

No.A-35018/10/circular/2014/MF.CGA(A)/Gr.B/999
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Date 13/02/2015

CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up the post of Accounts Officers and Assistant Accounts officers in Accounts Sub-Cadre of ARC, DG(S), Cabinet Secretariat across the country as detailed below:-

| | Letter No. & Date | Organization | Deputation post with scale | Eligibility |
|----------|----------------------------------|--|---|--|
| 1 | No.ARC/Pers.III/ 709/2012-626 | ARC, DG(S), Cabinet Secretariat, East Block-V, R.K. Puram, New Delhi-66 | Accounts Officer in the Pay Band-2 (Rs.9300-34800) with Grade Pay Rs. 5400/- | Essential: i) Holding analogous post on regular basis who have qualified subordinate Accounts Service examination:- OR ii) Officer who have qualified Subordinate Accounts Services examination with two years of regular service in the Pay Band -2 (Rs. 9300-34800) plus Grade Pay of Rs. 4800/- |
| 2 | -do- | -do- | Assistant Accounts Officer, in the Pay Band 2 (Rs. 9300- 34800) with Grade Pay Rs. 4200 | i) Person having passed Subordinate Accounts Service examination and holding analogous post in the Central Government Civilian Organization: OR ii) Officer having passed Subordinate Accounts Services examination with six year of regular service in the Pay Band-2 (Rs. 9300-34800/-) plus Grade Pay of Rs. 4200/- |

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 **16 March, 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.


(Mohan Chand)

Asstt. Controller of Account

For website.

No. ARC/PersIII/709/2012- 8873
Aviation Research Centre,
DG (S), Cab Sectt.,
East Block-V, R.K Puram
New Delhi - 110066

Dated 27/11/12

To
Sr Accounts Officer,
Ministry of Finance, Department of Expenditure,
Controller General of Accounts,
7th Floor, Lok Nayak Bhawan, Khan Market,
New Delhi - 110003.

Subject: Filling up the vacancies of Accounts Officer & Assistant Accounts Officer in the Accounts Sub-Cadre in ARC, DG(S), Cabinet Secretariat on deputation basis.

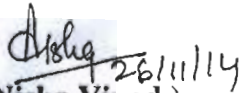
Applications are invited for filling up a few vacancies in Accounts Sub-Cadre of ARC, DG(S), Cabinet Secretariat on deputation basis. The details are as below:

| Sl. No. | Name of the post alongwith Scale of Pay [Pay Band plus Grade Pay] & No. of Post | Essential educational and other qualification required for deputation | Place of Posting |
|---------|---|--|---|
| 1. | Accounts Officer PB-2 plus Rs. 5,400/- Grade Pay) No. of Post - 02 | Deputation :- (a) Officers holding analogous post on regular basis who have qualified subordinate Accounts Service examination; or (b) Officer who have qualified Subordinate Accounts Services examination with two years of regular service in the Pay Band - 2 (Rs. 9,300-34,800/-) plus Grade Pay of Rs. 4,800/-. | Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP) (with All India transfer liability) |
| 2. | Assistant Accounts Officer PB-2 plus Rs. 4,800/- Grade Pay) No. of Post - 07 | Deputation :- (a) Persons having passed Subordinate Accounts Service examination and holding analogous post in the Central Government Civilian Organization; or, (b) Officers having passed Subordinate Accounts Services examination with six years of regular service in the Pay Band-2 (Rs. 9,300 - 34,800/-) plus Grade Pay of Rs. 4,200/-. | Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP) (with All India transfer liability) |

3. The deputation will initially be for a period of three years. The term of deputation will be governed as per as per DoP&T OM 6/8/2009-Estt.(Pay II) dated 17 June, 2010 as amended from time to time.

4. The deputationist will be eligible for 15% Security Allowance on the Pay in the PB and Grade Pay alongwith other allowances admissible to Central Government employees.
5. The maximum age limit for deputation **shall not exceed 56 years** on the closing date of receipt of applications.
6. It is requested that a panel of suitable and willing officers alongwith following documents may please be forwarded to the undersigned:
 - i) Bio-data of the officer in prescribed format (attached herewith);
 - ii) No Objection Certificate;
 - iii) DE/Vigilance Clearance Certificate;
 - iv) Attested copies of their ACRs of last five years.

Yours faithfully,


(**Nisha Vinod**)

Assistant Director (Pers.B)

| POST APPLIED FOR | | | | | | Affix recent passport size color photograph duly attested | |
|------------------|---|---------------|-----------------|---|---|---|--|
| 1. | Name | | | | | | |
| 2. | Date of Birth (DD/MM/YYYY) | | | | | | |
| 3. | Date of Retirement in the parent organization (DD/MM/YYYY) | | | | | | |
| 4. | Present Address | | | | | | |
| 5. | Permanent Address | | | | | | |
| 6. | Contact No. | | | | | | |
| 7. | Whether belongs to SC/ST/OBC | | | | | | |
| 8. | Nationality / Religion | | | | | | |
| 9. | Educational & Professional qualifications (starting with the last degree till high school or matriculation level) | | | | | | |
| | Sl. No | Qualification | Year of passing | Institute / Board / University / College (along with place) | Subjects | Marks Obtained and Division | |
| | | | | | | | |
| | | | | | | | |
| 10. | Details of employment in chronological order | | | | | | |
| | Ministry / Department / Office / Institute | Post Held | From | To | Scale of Pay and basic pay (as per 6 th CPC) | Nature of duties | |
| | | | | | | | |
| | | | | | | | |
| 11. | Nature of present employment i.e., Permanent or Temporary or Ad-hoc | | | | | | |
| 12. | Whether you meet the requirements of the post applied for | | | | | | |
| 13. | Total emoluments per month (presently drawn) | | | | | | |
| 14. | Additional information, if any, which you would like to mention in support of your suitability for the post | | | | | | |
| 15. | List of enclosures attached | | | | | | |

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.

Date : _____
Place : _____

Signature of the Candidate

Countersigned
(Present Employer with stamp)