

No.E-16015/1/AFA-Dep/2019/Pers-II/214

Government of India
Directorate General
Central Industrial Security Force
(Ministry of Home Affairs)

Block-13, CGO's Complex,
Lodhi Road, New Delhi-110003.
Dated: 12 March, 2019

OFFICE MEMORANDUM

Subject: Filling up of 01 (One) post of Assistant Financial Adviser(AFA) in Directorate General, Central Industrial Security Force(CISF) on deputation basis :Reg.

The undersigned is directed to state that 01 (One) post in the rank of Assistant Financial Adviser in the Directorate General, Central Industrial Security Force, in the Level-11 (Rs. 67,700-2,08,700/-) of Pay Matrix as per 7th CPC, is proposed to be filled by deputation basis for a period of 03 years from among the officers of the Central Government belonging to any of the Organized Accounts Service or Non-Organized Accounts Service;

- (a) (i) holding analogous posts on regular basis ; or
- (ii) with five years' regular service in posts Level-10 in the Pay Matrix. (Rs.56,100-1,77,500/-) or equivalent or;
- (iii) with five years' regular service in posts in Level-9 in the pay matrix (Rs.53,100-1,67,800/-); or
- (iv) with six years' regular service in posts in Level-8 in the Pay Matrix of Rs.47,600-1,51,100/-; or equivalent.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed three years.)

2. Eligibility conditions for the post are shown in ANNEXURE-I. The details including prescribed proforma, eligibility conditions & job descriptions are also available on CISF website : www.cisf.gov.in **(vacancies)**

3. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.


Contd...2/-

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4. The pay of the officer selected for appointment on deputation and various conditions will be governed by the Govt. of India orders issued in this regard from time to time and also in accordance with the CISF Rules.

5. It is requested that the application (in triplicate) in the prescribed proforma in ANNEXURE-II (enclosed) in respect of eligible and willing officer who can be spared immediately, if selected, may be sent to the Directorate General, Central Industrial Security Force(CISF), Block No. 13, CGO's Complex, Lodhi Road, New Delhi-110003, so as to reach within 60 days from the date of issue of this Office Memorandum together with up to date ACR dossiers and DE/vigilance clearance certificate.

6. It may please be noted that application received after the closing date or without the required documents or found to be incomplete in any other respect will not be considered and any back reference made in this regard will not be entertained.



(S. DEV DATTA SINGH)

DEPUTY INSPECTOR GENERAL (PERS)

Encl: As above.

1. All Ministries and Deptt : With the request to circulate the post also to the Govt.of India' Attached/Subordinate office(s).
2. All CAPFs.
3. Controller General of Accounts, West Block No 5,R.K.Puram, New Delhi.
4. Controller General of Accounts, Lok Nayak Bhavan, New Delhi.
5. DS (Pers-I), MHA, North Block, New Delhi.
6. All Sector IsG/CISF
7. All Zonal/Plant/RTC/NISA/FSTI DIsG/CISF
8. All Branch(es) FHQrs.
9. Pers. I branch

DUTIES OF ASSISTANT FINANCIAL ADVISER (AFA)

- ❖ He will discharge his duties under Internal Financial Adviser(IFA) of CISF as Assistant Financial Adviser and exercise powers vested to him at Force Head Quarters, CISF.
- ❖ Shall render suggestions/advice on the financial matters to all administrative branch within the field of delegated powers to facilitate smooth functioning and timely implementation of schemes and programs as charted out by the Competent Authority/CISF and IFA/ CISF.
- ❖ Shall properly advise on procurement proposals of provisioning/Technical/Works and carry out directives given by the IFA/CISF.
- ❖ Shall carry out financial appraisal and evaluation of projects under 5 year plan.
- ❖ Shall assist the IFA/CISF to assist the MHA in optimum inter-se-programme prioritization and allocation based on expenditure profiles of each programme.
- ❖ Shall co-ordinate with various administrative divisions in processing the cases of additional requirements of funds.
- ❖ Shall assist in preparation of Tender documents & finalization there of.
- ❖ Shall give financial concurrence up to Rs. 1 crore proposal.
- ❖ Liaison with MHA for clearance of the proposal and approval there of.
- ❖ Shall conduct internal audit of welfare fund and scrutinize audit reports.
- ❖ Shall issue guidelines in all financial matters to all units wherever necessary and render advice/clarifications in adopting procedures in close co-ordination/consultation with IFA/CISF.
- ❖ Shall ensure monthly execution of data of New Pension Scheme.
- ❖ Vetting of all proposals of creation of new posts.
- ❖ Shall scrutinize the cases of ex-gratia payment.
- ❖ Shall perform any other duties as assigned to him by HOO/IFA, CISF/HOD from time to time.

ANNEXURE-I**ELIGIBILITY CONDITION FOR THE POST OF AFA**

1.	Name of the post	Assistant Financial Adviser(AFA)
2.	Clarification of the post	General, Central Services, Group-A, Gazetted.
3.	Pay scale of the post	Level-11 (Rs. 67700-208700/-) in the Pay Matrix as per 7 th CPC.
4.	Number of posts to be filled on deputation	One only (01)
5.	Period of deputation	Three (03) years.
6.	Age limit	Should not be exceeding 56 years of age as on date of receipt of the applications.
7.	Eligibility Criteria for the post Asst. Financial Advisor	<p>Officers of the Central Government belonging to any of the Organized Accounts Service or Non-Organized Accounts Service;</p> <p>(a) (i) holding analogous posts on regular basis ; or</p> <p>(ii) with five years' regular service in posts Level-10 in the Pay Matrix. (Rs.56100-177500/-)or equivalent or;</p> <p>(iii) with five years' regular service in posts in Level-9 in the pay matrix (Rs.53100-167800/-); or</p> <p>(iv) with six years' regular service in posts in Level-8 in the Pay Matrix of Rs.47600-151100/-; or equivalent.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall ordinarily not exceed three years.)</p>

BIO DATA PROFORMA

S.N	PARTICULARS	DETAILS	
1	Name and Address in Block letters		
2	Date of Birth(in Christian era)		
3	Date of retirement under Central/State Govt. Rules		
4.	Date of Appt. In Govt. Service		
5.	Pay drawn & Level of Pay		
6	Educational Qualification		
7	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.		
8	Essential	Qualification Experience required	Qualification Experience possessed by the officer
		1	
		2	
		3	
9	Desired	Qualification Experience required	Qualification Experience possessed by the officer
		1	
		2	
		3	

10	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post							
11	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.							
	Office/Instt /Org.	Post held	from	to	Scale of pay and basic pay	Nature of duties		
12	Nature of present employment i.e. Ad-hoc or temporary or quasi permanent or permanent							
13	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 you belong.				
14	Additional details about present employment			Please State whether working under				
				Central Government				
				Any other				

15	Are you in revised scale of pay? If yes, give the date of from which the revision took place and also indicate the pre-revised scale.	
16	Total emoluments per month now drawn	
17	Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
18	Whether belongs to SC/ST	
19	Any other information	

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

SIGNATURE OF THE CANDIDATE

Address_____

Telephone No:-----

Mobile No.-----

E-mail ID:-----

Date_____

COUNTERSIGNED

(EMPLOYER WITH SEAL)

Certificate to given by Head of Office of the applicant:

- a) It is certified that the particulars furnished by the officer are correct.
- b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- c) His/her integrity is certified.
- d) It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
- e) His / Her complete APAR dossier or copies of last 10 years of APARs duly attested on each page by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- f) It is certified that no court case is pending against the applicant.

(HEAD OF OFFICE)

NAME:

Telephone No.

Fax No.

with office seal

Date:

Place: