

No.A-11017/1/2012-Admn
Government of India
Department of Personnel & Training
Staff Selection Commission(ER)

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Date: 03.06.2014

VACANCY CIRCULAR

Subject: Filling up the post of Accounts Officer on Deputation in the Staff Selection Commission(ER), Kolkata ó Regarding

Services of suitable officers are required for filling up one post of Accounts Officer on deputation basis in the Staff Selection Commission (Eastern Region), Kolkata, as mentioned in Annexure-I. Pay of the aforementioned officer will be regulated in accordance with provisions as per the Department of Personnel & Training's O.M. No.No.6/8/2009-Estt.(Pay II) dated the 17th June, 2010 as amended from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Applications not accompanied by the requisite documents will not be considered.
3. Names of suitable officers who are willing and eligible for the post and who can be spared may be sent to the undersigned in the attached proforma (Annexure-II), in duplicate, within six weeks from the date of its publication in the Employment News along with their CR/APAR dossiers and a certificate about the vigilance clearance. Applications received after the prescribed date or without CR dossiers will not be entertained.

Deputy Director(Admn.)

No.A-11017/1/2012-Admn

Date: 03.06.2014

Copy to :-

- 1) The Media Executive, D.A.V.P., Ministry of Information & Broadcasting, Phase-IV, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110504.
- 2) The General Manager-cum-Chief Editor, Employment News (Publication Division), East Block-IV, Level-5, R.K. Puram, New Delhi-110066.
- 3) The Under Secretary (Estt-II), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110504 for information and necessary action. It is also requested to place the same in the website of the SSC(Headquarters).
- 4) The Desk Officer (Est. -Bø), Department of Personnel & Training, North Block, New Delhi-110001. It is requested to place the same in the website of the DOP&T.
- 5) All Ministries/Departments/Offices of Govt. of India situated in Kolkata with the request that the post may be circulated to all Offices under them.
- 6) Office of the CGA, Lok Nayak Bhawan, Khan Market, New Delhi with the request that the post may be circulated to all Accounts Department under them.
- 7) Other Central Govt. offices in the Eastern Region with the request that the post may be circulated to all offices under them.
- 8) Shri Ajit Kumar Ray, DEO, Staff Selection Commission (ER) for uploading on the website of SSC(ER).
- 9) All Regional/Sub-Regional Offices of the Staff Selection Commission. It is requested to upload this Vacancy Circular in their respective website.

ANNEXURE-I

1.	Name of the Post:	Accounts Officer
2.	Number of vacancies:	One at Staff Selection Commission (ER), Kolkata
3.	Scale of Pay:	Pay Band-II: Rs.9300-34800 with Grade Pay of Rs.4600/- [Pre-revised scale of Pay: Rs.7450-225-11500]
4.	Ministry/Deptt./Office:	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Staff Selection Commission (Eastern Region), Kolkata
5.	Method of Appointment:	Transfer on deputation basis
6.	Eligibility:	Officers under the Central Government: (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 + Rs.4200 (Grade Pay) or equivalent in the parent cadre or department, and (b) Possesses the following qualifications and experience (i) Passing in the Subordinate Accounts Service or equivalent examination conducted by the Accounts Departments of the Central Government, or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent; and (iii) Five years experience in Cash, Accounts and Budget work
7.	Period of Deputation	Not exceeding 03 (three) years

CURRICULUM VITAE PROFORMA

1. Name & Address (in BLOCK LETTERS) :
2. Date of Birth (in Chirstian era) :
3. Date of Retirement under Central/State :
Govt. Rules
4. Education Qualification :
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

Qualifications/Experience
Possessed by the officer

Essential (1)

(2)

(3)

Desired (1)

(2)

6. Please state clearly whether in the light of :
entries made by you above, you meet the
requirement 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	Post held	From	To	Basic Pay (mentioning Pay Band and Grade Pay)	Nature of duties (in detail)

8. 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/organisation to
which you belong :
10. Additional details about present employment. :
Please state whether working under (indicate
the name of your employer against the relevant
column)
- a) Central Govt. :
- b) State Govt. :
- c) Autonomous Organisation :
- d) Government Undertaking :
- e) Universities :
- 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 qualification :
- ii) Professional training :
- 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
16. Whether belongs to SC/ST :
17. Remarks [the candidates may indicate :
information with regard to (i) Research
publications and report and special projects (ii)
Awards/Scholarships/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:

Address:

Note: Strike out the column(s) which are not applicable

(Countersigned by the Employer)

(Employer with Seal)