

No.A-35018/30/Misc/2010/MF.CGA(A)/Gr.B/498
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE 27th June, 2011

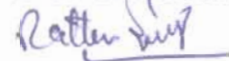
CIRCULAR

Enclosed please find the following vacancies circular regarding filling up of the post on deputation basis :-

<u>S.No</u>	<u>Letter No. & Date</u>	<u>Organization</u>	<u>Deputation post with scale</u>	<u>Eligibility</u>
1.	No.5/2/FICC/2011-Admn dated 08.06.2011	Fertilizer Industry Coordination Committee , M/o Chemicals and Fertilizers	Accounts Officer Pay Band-2 9300-34800 with Grade Pay- 5400	PAO/Sr.AO
2.	No. Rectt. Cell/ (36)/ 2011/ 110723-807 dated 31.05.2011	Central Board of Secondary Education	Sr.Accounts Officer Pay Band-3 15600-39100 with Grade Pay- 6600	

The applications of willing and eligible officers may please be forwarded to this office alongwith Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any.

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.



(RATTAN SINGH)
Sr.Accounts Officer

To

All Pr.CCA/CCA/CA/Dy.CAs

No:5/2/FICC/2011-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram, New Delhi

Dated 8/6/11

Office Memorandum

Subject: Preparation of panel of candidates for filling up of the post of Accounts Officer in the Office of Fertilizer Industry Coordination Committee.

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of **Accounts Officer (General), Central Services, Group 'B' Gazetted** in the pay scale of PB-2, Rs.9300-34800 plus Grade Pay Rs.5400/- (pre-revised Rs. 7500-250-12000/-) on deputation basis, in the Office of Fertilizer Industry Coordination Committee(FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment by promotion/transfer on deputation to the post of Accounts Officer are as under:

(1) (i) Section officer of CSS or officers holding analogous post in the equivalent grade with 3 years service in the grade and who have undergone training in Cash & Accounts work in the Institute of Sectt Training & Management (ISTM) or equivalent and possessing experience in cash, accounts & Budget works;

OR

(ii) Officers under the Central Govt. holding analogous post or posts of Junior Accounts Officer/Accountant or equivalent in the pay band of PB-2 with grade pay Rs.4600/Rs.4800(Pre-revised Rs.6500-200-10500) with 5 years of service in the grade

OR

(iii) Accounts Officer/Audit Officers/SAS Accountants with 5 years service in the grade from any of the Organized Accounts Department.

(2) The Departmental Junior Accounts Officers with 5 years regular service in the grade will also be considered and in case any of them is selected for appointment to the post, the same shall be deemed to have been filled by promotion(Period of deputation shall not exceed 3 years)

(NB - Candidates knowing computer will be given preference.)

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment to the post shall ordinarily not exceed 3 years. The rate of deputation duty allowance shall be admissible in accordance with the OM No.2/29/91-Estt. (pay-II) dated 5.1.94, amended from time to time.



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

5. It is requested that application from the willing candidates who fulfill the required qualifications may be forwarded to the undersigned in the prescribed Performa (enclosed) **within sixty days from the date of issue of this O.M.** along with up to date CR Dossiers duly attested by an officer not below the rank of Under Secretary. While forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the official sponsored for the above post. A certificate to the effect that no penalty has been imposed upon the candidate during the last ten years and the integrity certificate may also be furnished along with the application. **Applications received without CR Dossier/requisite documents or incomplete in any respect will not be considered. The candidates who apply for the post will not be allowed to withdraw their candidature later.**


(Rajiva Kumar)
Joint Director(Admn.)
Tele No. 26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US(HR-II), Department of Fertilizers, Shastri Bhavan, New Delhi.
3. US(Establishment), Department of Chemicals & Petrochemicals, Shastri Bhavan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan.
5. Controller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
7. Controller General of India, Lok Nayak Bhawan, Khan Market, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
10. A.D.(G) (SEA), Department of Telecom, Sanchar Bhawan, 20, Ashoka Road, New Delhi.
11. Accounts Officer, Group B Section, office of CGA, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
12. Accounts Officer, O/o CGDA, West Block No.5, R.K. Puram, New Delhi.
13. Dy. CAO(P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post office, New Delhi.
14. Jr. Hindi Translator for Hindi Translation.
15. NIC, DOF for uploading on the department's website.

BIO-DATA PROFORMA

1. Name & 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 qualification 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)	

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
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8. Nature of present employment, i.e. ad hoc or temporary 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/organization to which you belong.
10. Additional details about present employment
please state whether working under-----
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Civilization
 - (d) Government Undertaking
 - (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 belong to SC/ST
15. Remarks

Signature of the Candidate

Address-----

Date-----

Countersigned-----
(Employer)



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

No. Rectt. Cell/ (36)/2011/ 110723 - 807

Date 31/05/2011

The Controller General of Accounts,
Ministry of Finance,
Department of Expenditure,
Govt. of India,
Loknayak Bhawan,
New Delhi-110003.

Subject: Filling up 01 post of I.A.F.A. in the pay scale of Rs. 37400-67000 plus GP Rs. 8700/- and 01 post of Sr. Accounts Officer in the pay scale of Rs. 15600-39100 plus GP of Rs. 6600/- on deputation basis.

Sir/Madam,

The Central Board of Secondary Education is an autonomous organization functioning under the control of Ministry of Human Resource Development, Government of India, intends to fill up 01 post of I.A.F.A. in the pay scale of Rs. 37400-67000 plus GP Rs. 8700/- and 01 post of Sr. Accounts Officer in the pay scale of Rs. 15600-39100 plus GP of Rs. 6600/- for its Head quarter at Delhi, on deputation basis.

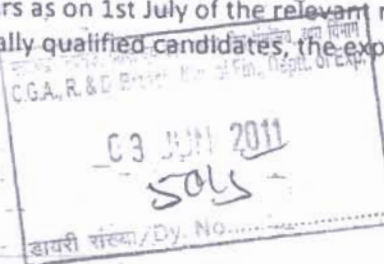
The persons who fulfill the following eligibility conditions and willing to be considered may apply through on plain paper duly supported with the attested copies of certificates and complete in all respects giving specific information in reference to the eligibility conditions:-

INTERNAL AUDITOR AND FINANCIAL ADVISOR (I.A.F.A.)- PB-4 of RS.37400-67000 GP Rs.8700/-plus other allowances admissible under the rules of the Board.

- Essential:-
- A. Officers of the Central/State/Semi Government or Autonomous Organization.
- i) Holding analogous posts;
OR
ii) With 03 years service in the pay scale of Rs.12000-375-16500 (pre-revised) or equivalent.
- AND
- B. Possessing experience of handling Administrative, Financial Budget/Accounts matters in a responsible capacity

Age limit: Not exceeding 56 years as on 1st July of the relevant recruitment year.

Note: In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.



Contd.....

5/2/2011
7/6/11
Copy forwarded to Sir B for the post of Sr.A.O. in CBSE
RZ

Sr. ACCOUNTS OFFICER IN THE PB-3 OF RS. 15000-39100+GP Rs. 6600/-

Essential:

The Persons who have passed SAS/SOGE/GAO examination and are working on analogous post with confirmed service

OR

The person who have passed SAS/SOGE/GAO examination and are working as senior Accounts Officers/Senior Audit Officer in the pay scale of Rs. 8000-13500 (pre-revised) with minimum experience of three years in the grade

OR

The person who have passed SAS/SOGE/GAO examination and having six years regular service in the pay scale of Rs. 7450-11500 (pre-revised) or equivalent.

OR

The person who have passed SAS/SOGE/GAO examination and having eight years of regular service in the pay scale of Rs.6500-10500 (pre-revised) or equivalent.

Age limit: Not exceeding 56 years as on 1st July of the relevant recruitment year.

The Board has its own scheme of medical facility. The person employed on deputation may however, opt either for the CBSE's medical facility scheme or the facility available in his/her parent department.

You are requested to circulate the above post amongst eligible officers of your department and recommend the names of suitable person(s) for being considered for appointment to the above post. The application(s) of the person(s) on the prescribed proforma enclosed (also available on CBSE's website www.nic.in) alongwith the attested photocopies of their ACR dossiers for the last five years may kindly be sent within 30 days from the date of issue of this circular to the Joint Secretary (A &L), Central Board of Secondary Education, 2, Community Centre, Preet Vihar, Delhi-110301, specifying that no departmental inquiry/proceedings are either pending or contemplated against the concerned person(s).

Outstation candidates called for interview shall be entitled for second class AC rail fare to & fro shortest route.

Yours faithfully,


(VEERA GUPTA)
SECRETARY

Encls:- As above

APPLICATION FOR THE POST OF _____

01. Name (in Block Letters) _____
 02. Date of Birth (in Christian era) _____
 03. Date of retirement under Central/State Govt. Rules _____
 04. Educational Qualifications (Beginning with matriculation, SSC, HSC + 2 onwards) _____

QUALIFICATION	YEAR OF PASSING	UNIVERSITY/INSTITUTION	% OF MARKS	CLASS/DIVISION
Academic				
Professional				

05. 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 =
(1)
(2)
(3)
(1)
(2)

Qualifications/
Experience possessed
by the officer

Essential

Desired

06. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post _____

07. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of pay and Basic Pay	Nature of duties (in detail)

08. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent _____

09. 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/organization to which you belong _____

10. Additional details about present employment

Please state whether working under (Indicate the name of your employer against the relevant column)

- a) Central Govt.
 b) State Govt.
 c) Autonomous Organization
 d) Government Undertaking
 e) Universities
 f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. _____