



F.No. 1/9/SCTC/2011-Admn.  
Government of India  
National Commission for Scheduled Castes

5th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -11003

Dated: 30.3.2012

OFFICE MEMORANDUM

Subject: Filling up the post of Accountant in the scale of PB-2 Rs.9300-34800 (GP.4200)  
(Pre-revised) Rs. 5500-175-9000/- on Transfer on deputation basis.

Service of a suitable officer are required for the post of Accountant in the scale Rs. PB-2 Rs.9300-34800 (GP.4200) (Pre-revised) Rs. 5500-175-9000/-at the Hqrs of the National Commission for Scheduled Castes. Details regarding the classifications of this posts, its pay scale , qualifications of candidates and job requirement etc. are given in Annexure-I . The pay of the Officer selected will be regulated in accordance with the DOP&T OM. No. 6/8/2009-Estt.(payII) dated 17.6.2010 and amended from time to time.

1. Officers who volunteer for the post will not be permitted to withdraw their name later. Only such recommendation, which is accompanied by the requisite personal data and vigilance clearance as in annexure – II will be considered.
2. It is requested that names of the suitable offices who are eligible and willing and can be spared immediately may be sent to the National Commission for Scheduled Castes along with the CR Dossiers within **45 days** of the date of publication of this circular in the Employment News

(M.R. Bali)

Deputy Secretary to the Govt. of India  
Tel: 24601213

Copy to:

1. All Ministries/ Departments of Government of India
2. All Pay & Account Offices under Central Government
3. Office of the Controller General Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi -110 003
4. Shri Y.Mishra, NIC with the request to upload the Circular in Commission's Web site.
5. The Employment News with the request to Publish the Vacancy Circular at the earliest.

## ANNEXURE-I

Name of Post:	Accountant
Number of Post:	One likely to increase.
Classification:	General Central Service Group 'B'
Scale of Pay:	PB-2 Rs.9300-34800 (GP.4200) (Pre-revised) Rs. 5500-175-9000/-
Eligibility	Assistant of Central Secretariat Service with 5 years' service in the grade of with 10 years combined service in the grade of Assistant/UDC or UDC of CSCS with 10 year service in the grade who have undergone training in Cash and Accountant work in the Institute of Secretariat Training & Management or equivalent and possess three years experience of cash, accounts, and budget work.
	OR
	(ii) Officers under Central Govt. holding analogous posts for SAS Accounts or SAS passed Clerks from any of the Organized Accounts Department.
Pay:	To be regulated in accordance with the DOP&T OM.No DOP&T OM. No. 6/8/2009-Estt.(payII) dated 17.6.2010 and as amended from time
Job requirement:	Work relating to Cash /Accounts /preparation of Budget etc.
Period of deputation :	Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in same or another organization shall not ordinarily exceed Three year.



**Proforma for Application for the Post of Accountant**

1. Name and address in Block capitals:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt. under the rule applicable to the candidate:
4. Educational & other Qualifications possessed by the candidate:
5. Do you hold an analogous post on a regular basis: Yes/No
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No
7. Details of Service (Enclose a separate sheet, duly authenticated by your signature, if any space below is insufficient):

Office/ Institution	Post held with scale of pay	Period of Service		Basic Pay \$ Pay scale (pre- revised)	Basic Pay revised			Nature of appointme nt whether regular/ad- hoc/deput ation
		from	To		Pay in PB	G. P.	Basi c pay	
1	2	3	4	5	6	7	8	9
s								

8. Nature of present employment, i.e. regular/ad-hoc
9. In case the present employment is held on deputation please state:
  - a) The date of initial appointment:
  - b) Period of appointment on deputation
  - c) Name of parent Office/Organization to which you belong:
10. Additional details about present employment
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 of pay.

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date revision pay	of of	Revised scale of pay, PB & G.P	Revised basic pay

12. Basic pay and 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. Full postal address of forwarding authority with name & telephone number.
15. Whether belongs to SC/ST:
16. Remarks

Date.....

Signature of the applicant

Address.....

CERTIFICATE TO BE FURNISHED BY THE EMPLOYERS/HEAD OF  
OFFICE/FORWARDING AUTHORITY

Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- I) There is no vigilance case pending/contemplated against him/her.
- II) His/her complete CR Dossier/ACRs for the last 5 years duly attested on each page by an officer of the rank of an Under Secretary to the Govt. of India are enclosed:
- III) His/her integrity is beyond doubt.
- IV) No major/minor penalties have been imposed on him/her during the last 10 years.
- V) List of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature.....

Name & Designation.....

Office Seal.....

Place

Date:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.