

Vol. II

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/171.
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Date 03/06/2015

CIRCULAR

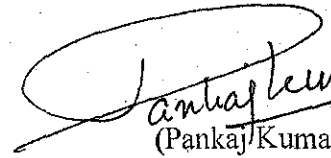
Please find enclosed herewith the following vacancy circular regarding filling up of different post in different offices as detailed below:-

| S.No | Letter No. Date & Organization | Deputation post with scale | Eligibility |
|------|--|---|--|
| 1. | No.DTTD/Engg./IV (14)/110 Dated 11/5/2015 Delhi Tourism & Transportation Development Corporation Ltd. | Accounts Officer PB-3 with GP 5400/- | i) Post Graduate/Graduation in Commerce stream from any recognized university. ii) Passed JAO (c) Examination. iii) Holding the post of JAO/AAO/PAO. iv) Desirable knowledge of Commercial Accounting and corporting Accounting Procedures etc. |
| 2 | No. V(A)/16/1/Esstt-INTRO/2015-209 Dated 08/5/2015 National Technical Research Organization | Asstt. Director of Accounts /Asstt Director (Audit) PB-3 with GP 6600/- | A) Officer under the Central Government. i) Holding analogous posts on regular basis in the parent cadre or Deptt. or ii) With five years regular service in the grade rendered in PB-3 with GP of Rs. 5400 or equivalent in the parent cadre and iii) Pass in the subordinate Accounting Services or equivalent examination conducted by any one of the organized accounts Deptt. etc. |
| | | Sr. Accounts Officer/Sr. Audit Officer PB-3 with GP 5400/- | A) Officer under the Central Government. i) Holding analogous posts on regular basis in the parent cadre or Deptt. or ii) With two years regular service in the grade rendered in PB-2 with GP of Rs. 4800/-. iii) Pass in the subordinate Accounting Services or equivalent examination conducted by any one of the organized accounts Deptt. etc. |

| | | | |
|----|-----------|---|---|
| | | Accounts Officer/ Audit Officer, PB-2 with GP 4800/- | A) Officer under the Central Government. i) Holding analogous posts on regular basis in the parent cadre or Deptt. or ii) With six years regular service in the grade rendered in PB-2 with GP of Rs. 4200/-. iii) Pass in the subordinate Accounting Services or equivalent examination conducted by any one of the organized accounts Deptt. etc. |
| 3. | U.P. S.C. | Finance & Budget Officer PB-3 with GP 6600/ | A) Officer from any organized Accounts Services or Department. i) Holding analogous posts on regular basis in the parent cadre or Deptt. or ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the posts in the PB-3 or PB-2 with GP of Rs. 5400 or equivalent in the parent cadre or Deptt. or iii) With six years regular service in the grade rendered in PB-2 with GP of Rs. 4800/- or equivalent in the parent cadre/Deptt. |

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any on or before 12th June, 2015.

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre, cooling period, existence of adverse remarks in ACRs/APARs, pendency of vigilance /disciplinary case, existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.


(Pankaj) Kumar
Account Officer

For website.



Delhi Tourism & Transportation Development Corporation Ltd.

(A Government Undertaking)

1st Floor, Engineering Division Building,
Aruna Nagar, Majnu Ka Tilla, Outer Ring Road, Delhi-110054
Ph. : 23813485, 23812742, Fax : 23812741

No.DTTDC/Engg./IV(14)//0

Dated 11th May 2015

To

Asstt. Controller General of Accounts,
Office of Controller General of Accounts,
Ministry of Finance,
Department of Expenditure, 8th Floor,
Lok Nayak Bhawan, Khan Market,
New Delhi.

Sub:- Filling up the post of Accounts Officers on deputation basis.

Sir,

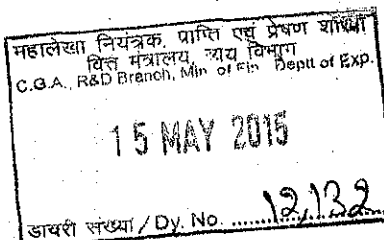
DTTDC invites applications to form a panel of candidates to fill up two posts of Accounts Officer on standard terms. The pay scale of the post, method of recruitment etc. are given below:-

1. Name of Post: Accounts Officer
2. Scale of Pay: PB-3 9300-34800+5400 Grade Pay
3. Period of deputation: Initially for two years
4. Method of recruitment: Transfer on deputation /Foreign-Service basis

Eligibility Criteria:

1. Candidate should pass Post Graduate/Graduation in Commerce stream from any recognized university.
2. Passed JAO(C) examination.
3. Holding the post of Junior Accounts Officer/Assistant Accounts Officer/Pay and Accounts Officer.
4. Desirable knowledge of Commercial Accounting and Corporating Accounting Procedures the Candidate should be well versed in Service Tax, Excise, Work Contract and Labour Cess, Income Tax Rules.
5. Possesses knowledge of Accounting System.

The applications of eligible applicants who are willing to be considered for the post of Accounts Officer may be forwarded to the undersigned in the enclosed prescribed proforma alongwith particulars of the officer duly verified from records, upto date CR dossiers for the last five years and vigilance clearance certificate.



Thanking you,

Yours faithfully,

(VED PRAKASH)
ACCOUNTS OFFICER

PROFORMA

Deputation for the post of Accounts Officer (to be submitted in duplicate)

1. Name & Designation:
2. Date of Birth:
3. Date of continuous regular:
Appointment to the post
4. Present post held with present
Pay and scale of pay of cadre
Post, details of Post:
5. Experience (Office, designation,
Duration, and scale of pay in
chronological order):
6. Educational Qualification:
7. Particulars of specialized
Qualification & experience, if
Any:-

Place:

Date:

Signature:

To be certified by the office where applicant is working.

The particulars of the officer have been verified from service records and are correct.

Signature

Name:

Designation:

Deptt/Office

The applications of eligible applicants who are willing to be considered for the post of Accounts Officer may be forwarded to the undersigned in the enclosed prescribed proforma alongwith particulars of the officer duly verified from records, upto date CR dossiers for the last five years and vigilance clearance certificate. It may be made clear that no government accommodation will be provided by this Corporation.

Thanking you,

Yours faithfully,

(VED PRAKASH)
ACCOUNTS OFFICER

(9/9)

No. V (A)/16/1/Estt-I/NTRO/2015 - 2015
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi-110 0067

Dated: 08 May' 2015

Subject: Filling up vacancies in the post of Deputy Director of Accounts, Asstt. Director of Accounts / Asstt. Director (Audit), Senior Accounts Officer / Senior Audit Officer, Accounts Officer / Audit Officer, Junior Audit Officer / Junior Accounts Officer, in NTRO on deputation basis.

A recruitment notice inviting applications for filling up vacancies in the following posts in National Technical Research Organisation (NTRO) on deputation basis.

| Sl.No. | Name of the post | Pay Band and Grade Pay |
|--------|---|--|
| 1. | Deputy Director of Accounts | PB-3, Rs. 15600-39100/- + Rs. 7600/- (Grade Pay) |
| 2. | Asstt. Director of Accounts/ Asstt. Director (Audit) | PB-3, Rs. 15600-39100/- + Rs. 6600/- (Grade Pay) |
| 3. | Senior Accounts Officer/ Senior Audit Officer | PB-3, Rs. 15600-39100/- + Rs. 5400/- (Grade Pay) |
| 4. | Accounts Officer/Audit Officer | PB-2, Rs. 9300-34800/- + Rs. 4800/- (Grade Pay) |
| 5. | Junior Audit/Accounts Officer | PB-2, Rs. 9300-34800/- + Rs. 4200/- (Grade Pay) |

2. The number of vacancies to be filled alongwith details of required qualification etc. are enclosed herewith.

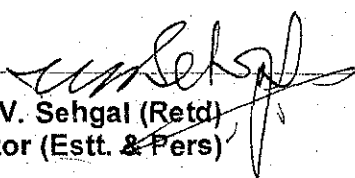
3. It is requested that the above mentioned recruitment notice may please be widely circulated amongst the eligible candidates of your organisation/department. The eligible candidates of your departments may please be advised to fill up the application in the prescribed proforma and forward the same through proper channel alongwith disciplinary /vigilance clearance/integrity certificate and attested copies of APARs for the last 05 years so as to reach on the following address:-

**Director (Estt. & Pers.)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi-110067**

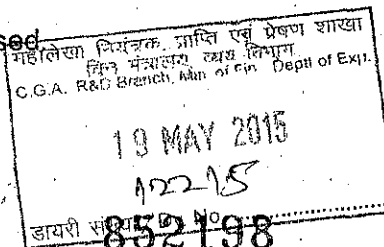
4. It is also intimated that incomplete applications and those received late and/or without the requisite enclosures and without disciplinary /vigilance clearance/integrity certificate would be summarily rejected. No correspondence in this regard would be entertained.

5. The last date for receipt of applications is 45 days from the date of publication of the above mentioned recruitment notice in the Employment News. The application of candidates applying from Assam, Arunachal Pardesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak Division of J&K State, Lahaul & Lakshadweep, may reach within 60 days from the publication of notice in employment news.

Encl: As above


Air Cmde. V. Sehgal (Retd)
Director (Estt. & Pers.)

Distribution:- As per the list enclosed



CFC JNU

(8/9)

Distribution List

1. Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi-110010.
2. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
3. Assistant Comptroller & Auditor General (P), Office of Auditor & Comptroller General of India, Bahadur Shah Zafar Marg, New Delhi.
4. Joint Secretary (Admin), Ministry of Personnel, Pensions & Public Grievances, (Department of Personnel & Training), Room No. 109, North Block, New Delhi.
5. Joint Secretary (Admin), Ministry of Home Affairs, Room No. 194, North Block, New Delhi.
6. Joint Secretary (Establishment), Ministry of Defence, Room No. 97, South Block, New Delhi.
7. Directorate of Personnel, DRDO Bhawan, Rajaji Marg, New Delhi.
8. Director (Admin), Ministry of Science & Technology, Department of Science & Technology, New Mehrauli Road, New Delhi.
9. Joint Secretary, Deptt. Of Space, ISRO Hqrs. Antriksh Bhawan, New BEL Road, Bangalore-560 094.
10. Additional Secretary (SR), Cabinet Secretariat, Bikaner House (Annexe), Shahajahan Road, New Delhi-110 011.
11. Joint Director (Estt), Intelligence Bureau (MHA), 35, Sardar Patel Marg, New Delhi.
12. Director General, SSB, East Block-V, R. K. Puram, New Delhi- 110 066.
13. Director General, CRPF, Directorate General, CRPF, Block No.-I, CGO Complex , New Delhi-110003
14. Director General, CISF, Directorate General, CISF, Block Bo. 13, CGO Complex, New Delhi-110003
15. Director General, BSF, Directorate General, BSF, Block Bo. 10, CGO Complex, New Delhi-110003
16. Director General, ITBP, Directorate General, ITBP, Block Bo. 2, CGO Complex, New Delhi-110003
17. Under Secretary (Admin), Department of Atomic Energy, Room No. 145-A, South Block, New Delhi-110 011.
18. Joint Secretary (T) & CAO, Ministry of Defence, Room No. 155, 'E' Block, Dalhousie Road, New Delhi-110 011.
19. Adviser, Office of PSA to GOI, Vigyan Bhawan (Annexe), New Delhi-110 011.
20. Integrated Headquarters of Defence (Navy), PDOP, 219, 'C' Wing, Sena Bhawan, New Delhi-110 011
21. Army Headquarters, DG (MP & PS), Room No. 281, South Block, New Delhi-110 011.

- 22. Air Headquarters, ACAS (PO), Room No. 329, Vayu Bhawan, New Delhi-110 001.
- 23. Advisor (Confidential), Ministry of Railways, Rail Bhawan, New Delhi.
- 24. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi-110 001.

Copy to- Ministry of MSME, Udyog Bhawan, New Delhi.

RECRUITMENT NOTICE
NATIONAL TECHNICAL RESEARCH ORGANISATION

Applications are invited for filling up the following vacancies on **^deputation basis** from Central Government Ministries/Departments as per the details given below:-

| Sl. No. | Name of the post | No. of vacancies* | Scale of Pay # |
|---------|---|-------------------|--|
| 1. | Deputy Director of Accounts | 01 | PB-3, Rs. 15600-39100/- + Rs. 7600/- (Grade Pay) |
| ✓ 2. | Asstt. Director of Accounts/ Asstt. Director (Audit) | 03 | PB-3, Rs. 15600-39100/- + Rs. 6600/- (Grade Pay) |
| 3. | Senior Accounts Officer/ Senior Audit Officer | 02 | PB-3, Rs. 15600-39100/- + Rs. 5400/- (Grade Pay) |
| 4. | Accounts Officer/Audit Officer | 07 | PB-2, Rs. 9300-34800/- + Rs. 4800/- (Grade Pay) |
| 5. | Junior Audit Officer / Junior Accounts Officer | 02 | PB-2, Rs. 9300-34800/- + Rs. 4200/- (Grade Pay) |

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

* Number of posts may increase/decrease.

^ The period of deputation shall not be less than 3 years which may be extended as per rules/relevant Government orders.

2. The essential eligibility conditions for the aforementioned posts are as under:-

i. Deputy Director of Accounts

| Sl. No. | Posts | Eligibility Criteria |
|---------|-----------------------------|---|
| 1. | Deputy Director of Accounts | <p>(a) Officers under the Central Government:- (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years regular service in the grade rendered in Pay band-3, Rs. 15600-39100 with grade pay of Rs. 6600/- or equivalent in the parent cadre; and</p> <p>(b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of twelve years experience in Cash, Audit, Accounts and Budget work.</p> |

| | | |
|------|---|---|
| ✓ 2. | Asstt. Director of Accounts/ Asstt. Director (Audit) | <p>(a) Officers under the Central Government:-</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years regular service in the grade rendered in Pay band-3, Rs. 15600-39100 with grade pay of Rs. <u>5400/-</u> or equivalent in the parent cadre; and</p> <p>(b) Possessing any one of the following qualifications:-</p> <p>(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of nine years experience in Cash, Audit, Accounts and Budget work.</p> |
| ✓ 3. | Senior Accounts Officer/ Senior Audit Officer | <p>(a) Officers under the Central Government:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With two years regular service in the grade rendered in Pay band-2, Rs. 9300-34800 with grade pay of Rs. 4800/- or equivalent in the parent cadre; and</p> <p>(b) Possessing any one of the following qualifications:-</p> <p>(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of six years experience in Cash, Audit, Accounts and Budget work.</p> |
| ✓ 4. | Accounts Officer/ Audit Officer | <p>(a) Officers under the Central Government:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years regular service in the grade rendered in Pay band-2, Rs. 9300- 34800 with grade pay of Rs. <u>4200/-</u> or equivalent in the parent cadre or department; and</p> <p>(b) Possessing any one of the following qualifications:-</p> <p>(i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course and a minimum of four years experience in Cash, Audit, Accounts and Budget work.</p> |

| | | |
|----|--|--|
| 5. | Junior Audit Officer/Junior Accounts Officer | <p>(A) (i) Upper Division Clerk of Central Secretariat Clerical Service in PB-1 with grade pay Rs. 2400/- with eight years of regular service in the grade; and</p> <p>(ii) Who have undergone training in cash and accounts work in the Institute of Secretarial Training and Management or equivalent and possessing two years of experience of cash, audit, accounts and budget work; failing which,</p> <p>(B) Officers under the Central Government:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With six years regular service in the grade rendered in Pay band-1 (Rs. 5200-20200) with grade pay of Rs. 2800/- or equivalent in the parent cadre or department; and</p> <p>(b) Who have undergone training in cash, audit and accounts work in the Institute of Secretarial Training and Management or equivalent course and possessing two years experience of cash, audit, accounts and budget work.</p> |
|----|--|--|

Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment on promotion.

Note-2: The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

Note-3: For the purpose of computing minimum qualifying service for deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale with a normal replacement grade without any up-gradation.

Note-4: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed (3) years which may be extended as per relevant rules/Govt. orders.

3. **How to apply** – Neatly filled application typed or in own handwriting on A-4 size paper in the prescribed proforma (placed at Annexure) should be sent to the following address:-

Director (Estt. & Pers.)
National Technical Research Organisation
Block-III, Old JNU Campus
New Delhi-110067

CFC JNU

4. The last date for receipt of applications is 45 days from the date of publication of this advertisement in the Employment News. The application of candidates applying from Assam, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak Division of J&K State, Lahaul & Lakshadweep, may reach within 60 days from the publication of notice in employment news.
5. Attested copies of educational qualifications, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.
6. The applications in the prescribed proforma (placed at Annexure) may kindly be forwarded through proper channel alongwith disciplinary/vigilance clearance/integrity certificate and attested photocopies of APARs for the last 05 years.
7. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
8. Canvassing in any form will disqualify the candidate.
9. Detailed advertisement and prescribed format of application is also uploaded / available on NTRO website - <http://www.ntro.gov.in>

| | | |
|------------------|----------------------------|--|
| REFERENCE NO. | V(A)/16/1/Estt-I/NTRO/2015 | Affix recent passport size colour photograph duly signed |
| POST APPLIED FOR | | |

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|-----|--|---------------|-------------------------------------|---|-----------------------------|-----------------------------|
| 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 & Professional Qualifications starting with the last degree till High School or Matriculation level:- | | | | | |
| | Sl. No. | Qualification | Year of Passing | Institute/Board/University/College | Subject | Marks Obtained and Division |
| | | | | | | |
| 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) | | | | |
| 5A. | Whether having experience of working in computerized system, If so, details thereof may be furnished | | | | | |
| 6. | Please state clearly whether in the light of 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/Instt./ Orgn. | Post held | From | To | *Scale of pay and basic pay | Nature of duties |
| | | | | | | |
| 8. | Nature of present employment, i.e., JNU ad hoc or temporary or permanent | | | | | |

CFC

852205

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| | | |
|-----|---|--|
| 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/organisation to which you belong |
| 10. | Additional details about present employment:- Please state whether working under:- | |
| | (a) | Central Government |
| | (b) | State Government |
| | (c) | Autonomous Organizations |
| | (d) | Government Undertakings |
| | (e) | Universities |
| 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 | |
| 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 belongs to SC/ST/OBC | |
| 15. | Remarks | |

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned.

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosure attached: _____

Signature of the candidate

Date: _____

Address: _____

**Countersigned
(Employer)**

CFC JNU

852206

सं. ए-35018/01/2015-प्रशा.II

संघ लोक सेवा आयोग
धौलपुर हाउस, शाहजहां रोड
नई दिल्ली-110069

दिनांक : 28.04.2015

रिक्ति परिपत्र

विषय : संघ लोक सेवा आयोग के कार्यालय में वेतन बैंड-3 [रु. 15600-39100/-] में ग्रेड वेतन रु. 6600/- सहित प्रतिनियुक्ति के आधार पर वित्त एवं बजट अधिकारी (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) के पद को भरे जाने के संबंध में।

संघ लोक सेवा आयोग के कार्यालय में वेतन बैंड-3 [रु. 15600-39100/-] में ग्रेड वेतन रु. 6600/- सहित के वेतनमान में प्रतिनियुक्ति के आधार पर वित्त एवं बजट अधिकारी (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) के एक पद को भरने का प्रस्ताव है।

2. पात्रता की शर्तें :- प्रतिनियुक्ति :

निम्नलिखित किसी संगठित लेखा सेवाओं या विभागों के अधिकारी, अर्थात् :-

- (क) (i) भारतीय लेखापरीक्षा और लेखा सेवाएं;
(ii) भारतीय सिविल लेखा सेवा;
(iii) भारतीय लागत लेखा सेवा;
(iv) भारतीय रक्षा लेखा सेवा;
(v) डाक और तार लेखा तथा वित्त सेवा;
(vi) भारतीय रेल लेखा सेवा;
(vii) रक्षा मंत्रालय के अधीन रक्षा लेखा महा नियंत्रक;
(viii) वित्त मंत्रालय के अधीन लेखा महानियंत्रक;
(ix) डाक और दूरसंचार विभाग के अंतर्गत लेखा और वित्त खंड के अधीन अधिकारी;
(x) नियंत्रक महालेखापरीक्षक के अधीन भारतीय लेखापरीक्षा और लेखा विभाग, या;
(xi) केन्द्रीय सरकार की कोई अन्य समकक्ष लेखा सेवा ;

क) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं; या

ख) जिन्होंने मूल काडर या विभाग में वेतन बैंड-3 (15600-39100 रु.) या वेतन बैंड-2 (9300-34800 रु.) + ग्रेड वेतन 5400 रुपए या समतुल्य पदों पर नियमित आधार पर नियुक्ति के पश्चात् उस श्रेणी में पांच वर्ष सेवा की है; या

महालेखा नियंत्रक, प्रारिक्त एवं प्रेषण शाखा
वित्त मंत्रालय, व्यय विभाग
C.G.A. R&D Branch, Min. of Fin., Deptt of Exp.
25 MAY 2015
आयरी संख्या/Dy. No. 12,340

- ix. तदर्थ बोर्डों की अध्यक्षता करने के लिए नियुक्त लोक सेवा आयोगों के सेवानिवृत्त अध्यक्ष/सदस्यों के भुगतान की व्यवस्था करना।
- x. आयोग द्वारा आयोजित विभिन्न परीक्षाओं के आयोग के लिए नियुक्त पर्यवेक्षकों के भुगतान की व्यवस्था करना।
- xi. आयोग द्वारा आयोजित विभिन्न परीक्षाओं में सम्मिलित होने वाले उम्मीदवारों से प्राप्त परीक्षा शुल्क के लेखे-जोखे की व्यवस्था करना।
- xii. उम्मीदवारों से प्राप्त शुल्क की वापसी, जहां आयोग द्वारा शुल्क वापसी स्वीकृत हो, की व्यवस्था करना।
- xiii. कार्यालय प्रमुख/संयुक्त सचिव (प्रशा.)/अपर सचिव (एफए) द्वारा समय-समय पर सौंपा गया कोई अन्य कार्य।

4. वेतन का विनियमन और प्रतिनियुक्ति की अन्य शर्तें :-

चयन किए गए उम्मीदवार का वेतन, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के समय-समय पर यथासंशोधित का.जा. सं. 6/8/2009-स्था.(वेतन-II) में निहित उपबंधों के अधीन विनियमित होगा।

5. आयु सीमा :-

प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा, आवेदन प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

6. प्रतिनियुक्ति की अवधि :-

केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कैडर-बाह्य पद पर प्रतिनियुक्ति की अवधि सहित इस प्रतिनियुक्ति की अवधि सामान्यतः तीन वर्ष से अधिक नहीं होगी।

7. पात्र उम्मीदवारों के आवेदन पत्र (दो प्रतियों में), जिन्हें चयन होने पर तत्काल कार्यमुक्त किया जा सकता है, निर्धारित प्रपत्र (अनुबंध-I) में निम्नलिखित दस्तावेजों के साथ, अग्रेषण प्राधिकारी के प्रमाण-पत्र (अनुबंध-II में दिए गए प्रपत्र में) सहित अग्रेषित कर दिए जाएं।

- (i) सत्यनिष्ठा प्रमाणपत्र।
- (ii) कर्मचारी पर पिछले 10 वर्षों के दौरान अधिरोपित दीर्घ/लघु शास्तियां, यदि कोई हों, की सूची (यदि कोई शास्ति नहीं लगाई गई है तो 'शून्य' प्रमाण-पत्र संलग्न किया जाए)।
- (iii) सतर्कता निर्बाधन प्रमाणपत्र।
- (iv) पिछले 5 वर्षों (2009-10 से 2013-14) की वार्षिक गोपनीय रिपोर्टों की अनुप्रमाणित फोटोप्रतियां (भारत सरकार के कम से कम अवर सचिव स्तर के किसी अधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत अनुप्रमाणित)।

संघ लोक सेवा आयोग के कार्यालय में प्रतिनियुक्ति के आधार पर वित्त एवं बजट अधिकारी के पद के लिए आवेदन का प्रपत्र :

जीवन-वृत्त प्रपत्र

1. नाम तथा डाक का पता (स्पष्ट अक्षरों में) :
दूरभाष सं. सहित
2. जन्म तिथि (ईस्वी सन् में) :
3. केन्द्रीय सरकार के नियमों के अंतर्गत :
सेवानिवृत्ति की तारीख
4. शैक्षिक योग्यताएं :
(यदि नीचे दिया गया स्थान अपर्याप्त हो,
तो अलग से एक पत्रक जोड़ें, जो आपके
हस्ताक्षर द्वारा विधिवत् प्रमाणित हो)
5. क्या आप मूल संवर्ग अथवा विभाग में
नियमित आधार पर सदृश पद धारण किए
हुए हैं; या
6. क्या आपने मूल काडर या विभाग में वेतन
बैंड-3 (15600-39100 रु.) या वेतन बैंड-
2 (9300-34800 रु.) + ग्रेड वेतन 5400
रुपए या समतुल्य पदों पर नियमित
आधार पर नियुक्ति के पश्चात् उस श्रेणी में
पांच वर्ष की सेवा की है; या
7. क्या आपने आपने मूल काडर या विभाग
में वेतन बैंड-2 (9300-34800 रु.) + ग्रेड
वेतन 4800 रुपए या समतुल्य पदों पर
नियमित आधार पर नियुक्ति के पश्चात्
उस श्रेणी में छह वर्ष की सेवा की है;

| तारीख | वेतनमान (संशोधन- पूर्व) | मूल वेतन (संशोधन- पूर्व) | वेतन के संशोधन की तारीख | संशोधित वेतनमान, वेतन बैंड और ग्रेड वेतन | संशोधित मूल वेतन |
|-------|-------------------------------|--------------------------------|-------------------------------|--|------------------------|
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13. अब प्राप्त की जा रही कुल मासिक परिलब्धियां
14. ऐसी अतिरिक्त जानकारी, यदि कोई हो, जिसका उल्लेख आप इस पद हेतु अपनी उपयुक्तता के समर्थन में करना चाहते हैं, (यदि नीचे दिया गया स्थान अपर्याप्त हो, तो अलग से एक पत्रक संलग्न करें) ।
15. अग्रेषण प्राधिकारी के नाम, टेलीफोन नं. सहित पूरा डाक पता
16. क्या आप अ.जा./अ.ज.जा. से संबंधित हैं?
17. अभ्युक्तियां, यदि कोई हो

आवेदक के हस्ताक्षर-----
कार्यालय का पूरा पता-----

टेलीफोन नं.
ई-मेल आई डी

दिनांक :

(नियोक्ता/कार्यालय प्रमुख/अग्रोषण प्राधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र)

प्रमाणित किया जाता है कि ----- द्वारा दिया गया विवरण सही है और वे इस रिक्ति परिपत्र में उल्लिखित शैक्षिक योग्यताएं तथा अनुभव रखते/रखती हैं।

2. यह भी प्रमाणित किया जाता है कि:-

- i. श्री/श्रीमती----- के विरुद्ध कोई सतर्कता मामला लंबित/अवेक्षित नहीं है।
- ii. उनकी सत्यनिष्ठा प्रमाणित है।
- iii. भारत सरकार के अवर सचिव स्तर के या उनसे उच्च स्तर के किसी अधिकारी द्वारा विधियत अनुप्रमाणित की गई पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्टों (वर्ष 2009-10 से 2013-14 के लिए) की फोटोप्रतियां संलग्न हैं।
- iv. पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शास्ति नहीं लगाई गई है।*
- v. पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शास्तियों की सूची संलग्न है।*

हस्ताक्षर :

नाम और पदनाम :

टेलीफोन नं. :

फैक्स सं. :

कार्यालय मुहर :

स्थान :

दिनांक :

अनुलग्नकों की सूची :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*जो लागू न हो उसे काट दें)।

- v. To arrange for the final payment in respect of persons retired/ deceased/ resigned after obtaining no demand certificates from all concerned.
- vi. To arrange for payment by cheque of TA and honorarium bills to advisors. Recouping the permanent advance by arranging for deposition of cheque in the Bank of Maharashtra.
- vii. To arrange for the receipt of cash receipts for adviser's suites, Reception and Earnest money from contracts.
- viii. To arrange spot payments in cash to the candidates summoned by the Commission to appear before the personality test Boards.
- ix. To arrange payments to the retired Chairman/ Members of the Public Service Commission who are appointed to preside over the ad-hoc boards.
- x. To arrange payments to the supervisors appointed to conduct the various examinations held by the Commission.
- xi. To arrange account of the examination fees realized from the candidates appearing in the various examinations held by the commission.
- xii. To arrange refund of fees realized from candidates where Commission sanction refunds.
- xiii. Any other work as assigned by Head of Office/Jt. Secretary(Admn.)/Addl. Secretary(FA) from time to time.

4. **Regulation of pay and other terms of deputation** :-

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. **Age-limit** :-

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

6. **Period of deputation** :-

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Govt. shall ordinarily not exceed three years.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2009-10 to 2013-14) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Alok Kumar Dixit, Under Secretary (Admn.II), Room No. 01 MB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the circular in the Employment News/ Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.



(Alok Kumar Dixit)
Under Secretary(Admn.II)
Union Public Service Commission
Tel. No. 011-23073714

Cop:- forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All cadre controlling authorities of the Organised Accounts Services (as per the list enclosed) with the request that the vacancy may please be given wide circulation.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
6. Smt. Shruti patil, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.



(Alok Kumar Dixit)
Under Secretary(Admn.II)

Proforma for application for the post of Finance & Budget Officer on Deputation basis in the Office of IPSC.**BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
5. Do you hold analogous post on regular basis in the parent cadre or department; or
6. Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15600-39100) or Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; or
7. Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800 or equivalent in the parent cadre/department.
8. Please state whether working under Organized Accounts Services or Departments.
If yes, mentioned the name of Organized Accounts Services/Departments.
9. Details of employment, in chronological order (Starting from entry in Central Government service).
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office/ Organization | Post held with scale of pay | Period of service | | Nature of appointment (regular/ ad- hoc/ deputation) | Basic Pay (revised) | | | Nature of duties with Brief Details of works performed during the appointment |
|-------------------------|--------------------------------------|----------------------|----|--|---------------------|------|--------------|---|
| | | from | to | | Pay in PB | G.P. | Basic pay | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. In case the present employment is held on deputation please state
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of parent office/Organization to which you belong

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the ACRs for the last 5 years (for the year from 2009-10 to 2013-14) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.*

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)