

Cabinet Secretariat

Govt of India

Applications are invited from the officers of the Central Government, for filling up following post in an organization under Cabinet Secretariat on **deputation basis** as per details given below :-

| Sl. No. | Name of the post along with Scale of Pay [Pay Band plus Grade Pay] & No. of Post | Essential educational and other qualification required for deputation | Place of Posting |
|---------|---|--|--|
| 1. | Assistant Accounts Officer PB-2 plus Rs.4,800/- (Grade Pay) No. of post - 07 | (i) Persons having passed Subordinate Accounts Services examination and holding analogous post in the Central Government Civilian Organization; or, (ii) Officers having passed Subordinate Accounts Services examination with six years of regular service in Pay Band-2 (Rs.9,300-34,800) plus Grade Pay of Rs.4,200/-. | Delhi, Cuttack (Odisha), Tinsukia (Assam) & Saharanpur (UP) (with All India transfer liability) |

2. The officers on deputation will be eligible for **15% Security Allowance on the Pay in the Pay Band and Grade Pay** along with other allowances as admissible to Central Government employees.
3. The department officers who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
4. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisations or department of the central government shall ordinarily not exceed three years.
5. The maximum age limit for deputation **shall not exceed fifty-six years** as on the closing date of receipt of applications.
6. The officers who are appointed on deputation can be posted anywhere in India as per requirement of the organisation.
7. The initial period of deputation of the officer from Central Government shall normally be **three years** which may be extended as per rules.
8. **How to apply:** Neatly filed applications typed or in own handwriting on A-4 size paper in proforma (placed as Annexure) should be forwarded on following address. The envelope should clearly mention on top **“Application for Deputation for the post of (Name of Post)”**.

**Assistant Director (Pers B)
Post Box No. 3003
Lodhi Road Post Office
New Delhi-110003**

9. **The last date of receipt of application is 45 days from the date of publication of the advertisement in the Employment News.**
10. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview.
11. The applications in the proforma (placed at Annexure) may be forwarded through proper channel along with disciplinary / vigilance clearance / integrity certificate and attested copies of ACRs for the last 5 years. Application not in prescribed proforma will be summarily rejected.
12. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.
13. Canvassing in any form will disqualify the candidates.
14. The Department reserves the right to modify/withdrawn the notification at any time.

Annexure

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|-------------------------|--|---|
| POST APPLIED FOR | | Affix recent passport size colour photograph duly attested |
|-------------------------|--|---|

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|----|---|--|
| 1. | Name | |
| 2. | Date of Birth (DD/MM/YYYY) | |
| 3. | Date of Retirement in the parent organization (DD/MM/YYYY) | |
| 4. | Present Address | |
| 5. | Permanent Address | |
| 6. | Contact No. / Email-id | |
| 7. | Whether belongs to SC/ST/OBC | |
| 8. | Nationality / Religion | |

| 9. Educational & Professional qualifications (starting with the last degree till high school or matriculation level) | | | | | |
|---|---------------|-----------------|---|----------|-----------------------------|
| Sl. No | Qualification | Year of passing | Institute / Board / University / College (along with place) | Subjects | Marks Obtained and Division |
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| 10. Details of employment in chronological order | | | | | | |
|---|-----------|------|----|---|----------------------------|--|
| Ministry / Department / Office / Institute | Post Held | From | To | Scale of Pay and Basic pay (Pay in the Pay Band and Grade Pay as per 6 th CPC) | Nature of duties performed | |
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| 11. | Nature of present employment i.e., Permanent or Temporary or Ad-hoc | |
| 12. | Whether you meet the requirements of the post applied for. Give details. | |
| 13. | Additional information, if any, which you would like to mention in support of your suitability for the post. | |

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|-----|------------------------------------|--|
| 14. | List of enclosures attached | |
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UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Date : _____

Place: _____

Signature of the Candidate

Countersigned
(Present Employer with stamp)

day 58101/11/0056/1516