

**DETAILS OF THE POST OF SENIOR ACCOUNTS OFFICER TO BE FILLED UP ON DEPUTATION BASIS.**

S. No.	Name of the post/Pay Band	Mode of induction	Vacancy
1	<b>Sr. Accounts Officer</b> PB-2 Rs. 9300-34,800/- + GP Rs. 5400/-	By deputation failing which by re-employment/short-term contract	1

**DETAILED ELIGIBILITY CONDITIONS:-**

**Senior Accounts Officer:-**

**By deputation:-**

Officers holding analogous posts in the accounts organizations. Officers in the scale of Rs.7450-11500/- (pre-revised) working in the Accounts Organisation with 2 years regular service in the grade.

**By re-employment/short term contract:**

Persons who have held analogous posts on regular basis in the Accounts Organisation. The period of short-term contract-re-employment shall not exceed 2 years.

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## APPLICATION FORM FOR APPOINTMENT ON DEPUTATION POST

Photo

Advt. No. 01/2016/Estt

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i). Date of entry in service	
ii). Date of retirement under Central/State Government 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 as mention in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
C) Qualification	C) Qualification
D) Experience	D) Experience
5.1 Note: This Column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite, Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. 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 on - regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

B. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			

