



सं/No.A-35014/1/2023-ADMIN

भारत सरकार/Government of India

कार्मिक, लोक शिकायत और पेंशन मंत्रालय/Ministry of Personnel, Public Grievances & Pensions

कार्मिक तथा प्रशिक्षण विभाग/Department of Personnel & Training

कर्मचारी चयन आयोग (पूर्वी क्षेत्र) /STAFF SELECTION COMMISSION (EASTERN REGION)

निज़ाम पैलेस/Nizam Palace,

प्रथम एम० एस० ओ० भवन (8 वां तल) /1<sup>st</sup> MSO Building (8<sup>th</sup> Floor)

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सं/No.01

दिनांक/Date: 14/10/2023

रिक्ति परिपत्र/Vacancy Circular

**Subject: Filling up the post of Accounts Officer on Deputation in the Staff Selection Commission (Eastern Region), Kolkata – 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.6/8/2009-Estt.(Pay II) dated the 17<sup>th</sup> 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 accompanying by the requisite documents will not be considered.

3. Applications from suitable officers who are willing and eligible for the post and who can be spared may be sent to this office in the given proforma (**ANNEXURE-II**), in duplicate, by 27/11/2023 along with their ACR/APAR dossiers and a certificate about the Vigilance Clearance/Integrity, duly countersigned by the Employer/Cadre Controlling Authority in the given proforma in **ANNEXURE-III**. Applications received after the prescribed date or without ACR/APAR dossiers will not be entertained.

क्षेत्रीय निदेशक/ Regional Director  
कर्मचारी चयन आयोग (पू०क्षे०) /  
Staff Selection Commission(ER)

**ANNEXURE-I**

1.	Name of the post:	Accounts Officer
2.	Classification of post:	General Central Service, Group 'B', Gazetted, Non-ministerial
3.	Number of vacancies:	One at Staff Selection Commission (ER), Kolkata
4.	Scale of Pay [General Central Service/Group 'B'/ Gazetted/Non-Ministrial]	Level-7: Rs.44900-142400 (in Pay Matrix for the 7 <sup>th</sup> CPC)  [Pay Band-II: Rs.9300-34800 with Grade Pay of Rs.4600/- (corresponding scale of Pay as per the 6 <sup>th</sup> CPC)]  [Pre-revised: Pay Scale: 7450-225-11500 (Corresponding Scale of Pay prior to 6 <sup>th</sup> CPC)]
5.	Ministry/Department/Office:	Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Staff Selection Commission (Eastern Region), Kolkata
6.	Method of Appointment:	Transfer on deputation basis
7.	Eligibility:	Officers under the Central Government:  (a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) with two years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.6500-10500 (pre-revised) or equivalent in the parent cadre/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.5500-9000 (pre-revised) or equivalent in the parent cadre or department; and  (b) Possessing the following qualifications and experience :-  (i) Passing in the Subordinate Accounts Services or equivalent examination conducted by 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. [Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years]
8.	Age Limit:	The maximum age limit shall not be exceeding 56 years as on the closing date of the receipt of application
9.	Period of Deputation:	Not exceeding 03 (three) years

**CURRICULAM VITAE PROFORMA**

1. Name & Address (in BLOCK LETTERS) :
2. Date of Birth (in Christian era) :
3. Date of entry into service :
4. Date of Retirement under Central/State Govt. Rules :
5. Educational Qualification :
6. 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) :
7. Please state clearly whether in the light of entries made by you above, you meet the requirement for the Post :
8. Details of employment in chronological order (Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient) :

Office/ Institution	Post held	From	To	Basic Pay (Please mention Level of Pay as per the 7 <sup>th</sup> CPC; corresponding Pay Band & Grade Pay as per 6 <sup>th</sup> CPC and also; corresponding Pay Scale attached to your present post)	Nature of duties performed (in detail)

9. Nature of present employment i.e. Ad hoc or Temporary :  
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 on deputation/contract :
  - c) Name of the parent office/organization to which you belong :
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 as per the 7<sup>th</sup> CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale :
14. Total emoluments drawn as on date: :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. :
  - i) Additional academic qualification :

- ii) Professional training :
- iii) Work experience over and above prescribed in the :  
Vacancy Circular/Advertisement

(Note: Enclose a separate sheet duly authenticated, 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.

**Date:**

**(Signature of the Applicant)**

**Address:**

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

**(Countersigned by the Employer)  
(Employer with Seal)**

**ANNEXURE-III**

**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 the qualifications and experience as 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./Ms.....

ii) His/Her integrity is certified.

iii) His/Her ACR/APAR dossiers in original/photocopies of the ACR/APAR dossiers for the last 05 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**

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**(Employer/Cadre Controlling Authority with seal)**