

No.A-35020/1/2014-Admn.I
Government of India
Ministry of Information & Broadcasting
Directorate of Publications Division
Soochna Bhawan, New Delhi.

Dated the 1st August, 2014

Subject:- Filling up of two posts of Accountant (Group 'C' Non -Gazetted) in the Pay Band-1 - Rs.5200-20200 with Grade Pay of Rs.2800/- in Publications Division at New Delhi- by transfer on deputation.

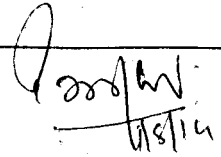
It is proposed to fill up two posts of Accountant in the Pay Band-1 - Rs.5200-20200/- with Grade Pay of Rs.2800/- in Publications Division at New Delhi- by transfer on deputation from amongst officials of the Central Government:-

1. UDCs of the Central Secretariat Clerical Services with 6 years service in the grade in the Pay Band-1 - Rs.5200-20200 with Grade Pay of Rs.2400/- or equivalent.
2. Possessing experience of maintenance of Accounts, checking of TA bills. Contingent vouchers, handling of cash etc.
3. The place of posting will be at New Delhi
4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or other organisation/department of the Central Government shall ordinarily not exceed three years. However, initially the appointment will be for one year which is extendable from year to year basis at the discretion of the Appointing Authority. The maximum age shall not exceed 56 years as on closing date of receipt of application.
5. The Pay and Allowances of the Officers selected will be regulated in accordance with the Department of personnel and Training O.M. No.2/29/91-Estt.(Pay) II dated 5th January 1994 as amended from time to time.

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6. It is requested that the applications of the officials who are eligible and can be spared immediately in the event of their selection may be sent to this Division (in duplicate) in the proforma at Annexure-A, addressed to "The Director (Admn.), Publications Division, Ministry of Information and Broadcasting, Government of India, Sochna Bhawan, CGO Complex, New Delhi by **1.10.2014**. While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the officer in addition to Vigilance Clearance and also a certificate to the effect that no major/minor penalty was imposed on the officer during last 5 years.
7. Officers once selected for the above post will not be ordinarily be allowed to opt out without a valid reason accepted by the HOD in Publications Division.
8. No application will be entertained which is found incomplete or received after the due date of submission and/ or which has been forwarded without complete and up-to-date character rolls, vigilance clearance etc.

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(T.R. Prasad)
Deputy Director (Admn.)
Tel. No. 24368009

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CURRICULUM VITAE PRO FORMA

APPLICATION FOR APPOINTMENT TO THE POST OF ACCOUNTANT GROUP -C, NON-GAZETTED IN THE PAY BAND-1 OF Rs.5200-20200/- WITH GRADE PAY OF RS.2800/- ON DEPUTATION IN PUBLICATIONS DIVISION, MINISTRY OF INFORMATION & BROADCASTING.

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 Qualifications	
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)	
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

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7.	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
S.N.	Office/Instt./Orgn.	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
1	2	3	4	5	6	7
8.	Nature of present employment i.e. adhoc or Temporary or Quasi-Permanent or Permanent					
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.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the previous scale.					
11.	Total emoluments per month now drawn					
12.	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					

13	Please state whether you are applying for deputation(ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for Absorption. Candidates of non-government Organizations are eligible only for short term contract.)	
14	Whether belongs to SC/ST please mention	
15.	Remarks	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address-----

Date:

Countersigned
(Employer with seal)

CERTIFICATE

- i) Certified that the particulars of the officer has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and or contemplated against the officer. Also it is certified that no any major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

(Signature of the Head of Office with stamp)

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