

PrAO/MoES/Admn/Deput.(Acctt.)/2014-15/765

Government of India
Ministry of Earth Sciences
Departmental Accounting Organisation
O/o the Controller of Accounts
A-20, Mausam Bhawan, Lodhi Road,
New Delhi-110003.

NOTIFICATION

Date : 12-09-14

Sub : Filling up of vacancies of Accountant at PAO, IMD, Pune in the Departmental Accounting Organisation of Ministry of Earth Sciences in the pay scale of Rs.5200-20200/- with Grade Pay Rs.2800/- (PB-1) on deputation basis.

1. Office of the Controller of Accounts, Principal Accounts Office, Ministry of Earth Sciences proposes to fill up post of "Accountants" in the pay scale of Rs.5200-20200/- with Grade Pay Rs.2800/- (PB-1) on deputation basis in the Pay & Accounts Office located at Pune. The period of deputation will be initially for a period of one year which can be curtailed or extended as per requirement of the organization or till the post is filled up on regular basis by the proper channel, whichever is earlier. The terms & conditions of deputation will be regulated in terms of OM No.2/29/91-Estt. (Part-II) dated 05.01.1994 of the Department of Personnel & Training and as amended from time to time.
2. Applications for the post of Accountant are invited from willing candidates having age not exceeding 56 years as on 01.10.2014 from other Organized Accounts Services of Central Govt., State Govt. or Autonomous Bodies which are fully funded by the Central Govt. or State Govt. Departments holding analogous posts on regular basis in the Grade Pay of Rs.2800/- (or) UDCs in the pay scale of 5200-20200/- with Grade pay of Rs.2400/- having rendered minimum 02 years of service (or) LDCs in the pay scale of 5200-20200/- with Grade pay of Rs.1900/- having rendered minimum 05 years of service. The applicant should have a Degree from a recognized University and should be well versed with accounting/admn. & estt. matters and must have working knowledge on computers .
3. Application in the prescribed proforma as in Annexure-I alongwith Certificate of Employer in Annexure-II may be sent to this office through proper channel alongwith vigilance clearance certificate and attested copies of APAR for the last 05 years so as to reach this office within 45 days of the publication of the notification. Incomplete applications will be summarily rejected. Name of only those candidates, who can be relieved immediately on selection, may be forwarded. The application completed in all respects, may be sent to the Sr. Accounts Officer (Admn) at the following address :-

"PRINCIPAL ACCOUNTS OFFICE (ADMN)
MINISTRY OF EARTH SCIENCES
A-20, MAUSAM BHAVAN,
LODHI ROAD, NEW DELHI-110003."


(R M Singh)

Sr. Accounts Officer (Admn)

Copt to

1. IT division of MoES, with a request to upload the context in the official website of the Ministry.

ANNEXURE-I

APPLICATION FOR THE POST OF ACCOUNTANT (ON DEPUTATION BASIS) AT PAO, IMD,
PUNE IN THE OFFICE OF CONTROLLER OF ACCOUNTS, MINISTRY OF EARTH SCIENCES

1. Name :
2. Post held at present along with pay scale :
3. Date of entry into Govt. service :
4. Date of Birth :
5. Date of appointment in the present grade and whether officiating or substantive :
6. Educational Qualification :
7. Present pay drawn :
8. Details of experience :
9. Name & address of office where working with contact phone no. :

I hereby understand and undertake that in the event of my selection to the post of Accountant, I will not withdraw my candidature or decline the deputation post when offered.

Date :

(Signature of Candidate)

ANNEXURE-II

CERTIFICATE
(To be filled by the Employer)

Certified that particulars furnished by Sh/Ms..... have been verified and are correct and that no disciplinary proceedings are either pending or contemplated against him/her. It is certified that no penalty has been imposed on the candidate and the integrity of the candidates is not doubtful.

Signature and Seat of the
Head of Office/Deptt.
Telephone No.