

A-12015/01/2006-Admn.
Government of India
Ministry of Housing & Urban Poverty Alleviation

Room No 201-C,

Nirman Bhawan, New Delhi-110 108

Dated the 07th Nov 2008

OFFICE MEMORANDUM

Subject: Filling up of one post of Accounts Officer in the J.N.N.U.R.M Division of the Ministry of Housing and Urban Poverty Alleviation and filling up another vacancy of Accounts Officer likely to arise in UPA Division from the panel prepared for the purpose.

It is proposed to fill up one (01) post of Accounts officer in this Ministry in the pay scale of Rs. 7450-225-11,500/-(Pre-revised scale) and the revised scale as per the recommendation of 6th C.P.C is Rs 7500-250-12000 {PB-2 Rs 9300-34800 + Rs 4800(Grade Pay)} . As indicated in the title another vacancy of Accounts Officer is also expected in UPA Division and the same if arise would be filled up from the panel prepared from the eligible persons selected for the purpose.

2. The post is to be filled up by transfer on deputation basis from amongst officers of the Central Government:-

- a)
 - i. holding analogous posts on regular basis; or
 - ii. with 2 years regular service in posts in the scale of Rs. 6500 - 10500 or equivalent; or
 - iii. with five years regular service in the posts in the scale of Rs.5500-9000; and
- b) possessing any one of the following qualifications:-
 - i. Passed in subordinate Accounts Service or equivalent examination conducted by any of the organized Accounts Departments of the Central Government
 - ii. Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and experience in Cash; Accounts and Budget work.

3) Period of deputation including period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment, transfer on deputation basis (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.

4) It is requested that the applications of the eligible and willing officers along with certified copies of their CR dossiers up to date for the last Five Years (from 2003-2004) and Vigilance Clearance may be sent through proper channel to the undersigned in the enclosed proforma within 45 days from the date of publication of this advertisement in the issue dated 22/11/08 of the Employment News . Service particulars of the officer(s) must be verified by the sponsoring authority. A certificate to the effect that no major/minor penalty has been imposed on any of the applicants during the last 10 years may also be furnished.

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Contd.....

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5. The applications received after the due date or not accompanied by copies of upto date CR Dossiers of the last 5 years and Vigilance Clearance will be summarily rejected.

(R.K.Kumania)
Under Secretary to the Government of India
Ph. 23062127

To,

1. All Ministries / Departments of the Government of India.
2. Controller of Accounts (Admn.) of all Ministries/Departments.
3. Director (Admn) H.U.D.C.O, C.G.E.W.H.O, B.M.T.P.C., N.C.H.F, H.P.L
4. The Assistant Media Executive, DAVP, M/o Information & Broadcasting, Sochana Bhawan, CGO Complex, Phase IV, Lodhi Road, New Delhi-110003.
5. Ms Nalini Rani, Editor, Employment News, East Block, Level-III, R.K. Puram, New Delhi
6. NIC(Director)..... with a soft copy for displaying the O.M in the Website of the Ministry(www.mhupa.gov.in).
7. Notice Board.

Copy to:-

1. All Sections/Desks/Units in the Secretariat of the Ministry of HUPA and the Ministry of UD. The applications of the willing and eligible officers may be sent through proper channel to Administration Section within the stipulated time.

(S.C.Verma)
Section Officer
Ph. 2306 3631

BIO DATA PROFORMA

1. Name 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 : _____
6. 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	holding analogous posts on regular basis, or	
	2	with 2 years regular service in posts in the scale of Rs. 6500 – 10500 or equivalent, or	
	3	with five years regular service in the posts in the scale of Rs.5500-9000	
Desired	1.	Passed in subordinate Accounts Service or equivalent examination conducted by any of the organized Accounts Departments of the Central Government	
	2.	Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and experience in Cash; Accounts and Budget work	

7. Please state clearly whether in the light of the 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 your signature, if the space below is insufficient).

Office/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

9. Nature of present employment, ie. ad-hoc or temporary or quasi permanent or permanent _____
10. In case the present employment is held on deputation/contract basis, please state:-
a.The date of initial appointment:_____
- b.Period of appointment deputation/contract_____
- c.Name of the parent office/organization to which you belong:_____
11. Please state whether working under
a) Central Government
b) State Government
c) Autonomous Organisation
d) Govt. Undertaking
e) University
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. Additional information, if any, which you would like to mention in support of your suitability for the post.
(Enclose separate sheets, duly authenticated if the space is insufficient.)
14. Whether belongs to SC/ST.:_____

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(Signature of the candidate)

Date_____

Address: _____

Countersigned by the
Employer_____