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No.A-35018/10/circular/2011/MF.CGA(A)/Gr.B/
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE ²⁴ November, 2011

CIRCULAR

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

S.No	Letter No. & Date	Organization	Deputation post with scale	Eligibility
1.	NO.RC/Office/Estt./177/2011/3450 dated 04.11.2011	Office of the Resident Commissioner, Government of Gujarat,	Accounts Officer (Pay Band-2) (Rs.9300-34800 with Grade Pay- 5400)	PAO/ Sr.AO
2.	NO.A-12011/5/2011-Ad.IA dated 08.06.2011	M/o Finance, Department of Economic Affairs	Section Officer (Excluded) (Pay Band-2) (Rs.9300-34800 with Grade Pay- 4800)	AAO

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

All Pr.CCAs/CCAs/CAs/Dy.CAs



सत्यमेव जयते
Bharat Lal

Principal Resident Commissioner

**Government of Gujarat
Office of the
Resident Commissioner**

Gujarat Bhawan,
11, Kautilya Marg, Chanakyapuri
New Delhi-110 021

Tel : +91-11-4627 8701 / 02

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D. O. No. RC/ Office/ Estt./ 177/ 2011/³³⁰⁵ dated October 10, 2011

Filling up the post of Accounts Officer on deputation

Dear *Ms. Singh*,

I draw your kind attention to my earlier letter dated 29th August, 2011 (copy enclosed) on above mentioned subject. As we have not received any response so far and Shri Santosh Kumar, the present incumbent on deputation is not willing to continue, the post would fall vacant with effect from the 10th October, 2011.

2 In this connection, I would like to inform you that in case, there are no suitable candidates available to come on deputation in the Pay Band of Rs. Rs.9,300-34,800 with Grade Pay of Rs.4,800/-, then the Government of Gujarat is even open to consider granting Pay Band of Rs.9,300-34,800 with a Grade Pay of Rs. 5,400/- to a suitable candidate. As this post cannot be kept vacant for a long period of time, I would request you to send a panel of excellent Officers willing to join this organization on deputation for a period of at least 3 years. The pay of the selected Officer would be regulated in terms of the orders of the Government of India in respect of the persons on deputation.

With warm regards,

Yours sincerely,

[Bharat Lal]

Enclosed: as above.

Ms. Sonali Singh,
Joint Controller General of Accounts,
Room No. 712, 'C' Wing, 7th Floor,
Lok Nayak Bhawan, Khan Market,
New Delhi-110 003

*Pl. put up. 25/10/11
Dy C.O. (G.B.)*

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11-10-2011
S.A.O (G.B.)*

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Circulate

F. No. A-12011/5/2011-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, Central Sectt.,
New Delhi, the 8th June, 2011

CIRCULAR

Subject: - Filling up of post of SO (Excluded) in Ministry of Finance, Department of Economic Affairs on deputation/ absorption basis.

The undersigned is directed to state that it is proposed to fill up one post of SO (Excluded), in the Department of Economic Affairs, Ministry of Finance in the PB-2 of ` 9300-34800 with Grade Pay of ` 4800/- on deputation/ absorption basis. The eligibility conditions for recruitment to the post of SO (Excluded) are detailed in Annexure-I.

2. It is requested that the applications (in duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed pro-forma as in Annexure-II, to this Department within 60 days from the date of publication in the Employment News along with the following documents: -

(x)

(x) Placed below

- i. CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Govt. of India. (Attestation on each page).
- ii. Vigilance/ Disciplinary clearance.
- iii. Integrity Certificate.
- iv. A statement showing major/ minor penalties imposed during the last ten years. The statement is also required in case of 'NIL' information.
- v. Cadre clearance

3. Applications received incomplete, otherwise than through proper channel and without the above-mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.

(NEELAM VOHRA)

Under Secretary to the Government of India

Copy to: -

- 1) All Ministries/ Departments of Government of India
- 2) All Department of Ministry of Finance including Financial Sector Division.
- 3) All Heads of Organized Accounting Cadres : Office of:-
 - i. CGDA, M/o Defence, G Block, DHQ P. O, New Delhi-1
 - ii. Dy. Director General (PAF), D/o Posts, Room No. 405, Dak Bhawan, Delhi
 - iii. Dy. Director General (Accounts), D/o Telecommunications
 - iv. Controller General of Accounts, Lok Nayak Bhawan, New Delhi-3. and
 - v. Finance Commissioner, Ministry of Railways, New Delhi
- 4) HIC- for Hindi version.
- 5) Editor (Adv), Employment News, R. K. Puram, New Delhi.
- 6) Finance Library
- 7) Spare Copies- 15

ANNEXURE -I

1	Name of the post	Section Officer(Excluded)
2	Number of Posts	One.
3	Classification	General Central Service, Group-B, Gazetted, Non-Ministerial
4	Pay Scale of the post	PB-2 { ` 9300-34800} with Grade Pay of ` 4800 and PB-3 { ` 15600-39100} with Grade Pay of ` 5400 after four years. Note: Grade Pay of ` 5400/- after four years will be applicable only in case of absorption and not to any incumbent on deputation.
5	Method of Recruitment	Deputation/ Absorption
6	Period of Deputation	Three Years
7	Eligibility	As on 01.4.2012 (I) Officers holding accounts related posts in any organized Accounts or Audit Department of Central Government(including Ministry of Railways):- a) holding analogous post on regular basis in the parent Cadre or Department; or b) with two years' service in the grade rendered after appointment thereto on regular basis in PB-2 of ` 9300-34800 with Grade Pay of ` 4600/- or equivalent in the parent Cadre or Department ; or c) with six years' service in the grade rendered after appointment thereto on regular basis in PB-2 of ` 9300-34800 with Grade Pay of ` 4200/- or equivalent in the parent Cadre of Department: or (II) Section Officers of Central Secretariat Services or Junior Accounts Officers (Ex-Cadre) in PB-2 with Grade Pay of ` 4800/- appointed on regular basis in the parent Cadre/ Department: and fulfilling the requirement of :- a) Having successfully completed training in Cash and Accounts at Institute of Secretariat Training and Management

		<p>(ISTM) and</p> <p>b) Three years experience in Budget and Accounts or</p> <p>(III) Assistant of Central Secretariat Services in PB-2 with Grade Pay of ` 4600/- with two years' service in the grade rendered after appointment thereto on regular basis in the parent Cadre or Department; and fulfilling the requirement of:-</p> <p>a) having successfully completed training in Cash and Accounts at Institute of Secretariat Training & Management and</p> <p>b) three years' experience in Budget and Accounts.</p> <p>Desirable:</p> <p>a) Knowledge and experience in the use of computer application software such as MS Word, MS Excel/Power point.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment under same or some other organization/ Department of the Central Government shall ordinarily not to exceed <u>three</u> years. The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years as on the closing date of receipt of applications).</p> <p>Note: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (Date from which the Revised Pay structure based on the 6th CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/ Pay Scale extended based on the recommendations of the pay 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/ Pay Scale is the normal replacement Grade without any up-gradation.</p>
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PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. rules
5. Educational Qualifications
6. 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)

Qualification/Experience Required Qualification/Experience Possessed

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by signature, if the space below is insufficient)

your

Ministry/Department	Post held	From	To	Scale of Pay And Basic Pay	Nature of Duties
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9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent
10. In case the present employment is held on Deputation basis/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 belong.

11. Additional details about present employment
Please state whether working under

- (a) Central Government
- (b) State Government }
- (c) Autonomous Organisation }
- (d) Govt. undertaking/ Universities } (b) to (e) not applicable for ad-hoc.
- (e) Others

12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took Place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn.

14. Whether belongs to SC/ST

15. Additional information, if any

16. Remarks, if any

17. Please state clearly, whether the application is for deputation or absorption

Signature of the Candidate

Address _____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- (i) It is certified that no vigilance case is either pending or being contemplated against the Officer
- (ii) It is certified that no major/minor penalty has been imposed on the officer during the last 10 years,
- (iii) It is certified that the Integrity of the officer is beyond doubt.

Signature with seal of the Competent Authority