

ANNEXURE-I

1.	Post	Accountant
2.	Number Of Post	One
3.	Pay-Scale / Pay Matrix	Pay Level-6 (Old pay band: PB-II Rs.9300-34800/- with the grade pay of Rs.4200/-)
4.	Method of Appointment	Transfer on deputation
5.	Eligibility	<p>Officers under the Central Government: -</p> <p>(i) Upper Division Clerks of CSCS with 10 Years' service in the grade, who have undergone training in Cash & Account work in the Institute of Secretariat Training & Management or equivalent and possess 8 Years' experience of Cash, Accounts and Budget work.</p> <p>(ii) Failing (i) above, officers under the Central Govt. holding analogous posts; or SAS, Accounts or SAS passed clerks from any of the Organized Accounts Department.</p>
6.	Period of deputation	3 years.

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ANNEXURE-II**CURRICULUM VITAE: PERFORMA**

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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 qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
	Essential		Qualification/Experience required		Qualifications/Experience possessed by the officer	
		1.				
		2.				
		3.				
	Desirable	a.				
		b.				
		c.				
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	Scale of Pay and basis pay in old pay band	Nature of duties (In details)
8.	Nature of present employment					

	i.e. ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	In case of 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.	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 Organization	
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 as per month now drawn	
14	<p>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</p> <p>(i) additional academic qualification</p> <p>(ii) Professional training and</p> <p>(iii) work experience over and above prescribed in the vacancy circular/Advertisement).</p> <p>(Note; Enclose a separate sheet, if the space is insufficient)</p>	
15	<p>Please state whether you are applying for Deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for short Term Contract.)</p>	
16	Whether belongs to SC/ST	
17	<p>Remarks (The candidates may indicate information with regard to</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarship / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions / societies and</p> <p>(iv) any other information.</p> <p>(Note: Enclose a separate Sheet if the space is insufficient)</p>	

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

Address

.....

.....

Date:-

Certificate to be furnished by the Employer/Head of Office/Forwarding authority:

Certified that 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 vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

(i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Ms.

(ii) That his/her integrity is certified

(iii) That attested copies of his/her CR/APAR dossier for the last five years duly attested by an officer of the rank of Under Secretary of Government of India or above are enclosed.

(iv) That no major/minor penalty has been imposed on him/her during the last ten years or A list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____

Name and Designation _____

Tel.No. _____

Office Seal

Place:

Date:

List of enclosures:

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- 1.
- 2.
- 3.