

**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			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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.		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for 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)

16.0 Achievements:

The candidates are requested to indicate information with regard to:

(i) Research publications and reports and special projects

(ii) Awards/Scholarships/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and;

(iv) Patents registered in own name or achieved for the organization

(v) Any research/ Innovative measure, involving official recognition (vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC)/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]

8 (The option of "STC" / "Absorption" / "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

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*Certification by the Employer/ Cadre Controlling Authority*

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACKs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years. Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)

APPLICATION FORM FOR RECRUITMENT TO THE POST OF.....  
ON RE-EMPLOYMENT/SHORT-TERM CONTRACT/~~DIRECT~~ RECRUITMENT BASIS

Paste here firmly  
recent photograph

(4 cm x 5 cm)  
(do not staple)

**Advt. No. 06/2016/Estt.**

Post applied for: \_\_\_\_\_

1. Name of Candidate : \_\_\_\_\_  
(As per matriculation certificate)
2. Father's Name : \_\_\_\_\_
3. Mother's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_  
(As per matriculation certificate)
- 4(a). Age as on last date for receipt of application : \_\_\_\_\_
- 4(b). Whether seeking age relaxation : \_\_\_\_\_
5. Gender (Male/Female) : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Category : \_\_\_\_\_  
(whether SC/ST/OBC/General)
8. Whether Physically Handicapped : \_\_\_\_\_  
(OH/VH/HH)
- 8(a). If VH, whether scribe is required : \_\_\_\_\_  
or not

9 Educational/Professional Qualification:

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & %age

10. Experience:

Name of the Employer/ Organisation	Post Held	From	to	Nature of duties	Scale of pay and last salary drawn

11. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Address for Communication along with Pin No. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Mobile No. (if any) : \_\_\_\_\_

14. E-mail-ID (if any) : \_\_\_\_\_



15. Any other information : \_\_\_\_\_  
\_\_\_\_\_

Dated:

(Signature of the candidate)

**DECLARATION**

(i) I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

(iii) I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) \* For Central Govt. Civilian Employees seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the notice of the examination on or before date of closing of submitting application form given in the notice.

(v) \* For candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel & Training Office Memorandum No. 36012/22-93-Estt (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate as per the prescribed format.

(vi) I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of the candidate)  
{unsigned application will be rejected}