

No.A-11011/1/2010-ISC
Government of India
Inter-State Council Secretariat
(Ministry of Home Affairs)

Vigyan Bhawan Annexe, New Delhi
Dated the 8th March, 2010

OFFICE MEMORANDUM

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

The undersigned is directed to state that one post of Accountant in this Secretariat in the Pay Band - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,200/- is required to be filled up on transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I. The likely date of occurrence of the vacancy is 01.09.2010.

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 latest **by 10th May, 2010**.

- (i) Attested copies of the ACRs/APARs for the preceding 5 years i.e. upto 2008-09. The ACRs/APARs should be attested by an officer not below the rank of Under Secretary.
- (ii) Cadre Clearance
- (iii) Vigilance clearance
- (iv) Integrity certificate signed by an officer not below the rank of Deputy Secretary
- (v) 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 Deputy Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date i.e. after **10th May, 2010** will not be entertained.

(Sushil Kumar)
Under Secretary to the Govt. of India
Tele. No.23022150

- (i) All Ministries/Departments 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) The office of C&AG, New Delhi
- (iv) The office of the CCA, Ministry of Finance, New Delhi.
- (v) The UDCs in Inter-State Council Secretariat
- (vi) NIC (Shri Sibli Sirajee, Sr. Analyst) with the request to upload the vacancy circular on the website of ISCS.

ANNEXURE-I

No.A-11011/1/2010-ISC
Government of India
Inter-State Council Secretariat
(Ministry of Home Affairs)

Filling up the post of Accountant in the Inter-State Council Secretariat on transfer on deputation basis.

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

1.	Name of the Post	Accountant
2.	No. of post	One
3.	Classification of the post	General Central Service Group 'B' Non-Gazetted
4.	Pay Band & Grade Pay for the post	Pay Band - 2 (Rs.9,300-34,800) with Grade Pay of Rs.4,200/-
5.	Grades from which transfer on deputation to be made	<p>A. (a) (i) Assistants of CSS holding the posts on regular basis</p> <p style="text-align: center;">OR</p> <p>(ii) UDCs of CSCS with 8 years' regular service in the grade,</p> <p style="text-align: center;">AND</p> <p>(b) who have undergone training in cash and accounts work in the ISTM or equivalent and possess three years' experience of cash, accounts and budget work, failing which;</p> <p>B. Officers under the Central Govt.</p> <p>(a) (i) holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>(ii) with eight years regular service in the posts in the pay band-1 (Rs.5200-20200/-) with Grade Pay of Rs.2400/-</p> <p style="text-align: center;">AND</p> <p>(b)(i) who have undergone training in cash and accounts work in the ISTM or equivalent and possess three years' experience in cash and accounts work.</p> <p style="text-align: center;">OR</p> <p>(ii) A pass in the SAS or equivalent examination conducted by any of the organized Accounts</p>

		Department of the Central Government.
6.	Period of deputation	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 to exceed three years
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation/transfer shall not be exceeding 56 years as on 10th May, 2010 , the closing date of receipt of applications.
8.	Other conditions	<p>(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, educationists shall not be eligible for appointment by promotion.</p> <p>(ii) The pay and allowances and other terms and conditions governing the deputation in respect of the officer selected will be regulated in accordance with the Department of Personnel and Training's O.M. Noi.2/29/91-Estt. (P.II) dated 5.1.94 as amended from time to time.</p> <p>(iii) Any candidate selected will ordinarily not be allowed to withdraw his name.</p>

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/Organisation
 - (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/ Organisation to which you belong
9. Additional details about the present employment. Please state whether working under :-
 - (A) Central Government
 - (B) State Government

- (C) Autonomous Organisations
- (D) Government Undertaking
- (E) Universities

- 10. Please state whether you are working
In the same Department and are in
the feeder grade or in the feeder to
the feeder grade.
- 11. Total emoluments per month now
drawn
- 12. 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.
- 13. Whether belong to SC/ST/OBC
- 14. Remarks

Signature of the Candidate

Date.....

Address.....

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Countersigned by the Head of Office