



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.02

दिनांक/Date: 14/10/2023

रिक्ति परिपत्र/Vacancy Circular

**Subject:** Filling up the post of **Accountant on Deputation** in the Staff Selection Commission (Eastern Region), Kolkata – Regarding

Services of suitable officials are required for filling up one post of Accountant on deputation basis in the Staff Selection Commission (Eastern Region), Kolkata as mentioned in **ANNEXURE-I**. The selected candidates will be appointed on deputation basis for a period of three years. The deputation will be governed by the terms and conditions as contained in 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 eligible candidates, who are desirous of being considered for appointment, may be forwarded to this office as per the proforma as **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:	Accountant
2.	Classification of post:	General Central Service, Group-B, Non-Gazetted (Ministerial)
3.	Number of vacancies:	One at Staff Selection Commission (ER), Kolkata
4.	Scale of Pay:	Level-6: Rs.35400-112400 (in Pay Matrix for the 7 <sup>th</sup> CPC) {Pre-revised: Pay Scale: Rs.9300-34800 [Pay Band-II with Grade Pay of Rs.4200/-]}
5.	Ministry/Deptt/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.	Requisite qualifications/experience and service condition required for the post	<p>i) Assistants of Central Secretariat Service (now re-designated as Assistant Section Officer) with 5 years' service in the grade or with 10 years' combined service in the grade of Assistant/UDC or Upper Division Clerks of CSCS with 10 years' service in the grade, who have undergone training in Cash &amp; Accounts work in the Institute of Secretariat Training &amp; Management or equivalent and possess 3 years' experience of cash, Accounts and budget work.</p> <p>ii) Failing (i) above, Officer under the Central Govt. holding analogous posts; or, SAS. Accountants or SAS passed Clerks from any of the Organised Accounts Department.</p>
8.	Period of Deputation:	Not exceeding 03 (three) years
9.	Age Limit:	The maximum age limit shall not be exceeding 56 years as on the closing date of the receipt of application

## 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) :

Qualifications/experience required	Qualifications/experience possessed

7. State clearly whether in the light of entries made by you above, you meet the requirement of the post :
8. Details of employment in chronological order (if the space below is found to be insufficient, you may enclose separate sheet, duly authenticated by putting your signature):

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay (mention Level and Cell as per the Pay Matrix of the 7 <sup>th</sup> CPC; if you are a Central Govt. employee; mention Pay Band with Grade Pay, if you are a State Govt. employee)	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc/ :  
Temporary/Quasi-Permanent/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)
  - b)
  - c)
  - d)
  - e)
  - f)
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 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 per month drawn as on date :
15. 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 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)

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)**

**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**

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