

CERTIFICATE OF THE HEAD OF OFFICE.

The Head of office must ensure that the particulars recorded by the candidates in the application forms are correct as per the service records. The Head of Office must ensure that the entries of number of chances availed is recoded in the service book of the candidate and will also ensure that the applications are sent only of those candidates who are eligible as per the instructions of the scheme available on the website of this office.

Kindly arrange to circulate the above information to the notice of all the employees working in your office/attached/subordinate offices under your control and ensure that the applications of the desirous and eligible candidates are forwarded so as to reach this office latest by 14.01.2011 at 5:30 PM.

This issue with the prior approval of the Finance Deptt., Govt. of Delhi.

Yours faithfully,

Sd/-

(S.C. SHARMA)

DEPUTY CONTROLLER OF ACCOUNTS (ADMN.)

Encl. Specimen of Application Forms.

No.F.4 (11)/SAS/Pr.AO/2010/A.II/1487-1600

Dated:-30.12.2010

Copy forwarded for information and necessary action to:-

1. P.S to Pr. Secretary (Finance)/ Special Secretary (Finance)
2. Dy. Controller General of Accounts, Govt. of India, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Deputy Secretary Finance (Accounts), GNCT Delhi, New Delhi.
4. Deputy Secretary (Services), GNCT of Delhi, New Delhi.
5. All Dy. Controller of Accounts, Principal Accounts Office, Delhi.
6. All Pay & Accounts Offices under GNCT of Delhi/New Delhi.
(This circular should also be displayed on Notice Board for giving wide publicity)
7. All Branch In charges (H.Qr.)

Sd/-

(S.C. SHARMA)

DEPUTY CONTROLLER OF ACCOUNTS (ADMN.)

**SCHEDULE PROGRAMME FOR COMMON ASSISTANT ACCOUNTS
OFFICER (CIVIL) EXAMINATION 2010**

PART – I

Date	Time	Subject
07.02.2011 (Monday)	1430 to 1730 Hrs	Precis & Draft
08.02.2011 (Tuesday)	1430 to 1730 Hrs	Service Rules
09.02.2011 (Wednesday)	1430 to 1730 Hrs	Accounting Procedure
10.02.2011 (Thursday)	1430 to 1730 Hrs	Constitution of India & Financial Control

PART – II

Date	Time	Subject
11.02.2011 (Friday)	1430 to 1730 Hrs	Public Works Accounts
14.02.2011 (Monday)	1430 to 1730 Hrs	Advanced Commercial Accounts
15.02.2011 (Tuesday)	1430 to 1630 Hrs	Cost & Management Accounts

Sd/-
(S.C. SHARMA)
DEPUTY CONTROLLER OF ACCOUNTS(ADMN.)

APPLICATION FOR COMMON A.A.O. (PART-I) EXAMINATION 2010
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

PART – I

STAPLE YOUR
RECENT
PHOTOGRAPH
HERE

PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)

1. NAME OF THE CANDIDATE : _____
(In BLOCK letters)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01-4-2010 : _____
5. Whether SC/ST (Please specify) : _____
6. Present Post held : _____
7. Full Address of office : _____

- Telephone No. of office** : _____
8. Full Residential Address : _____

- Telephone No. of Residence : _____
9. Number of chances already availed in Common AAO Part-I Examination : _____
10. Month & year when appeared in Part-I and the Index number allotted on each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

11. Details of exemption secured in Part-I Examination:-

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

12. Whether passed Part-(II) Examination(if yes)
Year of passing with Index Number : _____
13. Date of Entry in Govt. Service & Designation : _____
14. Cadre to which belongs: _____ Seniority No. _____
15. Date from which continuously Pay Scale Date working in the scale of
- a) Rs. 3050-4590(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 1900 (Revised) _____
- b) Rs. 4000-6000(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 2400 (Revised) _____
- c) Rs. 5500-9000(Pre-revised)/
Rs. 9300-34800 with grade pay Rs. 4200 (Revised) _____

16. Whether received Common A.A.O. training conducted by Controller of Accounts, Govt. of N.C.T. of Delhi (Yes/No.) : _____
17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name & Designation)

Office Address: _____

Telephone No.: _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by Sh./Smt./Km.
_____ designation _____

of this Office/Department has been verified with reference to the service records and is correct.

2. Recommendation of the Head of Office with regard to the :-

- (i) Work : _____
(ii) Conduct : _____
(iii) Whether disciplinary proceedings are
pending /contemplated : _____
(iv) Fitness of the applicant for
Appearing in Common AAO Part-I
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER

APPLICATION FOR COMMON A.A.O. (PART-II) EXAMINATION 2010
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

PART – II

STAPLE YOUR
RECENT
PHOTOGRAPH
HERE

PASTE YOUR
RECENT
PHOTOGRAPH
HERE (DULY
ATTESTED
PHOTO)

1. NAME OF THE CANDIDATE : _____
 (In BLOCK letters)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age as on 01-4-2010 : _____
5. Whether SC/ST (Please specify) : _____
6. Present Post held : _____
7. Full Address of office : _____

Telephone No. of office : _____

8. Full Residential Address : _____

Telephone No. of Residence : _____

9. Year of passing Part-I with Index No : _____

10. Number of chances already availed in
Common AAO Part-II Examination : _____

11. Month & year when appeared in Part-II and the Index number allotted on each occasion:

S.No.	Month/Year	Index No.	S.No.	Month/Year	Index No.
1.			4.		
2.			5.		
3.			6.		

12. Details of exemption secured in Part-II Examination:-

S.No.	Subject	Index No.	Month/Year	Marks Obtained
1.				
2.				
3.				

13. Date of Entry in Govt. Service & Designation : _____

14. Cadre to which belongs: _____ Seniority No. _____

15. Date from which continuously Pay Scale Date working in the scale of

a) Rs. 3050-4590(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 1900 (Revised) _____

b) Rs. 4000-6000(Pre-revised)/
Rs. 5200-20200 with grade pay Rs. 2400 (Revised) _____

c) Rs. 5500-9000(Pre-revised)/
Rs. 9300-34800 with grade pay Rs. 4200 (Revised) _____

16. Whether received Common A.A.O. training conducted by Controller of Accounts, Govt. of N.C.T. of Delhi (Yes/No.) : _____
17. I certify that the above particulars are correct. I further certify that I have gone through the scheme of Common A.A.O. Exam. of Govt. of N.C.T. of Delhi and agree to abide by the provisions of the scheme/Rules on the subject.

Signature of the Applicant

(Name & Designation)

Office Address: _____

Telephone No.: _____

(FOR USE IN THE OFFICE WHERE THE CANDIDATE IS WORKING)

1. Certified that the information given in the application by Sh./Smt./Km.
_____ designation _____

of this Office/Department has been verified with reference to the service records and is correct.

2. Recommendation of the Head of Office with regard to the :-

- (i) Work : _____
(ii) Conduct : _____
(iii) Whether disciplinary proceedings are
pending /contemplated : _____
(iv) Fitness of the applicant for
Appearing in Common AAO Part-II
Examination : _____

(SIGNATURE OF THE HEAD OF OFFICE)

Name: _____

Telephone No. _____

SEAL OF THE OFFICER