

प्रधानमंत्री कार्यालय
PRIME MINISTER'S OFFICE

South Block, New Delhi
Dated: 14th June, 2016

No. A.12018/1/2012-PME(Vol.I)

VACANCY CIRCULAR

Sub: Appointment to the post of Accountant in the Fund Wing of Prime Minister's Office on deputation basis.

It is proposed to fill one post of Accountant in the Fund Wing of Prime Minister's Office on deputation basis. The details of the vacancy are given in the enclosed Annexure-I. The pay and other terms and condition of appointment of the person selected will be regulated in accordance with the Department Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010.

2. Applications of the eligible officials, who are willing and who can be spared immediately, may be forwarded to the undersigned within a period of 20 days from the date of its publication in the "Employment News" (or posting in the website of PMO) and upto 30.06.2016 in the prescribed proforma as given in Annexure-II, alongwith

- (i) up-to-date CR dossier for the last 5 years (duly attested photocopy thereof)
- (ii) integrity certificate
- (iii) vigilance clearance certificate and
- (iv) statement of major/minor penalties, if any, imposed on the officer during the last 10 years.

3. Applications received after due date or incomplete in any respect shall not be considered. The candidates will not be allowed to withdraw their candidature subsequently. Persons not working under the Central Government need not apply.

Encl: As above.



(A.K. Das)

Under Secretary to the Govt. of India
Tel No. 23018130

Copy to:

- (i) All Ministries / Departments of the Government of India.
- (ii) President Secretariat, New Delhi.
- (iii) Lok Sabha / Rajya Sabha Secretariat, New Delhi.
- (iv) Cabinet Secretariat, New Delhi.
- (v) Election Commission of India, New Delhi.
- (vi) Comptroller & Auditor General of India, Pocket-09, Deen Dayal Upadhyay Marg, New Delhi.
- (vii) CGDA, West Block No. V, R. K. Puram, New Delhi.
- (viii) Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi.
- (ix) Principal Director of Audit, Central Revenue, ACGR Building, New Delhi.
- (x) UPSC / SSC, New Delhi.
- (xi) Department of Official Language, Lok Nayak Bhawan, Khan Market, New Delhi.
- (xii) NIC Division, PMO (for publishing the advertisement in the website)
- (xiii) Notice Board / All Divisions / Sections
- (xiv) PAO, Cabinet Affairs

Copy also to: Shri Kameshwar Mishra, Under Secretary(CS-II),DoP&T, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi – with request to publishing the advertisement in their website.

Annexure-I

Sr. No.	Name of the Post	Accountant
1.	Classification	General Central Service, Group 'B'. Non Gazetted Ministerial.
2.	Number of vacancies	One
3.	Scale of Pay	Pay band-2, Rs 9300-34800 with grade pay of 4200.
4.	Method of Recruitment	On deputation
4.	Period of Deputation	Ordinarily not exceeding three years
5.	Eligibility conditions	<p>A. (a) Upper Division Clerks of the Central Secretariat Clerical Service with Six years' regular service in the grade; and (b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work; failing which,</p> <p>B. Officers under the Central Government, (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-1, Rs. 5200-20200 with grade pay of Rs. 2800 or equivalent in the parent cadre or department; or (ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the pay band-1, Rs.5200-20200 with grade pay of 2400 or equivalent in the parent cadre or department; and (b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possesses two years' experience of cash, accounts and budget work; or</p> <p>C. Officers working in organized Accounts Departments of the Central Government viz. The Comptroller and Auditor General of India or Controller General of Accounts holding analogous posts on regular basis in the parent cadre or department and having 03 years experience of cash, accounts and budget work.</p> <p>Note 1: The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 2: The maximum age limit for appointment by transfer on deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said 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 or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>

Annexure-II

S. No.	Name of the applicant (in Block letters)	
1.	Date of Birth	
2.	Educational Qualification	
3.	Present regular appointment and the date from which held.	
4.	Whether working under Central Government	
5.	Scale of Pay & present pay drawn	
6.	Whether successfully completed the Cash & Accounts course of ISTM or equivalent (give month & year in which declared successful)	
7.	Ministry/Department/Organization where presently employed	
8.	Experience of Cash, Accounts & Budget work	
9.	Other service Experience	
10.	Whether the candidate belongs to SC/ST	
11.	Date of return from last deputation	
12.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post	
13.	Remarks, if any	

Place:

Date:

Signature of the applicant

The particulars furnished above have been verified and found to be correct.

Date:

Signature and seal of the forwarding Authority
Name & Designation:
Office Address & Tel. No.