OFFICE MEMORANDUM

Subject: Filling up the post of Accountant in the Inter-State Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis.

The undersigned is directed to state that one post of Accountant (Group ‘B’ Non-Gazetted) in this Secretariat in the Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7th CPC is required to be filled up by transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure-II may be forwarded to the undersigned along with the following certificates/documents within 60 days of publication of the Employment Notice in Employment News.

i. Attested copies of the ACRs/APARs for the preceding 5 years i.e. upto 2018-19. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the ACR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.

ii. Vigilance Clearance.

iii. Integrity certificate signed by an officer not below the rank of Under Secretary.

iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date as stated in Para ‘2’ above shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.

(Om Prakash Kumar)
Under Secretary to the Govt. of India
Tel. 23022153

To

i. All Ministries/Department of the Govt. of India

ii. Ministry of Home Affairs, Ad.I (B) section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.

iii. DOPT’s website.

iv. Notice Board, ISCS
Filling up the post of Accountant in the Inter-State Council Secretariat by transfer on deputation basis.

One post of Accountant in the Inter-State Council Secretariat, Ministry of Home Affairs is required to be filled up by transfer on deputation basis. The details of the post eligibility criteria and necessary terms and conditions are given below:

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<td><strong>Name of the Post</strong></td>
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<td><strong>Eligibility Criteria</strong></td>
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<td>6</td>
<td><strong>Period of deputation</strong></td>
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<td><strong>Maximum Age limit</strong></td>
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8. Other conditions

(i) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

9. 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.

10. Whether belong to SC/ST/OBC

11. Remarks

Signature of the Candidate

date

Address

Email:

Mobile No.

Countersigned by the Head of Office
BIO-DATA PROFORMA

1. Name and address (in block letters)

2. Date of Birth

3. Date of retirement

4. Educational qualifications

5. Experience possessed by the applicant

6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient.
   i. Office/Institution/Organization
   ii. Post Held
   iii. From
   iv. To
   v. Pay Band and Grade Pay
   vi. Nature of duties

7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent

8. If the present employment is held on Deputation/contract basis, specify;
   (a) The date of initial appointment
   (b) Period of appointment on Deputation/contract
   (c) Name of the parent office/Organization to which you belong

9. Details of Cash & Accounts Training in ISTM/pass in SAS or equivalent examination conducted by any of the organized Accounts Deptt. of the Central Government and possess three years experience of cash, accounts and budget work. A certificate to this effect may be attached.

10. 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.

11. Whether belong to SC/ST/OBC

12. Remarks

Signature of the Candidate

Date ____________________________