

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

Sub : Filling up of vacancy of Accountants & LDC on deputation basis in the Departmental Accounting Organisation of Ministry of Earth Sciences in the pay scale of Rs.5200-20200/- with Grade Pay Rs.2800/- & Rs.1900/- in (PB-1) respectively.

1. Office of the Controller of Accounts, Principal Accounts Office, Ministry of Earth Sciences proposes to fill up the following posts at the station mentioned against each on deputation basis as per the details given below. Applications for the post of Accountant/LDC are invited from willing and eligible candidates having age not exceeding 56 years as on **01.03.2015** 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.

Sr. No.	Post	Pay Band	Eligibility Criteria	Vacancy
I	Accountant	Rs.5200-20200/- with GP Rs.2800/-	Essential :- Holding analogous post on regular basis in the Grade Pay of Rs.2800/- in PB-I OR UDCs in the pay scale of 5200-20200/- with GP of Rs.2400/- having rendered minimum 02 years of service OR LDCs in the pay scale of 5200-20200/- with GP of Rs.1900/- having rendered minimum 05 years of service The applicant should have a Degree from a recognized University and well versed with accounting/admn. & estt. matters and must have	Chennai – 3 posts & Pune – 5 posts

			working knowledge on computer.	
II	LDC	Rs.5200-20200/- with GP Rs.1900/-	Essential :- Holding analogous post on regular basis in the Grade Pay of Rs.1900/- OR MTS in the pay scale of 5200-20200/- with Grade pay of Rs.1800/- having minimum 03 years of service The applicant should have passed Matriculation from a recognized Board, should possess typing speed of 30 words per minute and well versed with modern office equipments such as computer, fax, Xerox etc.	Chennai – 1 post

2. 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 through proper channel, whichever is earlier. The terms & conditions of deputation will be regulated in terms of OM No.6/8.2009-Estt. (Pay-II) dated 17.06.2010 of the Department of Personnel & Training and as amended from time to time.
2. 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 30 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)
ANNEXURE-I

APPLICATION FOR THE POST OF ACCOUNTANT/LDC (ON DEPUTATION BASIS) AT PAO,
IMD, PUNE/CHENNAI 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)

Note : strike out the post & station whichever is not applicable

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.

