

No. A-35018/ 31/2008/Circulars/MfCGA(A)/Gr.'B'/12 3 5  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of the Controller General of Accounts  
Lok Nayak Bhawan, New Delhi – 110 003.

Dated: 2<sup>nd</sup> November 08

**Circular No. 11**

Enclosed please find the following Vacancy Circular (s) regarding filling up of the various posts on deputation basis :

SNo	Letter No & Date	Organisation	Deputation Posts with Scale (Rs)	Last date for receipt of application
1	Safdarjang Hospital & VMMC , New Delhi	Accounts Officer Rs.7450-11,500	JrAO/AAO	07-12-08
2	National Institute of Rural Development, Hyderabad	1. Accounts Officer 7450-11500	AAO	25-11-08

The application of willing and eligible officer may please be forwarded to this office alongwith attested copies of ACRs for the last five years and Vigilance Clearance Certificate/Statement of Major/Minor Penalty imposed, if any.

Encl: As above

  
(PREM BALLABH)  
Accounts Officer (Gr B)

All Pr.CCA/CCAs/CAs/DyCAs



No. 1-14/2002-Admn.I  
Government of India  
Min. of H & Family Welfare  
Office of Medical Superintendent  
Safdarjang Hospital

IMMEDIATE

New Delhi 110029.  
Dated: 7.10.08

To,  
The Director,  
Directorate of Advertisement & Visual Publicity  
Advertisement Branch  
Soochna Bhawan, 10<sup>th</sup> Floor, Phase IV,  
CGO Complex, Lodhi Road,  
New Delhi-110003.

Sub: Advertisement for filling up the posts on deputation basis at Safdarjang Hospital.


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Sir,  
It is to inform that posts mentioned in **Annexure A** are to be filled on deputation in Safdarjang Hospital. It is requested to release the enclosed advertisement in the "Employment News" seeking application for the post by giving 60 days time to the eligible candidates. A copy of the advertisement may kindly be sent to this office. Necessary terms & conditions/instructions for filling up this post, qualification required and other details are given in Office Memorandum, Annex-A and the format of application form is given in Annexure-B.

This issues with the approval of Addl. DG, Medical Superintendent & Principal

VMMC.

Yours faithfully,

  
(Dr. Balmiki Prasad)  
Deputy Director (Admn.)  
Ph. No. 26167491.

Encl: C.D of the advt.

- Copy to: 1. Director Admn., M.H. Section, DGHS, Nirman Bhawan, ND with request to circulate the enclosed Advertisement to all departments etc.  
2. The Deputy Controller General of Accounts, Group 'B' Section, 8<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi with request to circulate the enclosed Advertisement to all departments etc.

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No. 1-14/2002-Admn.I  
Government of India  
Ministry of Health & Family Welfare  
Office of Medical Superintendent  
Safdarjang Hospital

New Delhi 110029.

Dated:

**OFFICE MEMORANDUM**

Subject: Filling up the posts at Safdarjang Hospital, New Delhi on Deputation basis

It is proposed to fill up the posts as mentioned in Annexure A at Safdarjang Hospital, New Delhi on deputation basis.

**Period of deputation**

Period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years, which may at the discretion of the borrowing authority, be curtailed or extended. It would also be subject to the conditions laid down with Department of Personnel and Training's O.M. No.AB.14017/30/2006-Estt.(RR) dated 29.11.2006 as amended time to time. The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years as on the closing date or receipt of applications.

The particulars of the post, eligibility conditions etc. are given in Annex-A.

The pay and allowances and other terms of officer selected will be regulated in accordance with DOPT's O.M. No.2/29/91-Estt./(Pay-II) dated 05.01.94 as amended time to time.

The scales of pay assigned to the posts are as per **pre-revised** scales of pay.

It is requested that applications in duplicate in the given proforma (Annexure-B) along with complete and up-to-date CR dossiers of the officials who can be spared immediately in the event of their selection may be forwarded to the Medical Superintendent, Safdarjang Hospital & VMMC, New Delhi-110029 **within a period of 60 days** from the date of publication of this advertisement. Application received after the last date or without CR Dossiers or otherwise found incomplete will not be considered. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

While forwarding the applications, it may also be verified and certified that the particulars furnished by the officials are correct and no disciplinary case is whether pending or contemplated against the officials and no major or minor penalty was imposed during the last 10 years. The integrity of the officer may also be certified.

(Dr. Balmiki Prasad)  
Deputy Director (Admn.)  
Ph. No. 26167491.

**Annexure-A**

**Eligibility conditions and other details for the following posts in Safdarjang Hospital & VMMC.**

- I.1. Name of the post : **Accounts Officer (One Post)**  
2. Scale of pay : Rs.7450-225-11500  
3. Eligibility to apply : Officers holding equivalent or analogous post in any Of the organized Accounts or Audit Department (The Indian Audit and Accounts Deptt., The Defence Accounts Deptt. etc.) who have passed the S.A.S. examination and have necessary experience.
- II.1. Name of the post : **Vocational Counsellor (One Post)**  
2. Scale of pay : Rs.6500-200-10500/-  
3. Eligibility to apply : (A) From Officers of the Central Government-  
(i) Holding analogous posts on regular basis; or  
(ii) With 3 years' regular service in the grade rendered after appointment thereto on regular basis in the scale of Rs. 5500-9000/- or equivalent in parent cadre/ department; or  
(iii) With 6 years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000/- or equivalent in parent cadre/department; or  
(iv) With 8 years' regular in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4500- 7000/- equivalent in parent cadre/department; and  
(B) Possessing the following educational qualification and experience.  
(i) Master's degree in Psychology from a recognized University or equivalent.  
(ii) Diploma in Vocational Guidance from a recognized University or equivalent.  
(iii) Two years' experience in vocational counseling, vocational training and placement of handicapped persons.  
(C) Registration under RCI Act.

Contd..2/-

- III.1. Name of the post : **Stenographer Grade-I (Two posts)**  
2. Scale of Pay : Rs.5500-175-9000/-  
3. Eligibility to apply : From Officers of the Central Government:  
a) i) Holding analogous posts on regular basis in the parent cadre/department; or  
ii) With three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000 or equivalent in the parent cadre/department; or  
iii) With six years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.4500-7000 or equivalent in the parent cadre/department; or  
iv) With ten years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.4000-6000 or equivalent in the parent cadre/department: and  
b) Possessing a speed of 100 w.p.m. in Stenography in English/Hindi


{Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

- IV.1. Name of the post : **Health Inspector (VMC) (One post)**  
2. Scale of pay : Rs.5500-175-9000/-  
3. Eligibility : From Officers of the Central/State Government-  
a) i) Holding analogous posts on regular basis ; or  
ii) With three years regular service in the scale of Rs. 5000-8000 or equivalent  
b) Possessing the qualification and experience as under:  
1. B.Sc with Physics/chemistry/Zoology/Microbiology as one of the subject from a recognized university.  
2. Diploma in Sanitary Inspector from a recognized Institute (minimum one year)  
3. One year experience in Public Health related set up.

(II) The Departmental Chief Sanitary Superintendent with three year's regular service in the grade will also be considered alongwith outsiders. In case he/she is selected for appointment to the post the same will be treated as having been filled by promotion.

{Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

- V. 1. Name of the post : **CSR Assistant (one post)**  
2. Scale of Pay : **Rs.3050-75-3950-80-4590/-**  
3. Eligibility : **Officers under Central or State Government:**  
a) i) holding analogous posts on regular basis; or  
ii) with three years regular service in posts in the pay scale of Rs.2750-4400; or  
iii) With four/five years' regular service in posts in the pay scale of Rs.2650-4000/2610-4000; or  
iv) with six/eight years' regular service in posts in the pay scale of Rs.2610-3540/2550-3200; and  
b) possessing the qualifications and experience as under:  
**Essential:** i) Matriculation or equivalent with Science as a subject from a recognized board.  
ii) Training in Sterilization techniques from a recognized Hospital or Medical Institute; or  
One year experience in Central Sterilization Services Department of a Hospital of Medical Institute.



(Dr. Balmiki Prasad)  
Deputy Director (Admn.)  
Ph. No. 26167491.

**CURRICULUM PROFORMA**

**ANNEXURE-B**

1. Name and Address :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central/State Govt. 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).

Qualification/  
Experience  
required

Qualification  
Experience possessed  
by the Officer

Essential: (1)  
(2)  
(3)

Desirable (1)  
(2)

6. Please state clearly whether in the light of entries made 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/Institution/ Organisation	Post held	From	To	Scale of pay & Last basic pay	Nature of duties.

8. Nature of present employment i.e. Temporary or quasi permanent or permanent.
9. 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 you belong

Contd..2/-

10. Additional details about present employment. Please state whether working under:

(a)	Central Government	(b)	State Government
(c)	Autonomous Organization	(d)	Universities
(e)	Government Undertaking	(f)	Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total Emoluments, per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional Academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient.)
15. 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.)
16. Whether belongs to SC/ST.
17. Remarks. (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information.  
(Note: Enclose a separate sheet, if the space is insufficient).

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

Date:

Name \_\_\_\_\_  
Address \_\_\_\_\_

Countersigned \_\_\_\_\_  
(Employer)

1. Certified that particulars furnished by Shri./Smt./Kum. \_\_\_\_\_ have been verified from his/her record found correct
2. No vigilance case is pending or contemplated against Shri./Smt./Kum. \_\_\_\_\_ His/her integrity is certified.
3. No major or minor penalty was imposed on Shri./Smt./Kum. \_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Department with

Place:  
Stamp  
Date



ए. धनलक्ष्मी

कुलकचिव एवं निदेशक (प्रशासन) प्रभारी

A. DHANALAKSHMI

Registrar & Director (Admn.) I/C

राष्ट्रीय ग्रामीण विकास संस्थान

ग्रामीण विकास मंत्रालय, भारत सरकार का संगठन  
राजेन्द्रनगर, हैदराबाद - 500 030

NATIONAL INSTITUTE OF RURAL DEVELOPMENT

(Ministry of Rural Development, Government of India)  
Rajendranagar, Hyderabad - 500 030

Tel (O) : 040-24008504, (R) : 040-24001812  
Fax : 040-24008504, E-mail : regr@nird.gov.in

No. Admn.A3/2005/75  
October 23, 2008

To

The Joint Controller General of Accounts  
Office of the Controller General of Accounts  
Room No. 809, 'C' Wing  
Lok Nayak Bhavan, Khan Market  
New Delhi. - 110 003 .

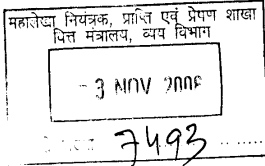
Sir,

Sub : Appointment of Accounts Officer on deputation at  
NIRD, Hyderabad – Reg.  
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The Institute desires to fill up two posts of Accounts Officers on deputation basis for a future vacancy. The pay scale of the post is Rs.7450-11500. The selection will be from amongst Assistant Audit Officers/ Section Officers (Commercial) or (Civil) with knowledge of commercial accounting and computer operation, working in Central Accounts/ Audit organizations. The candidate selected will be appointed on standard terms and conditions of deputation. The deputation on foreign service terms will be initially for a period not exceeding three years in terms of GOI, O.M. No.2/12/87-Estt. (Pay III), dated 29.4.1988 as amended from time to time.

2. As per the Recruitment Rules, the qualifications for the post of Accounts Officer in the Institute are as follows :

- i) A degree from recognized university, preferably in Commerce.
- ii) Employees of the Audit & Accounts Department, Civil Accounts Organization of the Ministries of the Govt. of India, Defence Accounts Dept., Dept. of Railway Accounts, or Department of Posts and Telegraphs who have passed the SAS (SOG) or equivalent examination conducted by the respective organizations.



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3. Preference will be given to applicants who are having a minimum of five years' experience in a supervisory capacity and knowledge of commercial accounting and computer operation.

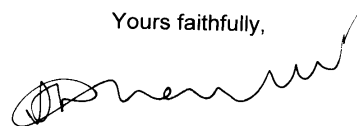
4. The selected candidate will be required to deal with :

- i) Preparation of Annual Accounts of the Institute
- ii) Preparation of budget
- iii) Maintenance of fund accounts and investment accounts.
- iv) Internal audit and coordinating the statutory audit of the Comptroller and Auditor General of India.
- v) Costing and maintenance of ledger accounts and including compilation and
- vi) Overall charge of cash and banking transactions.

5. It is requested that a panel of eligible and willing officers of your organization having the aforesaid qualifications and experience may be forwarded to this Institute at the earliest along with attested copies of their ACRs for the last five years and Vigilance / Disciplinary Clearance Certificate. We request that the same may be done latest by **25.11.2008**

6. Only such candidates may be nominated who could be spared immediately on selection.

Yours faithfully,



Registrar & Director (Admn.)

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