

F.No. 3(15)/2010-Admn
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi.
Dated: 6 January 2011

Subject: Filling up the post of Accountant on deputation basis in the Ministry of Parliamentary Affairs.

It is proposed to fill up one vacancy of Accountant in the Ministry of Parliamentary Affairs on deputation basis in the pay scale of ₹ 5500-175-9000 (pre-revised) [Pay Band 2 (₹ 9300-34800) plus Grade Pay ₹ 4200/-]. The particulars/eligibility conditions for appointment to the post are given in Annexure I.

3. The applications should reach through proper channel to the Under Secretary (Admn.), Ministry of Parliamentary Affairs, 92, Parliament House, New Delhi in the proforma prescribed in Annexure II along with the attested photocopies of their ACRs of the last 5 years within 45 days date of publication of this Advertisement.

4. The applicant should not be more than 56 years of age as on closing date of receipt of the application. The applicants will not be permitted to withdraw their names later. The pay & allowances of the selected official will be regulated in accordance with the rules governing the appointments by deputation.

(U.S. Chattopadhyay)
Under Secretary to the Govt of India
Tele.No. 23034899

To

1. All Ministries/Departments of the Government of India
2. Office of the Comptroller and Auditor General of India
3. Office of the Controller General of Accounts, Lok Nayak Bhavan, New Delhi
4. Shri. S. K. Sinha, Technical Director, NIC with the request to upload the advertisement in the Ministry's website.

Details of Eligibility conditions for the post of Accountant in the Ministry of Parliamentary Affairs

1. Name of Post : **Accountant**
 2. Number of vacancy : 1 (one)
 3. Classification of the post : General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
 4. Scale of pay : ₹ 5500-175-9000 (pre-revised) [Pay Band 2 (₹ 9300-34800) plus Grade Pay ₹ 4200/-]
 5. Method of recruitment : By deputation. The period of deputation ordinarily shall not to exceed 3 years.
 6. Eligibility conditions : Officers of the Central Government:-
 - (a)
 - (i) holding analogous posts on regular basis; or
 - (ii) with six years' regular service in posts in the scale of pay of ₹ 4500-7000 (pre-revised) [Pay Band 1 (₹ 5200-20200) plus Grade pay ₹ 2800/-]or equivalent; or
 - (iii) with eight years' regular service in posts in the scale of pay of ₹ 4000 – 6000 (pre-revised) [Pay Band 1 (₹ 5200-20200) plus Grade pay ₹ 2400/-]or equivalent; and
 - (b) possessing the following qualifications:-

successfully undergone the training in Cash & Accounts conducted by Institute of Secretariat Training and Management or equivalent and possessing 3 years experience of cash, accounts and budget work.
- OR
- A pass in the Subordinate Accounts Services or equivalent examination conducted by any of the organized accounts department of the Central Government
7. Age limit : The maximum age limit shall not exceed 56 years of age as on the closing date of receipt of application.

PROFORMA

1. Name and address with Telephone Nos :
2. Date of Birth :
3. Present post held with scale of pay :
4. Whether the present post held is on regular basis. If from from when :
5. Total service rendered on regular basis in the pay scale of :
 - a) ₹ 4500-7000 (pre-revised) [Pay Band 1 (₹ 5200-20200) plus Grade pay ₹ 2800/-]
 - b) ₹ 4000-6000 (pre-revised) [Pay Band 1 (₹ 5200-20200) plus Grade pay ₹ 2400/-]
6. Educational Qualification :
7. Details regarding experience :
8. Whether belongs to SC/ST/OBC :

Signature of the applicant

(Authenticated copies of the certificates should be invariably attached)

CERTIFICATE

(To be given by Head of Department)

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. His/Her integrity is certified.
4. It is certified that no major/minor penalty was imposed on the official during the last 10 years.

(Head of Department)

Name:

Telephone No.

With office seal: