

Dated the 25<sup>th</sup> September, 2013

**C I R C U L A R**

Subject: Filling up the post of **Junior Accounts Officer/Accountant** in the Department of Land Resources, Ministry of Rural Development on Deputation basis.

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Applications are invited to fill up one post of **Junior Accounts Officer/Accountant** in the scale of pay of Rs.5500-175-9000 (pre-revised) and to prepare a panel of officers to be considered for appointment as Junior Accounts Officer/Accountant for future vacancies in the Department of Land Resources on 'deputation' basis from officials of the Central Government having the qualifications and experience as mentioned in Annexure-I.

2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment, in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

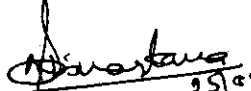
3. The officer selected will have the option to draw his pay plus deputation allowance in accordance with the Department of Personnel & Training O.M.No.2/12/87-Estt (Part-III) dated 29.4.1988 as amended from time to time or to have his pay fixed in the scale of posts as per rules/orders on the subject.

4. The request of selected candidates for absorption in the post of Junior Accounts Officer/Accountant will be considered after completion of one year of service on deputation and assessing their performance in the post.

5. It is requested that the applications of the eligible and willing officers and who can be spared immediately may be forwarded in the prescribed proforma (Annexure-II) alongwith up-to-date CR Dossier, vigilance clearance and Integrity Certificate. The applications may be forwarded to the **Under Secretary (Administration), Department of Land Resources, Ministry of Rural Development, NBO Building, 'G' Wing, Nirman Bhavan, New Delhi-110 011** within 60 days of the publication of the advertisement in the Employment News.

5. The advance copy of the applications and applications received after the last date and without CR Dossier/Vigilance Clearance/Integrity Certificate will not be considered.

6. The officials who apply for the above post will not be allowed to withdraw their applications subsequently.

  
(N.K. Srivastava)  
Director (Admn.)  
Tel.No.23062698

Distribution:

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry and in their attached/subordinate offices.
2. All Sections/Desks in the Ministry of Rural Development/NIC (COOR)
3. Spare Copies

**ELIGIBILITY CONDITIONS FOR APPOINTMENT TO THE POST OF JUNIOR  
ACCOUNTS OFFICER/ACCOUNTANT ON DEPUTATION**

1. Name of the post **Junior Accounts Officer / Accountant**

2. Scale of Pay Rs.5500-175-9000 (Pre-revised)

3. Eligibility

I. Assistant of Central Secretariat Service:

(a) (i) holding analogous posts on regular basis; or

(ii) Upper Division Clerks of Central Secretariat Clerical Service with eight years' of regular service in the grade; and

(c) who have undergone training in Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and possess three years' experience of cash, accounts and budget work, failing which, -

II. **Officers under the Central Government-**

(a) (i) holding analogous posts on regular basis ; or

(ii) with three years' regular service in the scale of Rs.5000-8000(pre-revised) or equivalent; or

(iii) with six years' regular service in posts in the scale of Rs.4500-7000 (pre-revised); or equivalent; or

(v) with eight years regular service in posts in the scale of Rs.4000-100-6000 (pre-revised); or equivalent, and

(c) who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possess three years experience of cash, accounts and budget work;

**OR**

A pass in the Subordinate Accounts Service or equivalent examination conducted by any organised Accounts Department of the Central Government

**BIO-DATA PROFORMA**

1	Name and Address in Block letters	...				
2	Date of Birth (in Christian era)	...				
3	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)	...				
		Qualifications/ Experience required	Qualifications/Experience possessed by the Officer			
Essential	(1) (ii) (iii) (iv)					
Desired	(i) (ii)					
6	Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Institute/ Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties

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/organization to which you belong	...	
10	Addition details about your present employment Please state whether working under-	...	
	(a) Central Government	...	
	(b) State Government	...	
	(c) Autonomous Organisation	...	
	(d) Government undertakings	...	
	(e) Universities	...	
11	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	...	
12	Total emoluments per month now drawn	...	
13	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	...	
14	Whether belongs to SC/ST	...	
15	Remarks	...	

Signature of the candidate  
Address with telephone number:

Date:

**To be certified by the Cadre Controlling Authority/Employer**

Certified that the particulars furnished by the Officer are correct as per the records held in this Office and no disciplinary/Vigilance case is either pending or contemplated against the officer. The upto date CR Dossier and the Integrity Certificate are enclosed.

No.  
Date.

Name, signature & Seal  
of the Employer/Cadre  
Controlling Authority.