

No. M-03013/53/2024-Admin-4 (E31670)  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi  
Dated the 14<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

Subject:- Filling up the post of Financial Advisor and Chief Accounts Officer in Delhi Milk Scheme (DMS) by Deputation basis-reg.

The undersigned is directed to refer to this Department's OM of even number dated 21.4.2025 (copy enclosed) vide which it was proposed to fill up one post of Financial Advisor and Chief Accounts Officer belonging to the General Central Service Group 'A' Gazetted, in Delhi Milk Scheme, a subordinate office of this Department.

2. The applicants were requested to send their applications to this Department in the enclosed proforma within 60 days from the date of issues of this Memorandum. Since, period of 60 days for receiving the applications has been passed and no application has so far been received in this regard. Accordingly the time period for inviting applications for filling up the post of Financial Advisor and Chief Accounts Officer in DMS is being further extended for 30 days from the date of publication of this advertisement in the Employment News.

Encl.: As above.

Under Secretary to the Government of India

Distribution:

1. NIC, DAHD for uploading the same on the DAHD website.
2. The General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi.

संजय कुमार / SANJAY KUMAR  
अवर सचिव / Under Secretary  
भारत सरकार / Government of India  
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय  
Ministry of Fisheries, Animal Husbandry & Dairying  
और डेयरी विभाग  
Department of Animal Husbandry and Dairying  
कृषि भवन, नई दिल्ली-110001  
Krishi Bhawan, New Delhi-110001

## Annexure

### BIO-DATA PROFORMA

1. Name and address in block letters:
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. 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)

Qualifications/ Experience required

Qualifications/Experience possessed by  
the officer

Essential (1) (2) (3)

Desired (1) (2)

6. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post
7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Inst./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e. ad hoc or temporary or permanent
9. 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
10. Additional details about present employment (Please state whether working under)
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Government Undertaking
  - (e) Universities
11. Are you in the 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
13. 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.
14. Whether belong to SC/ST
15. Remarks



Signature of the candidate \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Countersigned \_\_\_\_\_  
(Employer)

#### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. At any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without notice/compensation.

Signature of the Candidate \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

#### EMPLOYER'S ENDORSEMENT

This is to certify that Shri \_\_\_\_\_ is working as \_\_\_\_\_ w.e.f. \_\_\_\_\_ on regular appointment in our department. The above details given by him are verified and found correct as per our records. It is further certified that **no vigilance/disciplinary case** and **departmental enquiry** is either pending or contemplated against him. The integrity of the officer is also certified. In case of his selection, he will be relieved on deputation.

Signature of the Employer with Office Seal \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_



F.No. M-03013/53/2024-Admin-4 (E31670)

भारत सरकार

Government of India

मत्स्य पालन, पशुपालन और डेयरी मंत्रालय

Ministry of Fisheries, Animal Husbandry and Dairying

पशुपालन और डेयरी विभाग

Department of Animal Husbandry and Dairying

Krishi Bhawan, New Delhi

Dated the 21<sup>st</sup> April, 2025

**Office Memorandum**

Subject:- Filling up the post of Financial Advisor & Chief Accounts Officer in Delhi Milk Scheme on deputation basis-reg.

The undersigned is directed to say that one post of Financial Advisor & Chief Accounts Officer belonging to the General Central Service Group 'A' Gazetted, is proposed to be filled up in Delhi Milk Scheme, a subordinate office of this Department. The post carries the pay scale of PB-3 - Rs.15600-39100+Grade Pay Rs.7600/-(pre revised) (corresponding revised pay scale of Level - 12).

2. As per Recruitment Rules, for the post of FA&CAO, DMS, the post is required to be filled up by deputation. Deputation is to be made from officers under the Central Government.

(a) (i) holding analogous post on regular basis in the parent cadre/department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis on the scale of pay of Rs.10,000-15,200/- or equivalent in the parent cadre or department; or

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 8000-13500/- or equivalent in the parent cadre/Department; and

(b) having ten years' experience of finance and Accounts in large scale Commercial/Industrial Undertaking/Organization.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

3. The particulars of the eligible officers, who could be spared in the event of their selection, may kindly be sent their application to this



Department in the enclosed proforma together with their up to date CR dossier, vigilance clearance, integrity certificate and statement of major/minor penalties imposed during the last ten years within 60 days from the date of issues of this Memorandum. The particulars of the officers received without their CR dossiers or after the due date, may not be considered. It may also be made clear that the officers, who volunteer for this post, will not be allowed to withdraw their name later on.

*Sanjay Kumar*  
12/04/25  
(Sanjay Kumar)

Under Secretary to the Govt. of India

**Distribution:**

1. All Ministries/Departments of the Govt. of India.
2. All State Governments/UTs.
3. All Autonomous Bodies/Statutory Organizations.
4. The General Manager, Delhi Milk Scheme, West Patel Nagar, New Delhi.