



“हर काम देश के नाम”
कार्यालय, रक्षा लेखा महानियंत्रक
उलान बटार रोड, पालम, दिल्ली छावनी-110010
O/o the CONTROLLER GENERAL OF DEFENCE ACCOUNTS
Ulan Batar Road, Palam, Delhi Cantt.-110010



No. AN-IV/4296-I/Misc.

Dated: 16.02.2026

Subject:- Advertisement for Engagement of Young Professionals-Regarding.

The office of the Controller General of Defence Accounts (CGDA) invites application for engagement of twelve (12) Young Professionals (YPs) on contract basis for one year (extendable upto a maximum of two years) to work in CGDA HQrs office.

2. Age Limit:

- Not more than 32 years of age at the time of application (i.e. 08.03.2026).

3. Work Experience

- Minimum 02 years of work experience is required at the time of application.

4. Education Qualifications

Qualifications	No. of YPs to be engaged
Master of Business Administration	02
Bachelor of Law	02
M. Tech/PhD with focus on data analytics	06
Chartered Accountant (CA)/CIA/CISA certifications	02

5. Desired skills

- Strong analytical and problem solving abilities.
- Proficiency in project planning, monitoring and execution.
- Ability to liaise effectively within the organization and with technical/knowledge partners.
- Strong written and verbal communication skills with demonstrated capability in drafting, documentation, reporting, presentations and official correspondence.
- Ability to work in complex, multi disciplinary and dynamic environments.
- Adequate IT skills, especially data analysis and visualization.

6. Tenure of Engagement

- The engagement is initially for one year and may be extended up to a maximum of two years based on performance and organizational requirements.

7. Police verification of selected candidates will be carried out.

8. **Application Process:** Prescribed format is enclosed at Annexure-I.

9. Selection Process:

Selection will be done in two stages:

- Stage 1: Review of submitted documents.
- Stage 2: Interview of candidates shortlisted from Stage 1.

(The date and time of interview will be communicated to shortlisted candidates only).

- Selection will be based on a total of 100 marks.

- Stage 1 (Max 40 marks)

A. Experience:

2-3 years:	10 marks
4-6 years:	15 marks
Above 7 years:	20 marks

B. Qualifications

Graduation:	10 marks
Post Graduation:	15 marks
PhD:	20 marks

- Stage 2 (Max 60 marks)

(Upto 10 candidates will be called for interview against each YP vacancy. The interview will be carried out by a panel of three persons, with each awarding a maximum of 20 marks to the candidate. The candidates' final marks will be a sum of total of all three panelists' marks).

10. Remuneration & Allowances

- Fixed monthly remuneration: Rs.80,000/- (all inclusive).
- TA/DA admissible equivalent to AAO of the department. However, no TA/DA shall be paid for attending interview or non-bonafide duty.

- No accommodation or other facilities such as travel, phone, medical insurance etc. will be provided.
- IT/TDS will be deducted as applicable under Income Tax Rules.

11. Leave and Attendance

- 8 days of leave per calendar year, excluding gazetted holidays notified by the Government of India.
- Unused leave will not be carried forward.
- Working hours will follow regular office timings. However, no extra remuneration will be provided for working extra hours or on holidays/Saturday/Sunday.

12. Termination and Other Conditions

- Contract may be terminated by the YPs by giving one month's notice.
- CGDA reserves the right to terminate the contract at any time without prior notice or providing reason for termination.
- Unauthorized absence of 08 consecutive days may lead to termination.
- Engagement does not constitute a regular appointment or any claim to employment within the Government of India.
- Signing of a Confidentiality and Non-Disclosure Agreement will be mandatory.
- The YPs will be subject to the laws of secrecy of the country.

13. Eligible and interested candidates may send their application to the undersigned by email at an4-pay.cgda@nic.in, in the prescribed format as given at Annexure-I, alongwith supporting documents for proof of date of birth, educational qualifications and experience etc. by 08.03.2026.



(Vinit Parashar)
Sr. ACGDA (AN)

To,
IT&S wing (Local) - For uploading on the CGDA Website.

Annexure I**APPLICATION PROFORMA****A. Personal Details:**

1	Applicant's Name		Affix latest passport - size photograph duly self attested across	
2	Father/Mother/Husband's Name			
3	Date of Birth (DD/MM/YYYY)			
4	Age as on (08/03/2026)	Years	Months	Days
5	Gender			
6	Address for correspondence			
7	Permanent Address			
8	Contact No./Mobile No.			
9	E-mail			

B. Academic Qualification (in reverse order, starting from the latest):

S.No.	Qualification	Name of the Board/University/Institute	Stream	Year of Passing	Marks/Division/CGPA (% age)		
					Marks	Div.	CGPA (%age)

(Attach separate copy if required)

C. Professional Qualification (in reverse order, starting from the latest):

S.No	Qualification	Name of the Board/University/Institute	Subjects	Year of Passing	Marks/Division/CGPA (% age)		
					Marks	Div.	CGPA (%age)

(Attach separate copy if required)

D. Academic Achievements:

E. Experience:

Name of the Organisation	Designation	Period		Total Period	Place of posting	Responsibilities in Brief
		From	To			

(Attach separate copy if required)

Total Work experience (in years) _____

F. Current Work Profile

Organisation	
Position	
Date of appointment	

G. A Short note on professional reference.

H. A Short note on Statement of Purpose (Max 500 words).

I. Please also enclose a self-undertaking that no criminal record and no criminal case are pending against the applicant in a court of Law.

I, _____ hereby undertake that the above information is correct and nothing material has been concealed.

Signature of the Applicant

Name: _____

Date: _____

Place: _____