

No. 1/Estt(G-3)/2023(Cir)- 4317  
**INTELLIGENCE BUREAU**  
(Ministry of Home Affairs)  
Government of India

New Delhi, the **22 DEC 2023**

**Circular Memorandum**

The following vacancies in 02 ranks of Accounts cadre (Group B) in IB (MHA) are to be filled up on deputation/promotion basis. Details of each post along with educational qualifications, experience and specific eligibility conditions are enclosed at Annexure A. Bio-data pro-forma for applying on deputation is available at Annexure B and also downloadable on DOP&T website.

<b>Name of post</b>	<b>No. of vacancies</b>	<b>Mode of recruitment</b>
Accounts Officer, Lvl 7, Group B, Gaztd. post	02	Composite method – Deputation & Promotion
Accountant, Lvl 6, Group B, Non-Gaztd. post	04	Deputation followed by Absorption (if eligible)
<b>TOTAL VACANCIES =</b>	<b>06</b>	

2. Initial tenure of deputation will be 3 years, further extendable up to a maximum of 7 years and following will be the additional perks that a deputationist would be eligible to receive during his/her tenure in IB/Bol:-

- a) Special Security Allowance @ 20% of basic pay.
- b) Selected candidates may have chance to get posting at New Delhi.
- c) 1-Hometown, 1-all-India **LTC package** (with dependent family members) in 4 year's block & 10 days leave encashment (Basic pay + DA) as per eligibility.
- d) Children Education Allowance @Rs. 27,000/- per annum per child, if ward resides in a hostel, Hostel subsidy @Rs. 81,000/- per annum
- e) If posted to hardship locations of Bureau, additional allowances e.g. **ration money, risk allowance, island allowance, special duty allowance** etc. are admissible (based on place of posting) in addition to regular allowances.
- f) **Scholarship** is available to meritorious wards of personnel.
- g) 1 month's extra salary (Basic+DA) viz. **Cash Compensation** in lieu of duties performed on non-working days/ GH (maximum 30 days per annum) for non-Gazetted officials.

3. The application of willing and eligible officers, who have completed cooling off period of 3 years since last deputation (if applicable), and have not undergone more than 1 deputation prior to this, may be forwarded (within 45 days of publication of advertisement in Employment News) along with the following documents so as to reach the **Assistant Director/G-3, Intelligence Bureau, Ministry of Home Affairs, 35 S P Marg, Babu Dham, New Delhi-110021:-**

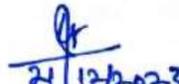
- (i) Bio-data (as per Annexure-B specimen attached) duly filled and signed by the candidate, along with attested copies of relevant educational/training certificates and forwarded through proper channel, duly signed certificate of cadre controlling authority (last page of Annex-B);
- (ii) Attested copies of the updated ACRs for last five years;
- (iii) Vigilance Clearance and Integrity Certificate, duly signed by cadre controlling authority, including a statement of major/minor penalties, if any, imposed on the officers during the last 10 years (page 5 of Annexure B).

4. It is made clear that only such applications will be entertained which are complete in all aspects (as per para 3 above) and duly forwarded through proper channel. The following categories of applications will not be considered and no correspondence will be made or entertained in this regard –

- (i) Applications from non-Governmental sector,
- (ii) Applications of unemployed/retired/superannuated personnel,
- (iii) Direct applications or advance copy not routed through proper channel,
- (iv) Applications received after closing date or without all or any of the enclosures (mentioned in para 3 above) or otherwise found incomplete.

5. **The number of posts advertised are tentative and may increase or decrease at the time of selection.** All the posts circulated here have all-India transfer/posting liability. An official selected to the post will be on deputation for a period as specified in the induction order which may be curtailed or extended if exigencies of service so require. The crucial date for determining the eligibility shall be the closing date for receipt of applications. **The last date of receipt of nominations would be 45 days from the date of publication of the advertisement in Employment News.** Nominations are invited for deputation, and though post of Accountant has provision for absorption on permanent transfer of service, but same would be considered based on merits and utility/performance of a deputationist. Absorption cannot be claimed as a matter of right. Before forwarding applications, controlling authority must ensure that an applicant fulfills all terms and conditions as mentioned in the circular.

6. Tenure of deputation of selected personnel would be governed as per applicable guidelines of DOP&T & MHA, most importantly in terms of DoP&T OM No. AB 14017/71/89-Estt(RR) dt. 3.10.89, No. 6/8/2009-Estt. (Pay II) dt. 17.6.10 and MHA OM no 1/21022/03/2016-Pers-II dtd. 22.11.2016 as amended from time to time. The general terms and conditions for deputation as elaborated above may be read with the DoP&T's guidelines on deputation /absorption.

  
21/12/2023  
(Abhijit Das)  
Assistant Director  
UCS- 40113440

**1. Accounts Officer (02 vacancies) General Central Service (Group-B), Gazetted, Ministerial in the Pay Band-2 of Rs 9300-34800 with Grade Pay Rs. 4600/- (Level 7 of the pay matrix Rs. 44,900-1,42,400 as per 7th CPC).**

Eligibility: Promotion/deputation.

Officers under the Central Government: -

(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the Grade pay of Rs. 4200/- or equivalent (Lvl 6 as per 7<sup>th</sup> CPC) in the parent cadre/department; and

(b) Possessing any one of the following qualifications: -

(i) A pass in Subordinate Accounts Service or Section Officers Grade or Junior Accounts Officer Grade examination conducted by the Central Government. OR

(ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and experience in cash, accounts and budget work.

2. The departmental Accountant with five years' regular service in the grade, including the service rendered, if any, in the rank of Junior Accountant prior to 1<sup>st</sup> January, 2016, shall also be considered along with outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

Note 1: For the purpose of computing the minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission..

Note 2: For the purpose of deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission.

Note 3: 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 consideration for appointment by promotion.

Note 4: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed three years.

Note 5: The maximum age-limit for appointment by deputation/absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.

**2. Accountant (04 vacancies) General Central Service (Group-B), Non-Gazetted, Non-Ministerial in the in the Pay Band-2 of Rs 9300-34800 with Grade Pay Rs. 4200/- (Level 6 of the pay matrix Rs. 35,400-1,12,400 as per 7th CPC).**

Eligibility: Deputation/absorption.

Officers under the Central Government: -

- (a) (i) holding analogous posts on regular basis in the parent cadre/ department; or  
(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the post in the Grade pay of Rs. 2800/-(Lvl 5 as per 7<sup>th</sup> CPC) or equivalent in the parent cadre/department: or  
(iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in the post in the Grade pay of Rs. 2400/- (Lvl 4 as per 7<sup>th</sup> CPC) or equivalent in the parent cadre or department; and
- (b) Possessing any one of the following qualifications: -
- (i) A pass in Subordinate Accounts Service or equivalent examination conducted by the organized Accounts department of the Central Government.
- (ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and three years' experience in cash, accounts and budget work.

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed three years.

Note 2: The maximum age-limit for appointment by deputation/absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.

Note 3: For the purpose of deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission.

**BIO-DATA/ CURRICULUM VITAE PROFORMA****Post applied for:**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of Advertisement in Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>	

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 on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments	
<p><b>16.A Additional information</b>, if any, relevant to the post you applied for 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>			

<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ Scholarships/ Official Appreciation</p> <p>iii) Affiliation with the <b>professional</b> bodies/ institutions/ societies and;</p> <p>iv) Patents registered in own name or achieved for the organization</p> <p>v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>				
<p><b>17.</b> Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.# (Officers under Central/ State Govt. are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>				
<p># (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>				
<p><b>18.</b> Whether belongs to SC/ST</p>				
<p><b>19.</b> Contact number</p>				
<p><b>20.</b> Family details – name, relation and place of residence of dependants. (If any family member and/or close associates are residing in foreign countries, details of the same to be mentioned as per separate sheet attached at <b>Annexure-A.</b>)</p>				
Name	Relation	Contact number	Place of residence	Occupation, if any

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date:

(Tick whichever is applicable)

i) I, Shri/Smt/Ms. \_\_\_\_\_, hereby declare that none of my family members and/or close relatives have previously resided/are currently residing in a foreign country.

OR

ii) I, Shri/Smt/Ms. \_\_\_\_\_, hereby declare that my family members and/or close relatives have previously resided/are currently residing in a foreign country, as detailed below (attach separate sheet if space insufficient):

Name (S/Shri/Smt./Ms.)	Relation	Passport number and contact number	Full address of residence and period upto which resided	Purpose (permanent resident, employment, education, medical treatment etc.)

Signature (in full)

Place:

Date:

**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 educational qualifications and experience 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. \_\_\_\_\_.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 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)**  
*(not below the rank of Under Secretary in Govt. of India)*

आसूचना ब्यूरो  
(गृह मंत्रालय)  
भारत सरकार

नई दिल्ली, दिनांक 22 DEC 2023

परिपत्र जापन

आसूचना ब्यूरो के लेखा संवर्ग में निम्नलिखित 02 पदों के अंतर्गत (समूह ख) 06 रिक्तियाँ प्रतिनियुक्ति/पदोन्नति के आधार पर भरी जानी है। शैक्षिक योग्यता, अनुभव एवं विशिष्ट पात्रता शर्तों के साथ प्रत्येक पद का विवरण अनुलग्नक-क तथा प्रतिनियुक्ति पर आवेदन करने के लिए जीवन-वृत्त का प्रपत्र अनुलग्नक-ख में उपलब्ध है (डी-ओ-पी-टी के वेबसाइट पर भी उपलब्ध है)।

पदनाम	रिक्तियाँ	भर्ती का तरीका
लेखा अधिकारी, लेवल 7, समूह ख, राजपत्रित पद	02	समग्र विधि - प्रतिनियुक्ति / पदोन्नति
लेखापाल, लेवल 6, समूह ख अराजपत्रित पद	04	प्रतिनियुक्ति के उपरांत आमेलन (यदि पात्र हो)
कुल रिक्तियाँ	= 06	

2. आवेदित पद के भर्ती नियमों के आधार पर प्रतिनियुक्ति अवधि शुरुआत में 03 वर्ष की अवधि हेतु होगी, जिसे अधिकतम सात वर्षों के लिए बढ़ाया जा सकता है और प्रतिनियुक्त अधिकारी/कर्मचारी आसूचना ब्यूरो/आप्रवासन ब्यूरो में अपने सेवा काल के दौरान निम्नलिखित सुविधाओं के पात्र होंगे:-

- (क) मूल वेतन का 20 प्रतिशत विशेष सुरक्षा भत्ता देय होगा।
- (ख) चयनित अधिकारियों/कर्मचारियों को नई दिल्ली में तैनात किया जा सकता है।
- (ग) कर्मिकों के मेधावी बच्चों के लिए छात्रवृत्ति का प्रावधान है।
- (घ) दस दिनों के अवकाश नकदीकरण (मूल वेतन+महंगाई भत्ता) सहित चार वर्षों के ब्लॉक में एक बार गृह नगर एवं एक बार भारत भ्रमण अवकाश यात्रा रियायत के पैकेज देय होंगे।
- (ङ) प्रत्येक वर्ष, प्रत्येक बच्चे के लिए 27000 रुपये बाल शिक्षा भत्ता देय होगा। यदि बच्चा छात्रावास में ठहरता है तो प्रतिवर्ष 81000 रुपये की छात्रावास सहायता देय होगी।
- (च) ब्यूरो के किसी दुर्गम स्थान पर नियुक्ति होने पर नियमित भत्तों के अलावा राशन मनी, जोखिम भत्ता, द्वीप भत्ता, विशेष ड्यूटी भत्ता आदि के रूप में अतिरिक्त भत्ते देय होंगे।
- (छ) अराजपत्रित कर्मचारी, एक वित्तीय वर्ष में अधिकतम 30 दिन के अतिरिक्त वेतन (मूल वेतन + महंगाई भत्ता) के लाभार्थी होंगे, जो कि छुट्टियों के दिन ड्यूटी करने के एवज में प्राप्त होगा।

3. ऐसे इच्छुक और पात्र अधिकारियों के आवेदन, जिन्होंने पिछली प्रतिनियुक्ति की तारीख से 3 वर्ष की कूलिंग ऑफ अवधि पूरी कर ली है तथा जो पहले एक से अधिक प्रतिनियुक्ति पर नहीं गये हों, निम्नलिखित दस्तावेज के साथ कृपया सहायक निदेशक/जी-3, आसूचना ब्यूरो, गृह मंत्रालय, 35 एसपी मार्ग, बापू धाम, नई दिल्ली-110021 को अद्योषित किये जाएं(रोजगार समाचार में विज्ञापन प्रकाशित होने से 45 दिन के अंदर) :-

(i) संबद्ध शैक्षिक प्रमाणपत्रों/प्रशिक्षण प्रमाणपत्रों की सत्यापित प्रतियों के साथ विधिवत भरे हुए तथा अभ्यर्थी द्वारा हस्ताक्षरित अनुलग्नक 'ख' के अनुसार जीवन-वृत्त उचित माध्यम द्वारा अद्योषित किया जाए।

(ii) पिछले पांच वर्षों के अद्यतन एसीआर की सत्यापित प्रतियां।

(iii) आवेदन करने वाले अधिकारी/कर्मचारी के ऊपर विगत 10 वर्षों के दौरान लगाई गई छोटी/बड़ी शास्तियां (यदि कोई हो) के विवरण सहित संवर्ग नियंत्रक प्राधिकारी द्वारा विधिवत हस्ताक्षरित विजिलेंस क्लीयर्स और सत्यनिष्ठा प्रमाणपत्र (अनुलग्नक-ख का पांचवा पृष्ठ)।

4. स्पष्ट किया जाता है की हर तरह से परिपूर्ण (उपरोक्त पैरा 3 के तहत) तथा उचित माध्यम से प्रेषित आवेदनों पर ही विचार किया जाएगा। निम्नलिखित श्रेणियों के आवेदनों पर विचार नहीं किया जाएगा और इस संबंध में कोई पत्राचार नहीं किया जाएगा या विचार नहीं किया जाएगा -

(i) गैरकारी प्रतिष्ठानों से भेजे हुये आवेदन,

(ii) बेरोजगार व सेवानिवृत्त कर्मियों के आवेदन,

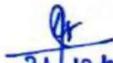
(iii) एडवांस प्रति या उचित माध्यम (पैतृक विभाग) के अनुमोदन के बिना भेजे गये आवेदन,

(iv) अंतिम तिथि के बाद अथवा उपरोक्त पैरा 3 में निर्दिष्ट संलग्नकों में से सभी या एक भी संलग्नक के बिना अथवा अन्य किसी भी रूप में अधूरे प्रेषित आवेदन।

5. विज्ञापित पदों की संख्या अंतिम नहीं है और चयन के समय घट या बढ़ सकती है। सभी पदों पर चयनित अधिकारियों/कर्मचारियों को पूरे भारत में कहीं भी नियुक्त/स्थानांतरित किया जा सकता है। प्रतिनियुक्ति की अवधि प्रवेशन आदेश के अनुसार सूचित की जाएगी जिसे सेवा अनिवार्यता के अनुसार घटाया/बढ़ाया जा सकता है। नामांकन प्राप्त करने की अंतिम तारीख रोजगार समाचार में विज्ञापन प्रकाशित होने की तारीख से 45 दिन तक होगी जो की पात्रता निर्धारित करने की भी अंतिम तिथि होगी। सभी पदों में प्रतिनियुक्ति के लिए नामांकन आमंत्रित किया जा रहा है, यद्यपि लेखापाल के पद में आमेसन (स्थायी रूप से सेवा स्थानांतरण) का प्रावधान है, परंतु यह स्पष्ट किया जाता है की पात्र आवेदकों को पहले प्रतिनियुक्ति पर चयनित किया जाएगा, तथापि मेरिट और उपयोगिता के अनुसार आमेसन के लिए विचार किया जा सकता है, परंतु आमेसन के दावे का कोई अधिकार नहीं होगा। आवेदन अद्योषित करने से पहले नियंत्रक प्राधिकारी कृपया यह सुनिश्चित कर लें की आवेदक, परिपत्र में निर्दिष्ट सभी शर्तों को पूरा करता हो।

6. चयनित कार्मिकों की प्रतिनियुक्ति की अवधि, कार्मिक एवं प्रशिक्षण विभाग तथा गृहमंत्रालय के लागू दिशा निर्देशों, मुख्यतः कार्मिक एवं प्रशिक्षण विभाग के दिनांक 3.10.1989 के कार्यालय जापन सं. AB/14017/71/89-Estt.(RR), दिनांक 17.10.2010 के का. जा. सं. 6/8/2009-Estt(Pay II) तथा गृह मंत्रालय के दिनांक 22.10.2016 के का.जा. सं. 1/21022/03/2016-Pers-II(समय-समय पर यथा संशोधित) के अनुसार शासित होगी।

7. प्रतिनियुक्ति हेतु सामान्य नियम और शर्तें, प्रतिनियुक्ति/आमेसन पर कार्मिक एवं प्रशिक्षण विभाग के दिशा निर्देशों, जैसा कि ऊपर वर्णित है, के साथ पठित होंगी।

  
21/12/2023  
(Abhijit Das)  
Assistant Director  
UCS- 40113440

**1. Accounts Officer (02 vacancies) General Central Service (Group-B), Gazetted, Ministerial in the Pay Band-2 of Rs 9300-34800 with Grade Pay Rs. 4600/- (Level 7 of the pay matrix Rs. 44,900-1,42,400 as per 7th CPC).**

Eligibility: Promotion/deputation.

Officers under the Central Government: -

(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the Grade pay of Rs. 4200/- or equivalent (Lvl 6 as per 7<sup>th</sup> CPC) in the parent cadre/department; and

(b) Possessing any one of the following qualifications: -

(i) A pass in Subordinate Accounts Service or Section Officers Grade or Junior Accounts Officer Grade examination conducted by the Central Government. OR

(ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and experience in cash, accounts and budget work.

2. The departmental Accountant with five years' regular service in the grade, including the service rendered, if any, in the rank of Junior Accountant prior to 1<sup>st</sup> January, 2016, shall also be considered along with outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

Note 1: For the purpose of computing the minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission..

Note 2: For the purpose of deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission.

Note 3: 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 consideration for appointment by promotion.

Note 4: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed three years.

Note 5: The maximum age-limit for appointment by deputation/absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.

**2. Accountant (03 vacancies) General Central Service (Group-B), Non-Gazetted, Non-Ministerial in the in the Pay Band-2 of Rs 9300-34800 with Grade Pay Rs. 4200/- (Level 6 of the pay matrix Rs. 35,400-1,12,400 as per 7th CPC).**

Eligibility: Deputation/absorption.

Officers under the Central Government: -

(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or  
(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the post in the Grade pay of Rs. 2800/-(Lvl 5 as per 7<sup>th</sup> CPC) or equivalent in the parent cadre/department: or

(iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in the post in the Grade pay of Rs. 2400/- (Lvl 4 as per 7<sup>th</sup> CPC) or equivalent in the parent cadre or department; and

(b) Possessing any one of the following qualifications: -

(i) A pass in Subordinate Accounts Service or equivalent examination conducted by the organized Accounts department of the Central Government.

(ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and three years' experience in cash, accounts and budget work.

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed three years.

Note 2: The maximum age-limit for appointment by deputation/absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.

Note 3: For the purpose of deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission.

**BIO-DATA/ CURRICULUM VITAE PROFORMA****Post applied for:**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of Advertisement in Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>	

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 on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basis Pay in the PB		Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional information,</b> if any, relevant to the post you applied for 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>			

<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects ii) Awards/ Scholarships/ Official Appreciation</p>	
--	--

iii) Affiliation with the <b>professional</b> bodies/ institutions/ societies and; iv) Patents registered in own name or achieved for the organization v) Any research/ innovative measure involving official recognition vi) any other information <b>(Note: Enclose a separate sheet if the space is insufficient)</b>				
<b>17.</b> Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.# (Officers under Central/ State Govt. are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)				
# (The option of 'STC' / 'Absorption/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").				
<b>18.</b> Whether belongs to SC/ST				
<b>19.</b> Contact number				
<b>20.</b> Family details – name, relation and place of residence of dependants. (If any family member and/or close associates are residing in foreign countries, details of the same to be mentioned as per separate sheet attached at <b>Annexure-A.</b> )				
Name	Relation	Contact number	Place of residence	Occupation, if any

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

Date:

(Tick whichever is applicable)

i) I, Shri/Smt/Ms. \_\_\_\_\_, hereby declare that none of my family members and/or close relatives have previously resided/are currently residing in a foreign country.

OR

ii) I, Shri/Smt/Ms. \_\_\_\_\_, hereby declare that my family members and/or close relatives have previously resided/are currently residing in a foreign country, as detailed below (attach separate sheet if space insufficient):

Name (S/Shri/Smt./Ms.)	Relation	Passport number and contact number	Full address of residence and period upto which resided	Purpose (permanent resident, employment, education, medical treatment etc.)

Signature (in full)

Place:

Date:

**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 educational qualifications and experience 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.\_\_\_\_\_.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 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)**  
*(not below the rank of Under Secretary in Govt. of India)*