prescribed proforma alongwith the following documents:-

(a) Integrity Certificate.

(b) Vigilance Certificate.

(c) Cadre Clearance Certificate.

(d) Major or Minor Penalty Certificate.

(e) Certificate to the effect that the particulars furnished by the applicant have been verified & found correct as per service records.

#### Bio-Data/Curriculum Vitae Proforma

1.	Name and Address (in Block Letters)													
2.	Date of Birth (in Christian Era)													
3.	a) Date of entry into service													
	b) Date of retirement under Central/State Government Rules.													
4.	Educational Qualifications													
5.	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 Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for								
<p>*Important: Pay increment granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level where such benefits have been drawn by the candidate, may be indicated as below:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Office/Institution</th> <th style="width: 35%;">Pay Level drawn under ACP/MACP</th> <th style="width: 10%;">From</th> <th style="width: 10%;">To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>							Office/Institution	Pay Level drawn under ACP/MACP	From	To				
Office/Institution	Pay Level drawn under ACP/MACP	From	To											
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.													
7.	In case the present employment is held on deputation/contract basis, please state following:													
	7.1) The date of initial appointment	7.2) Period of appointment on deputation/contract	7.3) Name of the parent Office/ Organization to which the applicant belongs.	7.4) Name of the post and Pay of the post held in substantive capacity in the parent organization										
7.5	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent, concerned department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.													
7.6	Note: Information under column 7.3 & 7.4 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but not maintaining a lien in his parent cadre/organization.													
8.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.													
9.	Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					Continued on page 13								

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10.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.	
11.	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.	
12.	Total emoluments per month now drawn	
	<b>Pay Level</b>	<b>Basic Pay in Pay Level</b>
		<b>Total Emoluments</b>
13.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed	
	<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/interim relief/other Allowances etc. (the break-up details)</b>
		<b>Total Emoluments</b>
14.	<b>Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This column may be utilised to provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient).	
15.	<b>Achievements</b> The candidates are requested to indicate information with regard to:- 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.)	
16.	Whether belongs to SC/ST	

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 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.

Date : .....

**Signature of the Candidate**  
Address .....