



Dated 06.06.2017

OFFICE MEMORANDUM

Sub:- Filling up of Post of Accounts Officer & Accountant on deputation basis in the Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs.

Following posts are urgently required to be filled up on deputation basis in Central Hindi Training Institute, New Delhi, a subordinate office of the Department of Official Language, Ministry of Home Affairs. The qualification and experience required for the post and other details are given in Annexure-I & Annexure-II. The pay of selected officer will be regulated in accordance with the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, as amended from time to time.

S.No.	Name of the Post	Pay Scale	No. of Posts
1.	Accounts Officer (Gazetted Group 'B')	Level-7, Rs.44900-142400 (Pre-revised PB-2, Rs.9300-34800+GP Rs.4600/-)	01
2.	Accountant (Non-Gazetted Group 'B')	Level-6, Rs.35400-112400 (Pre-revised PB-2, Rs.9300-34800+GP Rs.4200/-)	01

2. It is requested that the application (in duplicate) in the enclosed proforma {Annexure-III} of suitable, willing and eligible officers and who can be spared immediately may be sent to the undersigned within 60 days from the date of issue of the Office Memorandum OR from the date of publication of this Office Memorandum in Employment News/Rozgar Samachar, whichever is later together with the following documents:-

- Clear Photostat copies of their ACR/APAR for last 5 years i.e. 2011-12 to 2015-16 duly attested by Group "A" Gazetted Officer.
- Integrity Certificate.
- Certificate confirming that no disciplinary/Vigilance case is either pending or being contemplated against the officer.
- A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.
- Cadre clearance in respect of the applicant.

2. Application received after the closing date or without the Photostat copies of ACR/APAR duly attested by a Group "A" officer or without recommendation of the concerned office or otherwise found incomplete are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.


(Prabhat Kumar Singh)

Administrative Officer

To

1. All Ministry/Department of Government of India.
2. Election Commission of India.
3. Lok Sabha/Rajya Sabha Secretariate.
4. Union Public Service Commission.
5. Central Vigilance Commission.
6. Comptroller & Auditor General of India, New Delhi.
7. Guard file.

**QUALIFICATIONS , EXPERIENCE AND OTHER DETAILS REQUIRED FOR THE POST OF ACCOUNTS OFFICER,
CENTRAL HINDI TRAINING INSTITUTE, NEW DELHI.**

1.	Name of the post	Accounts Officer
2.	No. of posts	01 (One)
3.	Classification	General Central Service Group "B" Gazetted.
4.	Scale of Pay	Level - 7, Rs.44900-142400 (pre-revised pay scale PB-2, Rs.9300-34,800+ Grade Pay Rs.4600)
5.	Period of deputation	The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6.	Eligibility	<p>Deputation (including short term contract) :</p> <p>Officers of the Central Government or State Governments or Union territories or Public Sector Undertaking or recognized research institutions or Universities or semi Government or Statutory or Autonomous organization:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the pay scale Level - 6, Rs.35400-112400 (pre-revised pay scale PB-2, Rs.9300-34800 with grade pay Rs.4200) or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University. (ii) A pass in the Subordinate Accounts Service conducted by any of the organized Accounts Department of the Central Government;</p> <p align="center">or</p> <p>Successful completion of training in cash and accounts work in the Institute of Secretariat Training and Management (iii) Three years' experience in cash, accounts and budget work.</p> <p>Note 1 : The period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. Note 2 : The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications. Note 3 : For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>
7.	Job requirement	Preparation of Budget and maintenance of accounts.

QUALIFICATIONS , EXPERIENCE AND OTHER DETAILS REQUIRED FOR THE POST OF Accountant, CENTRAL HINDI
TRAINING INSTITUTE, NEW DELHI.

1.	Name of the post	Accountant
2.	No. of posts	01 (One)
3.	Classification	General Central Service Group "B" Non-Gazetted.
4.	Scale of Pay	Level-6 Rs.35400-112400 (Pre-revised pay scale PB-2; Rs.9300-34,800+ Grade Pay Rs.4200)
5.	Period of deputation	The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceed 56 years as on the closing date of receipt of application.
6.	Eligibility	<p>Officers of the Central Government or State Government or Union territory Administration or Autonomous Bodies or Public Sector Undertaking</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre/department;</p> <p style="text-align: center;">OR</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the Level-5 (Pre-revised pay band-1, Rs.5200-20200 with grade pay Rs.2800) or equivalent in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in the Level-4 (Pre-revised pay band-1, Rs.5200-20200 with grade pay Rs.2400) or equivalent in the parent cadre or department; and</p> <p>(b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent course and possessing two years' experience of cash, accounts and budget work;</p> <p style="text-align: center;">OR</p> <p>A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the organized Accounts Department of the Central Government.</p> <p>Note 1 : Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2 : The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3 : For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without up-gradation.</p>
7.	Job requirement	Preparation of Budget and maintenance of accounts.

APPLICATION FOR THE POST OF ACCOUNTS OFFICER/ACCOUNTANT IN THE CENTRAL HINDI TRAINING
INSTITUTE, DEPTT. OF OFFICIAL LANGUAGE, NEW DELHI.

CURRICULUM VITAE

1	Name and address in capital letters (with Telephone No./E-mail).	
2	Post for which applied	
3	Date of Birth (in Christian era)	
4	Date of retirement under Central Government rules/State Government Rules	
5	Educational Qualification	
6	Whether Educational and other Qualifications required for the post are fulfilled. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same	

Qualification/experience required

Qualification/Experience possessed by the officer

(i)

(ii)

(iii)

7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	
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8 Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Institution/ Organization	Post held and Service cadre to which it Belong	From	To	Scale of pay, Classification (Group of the Post and basis pay drawn	Nature of Service rendered to be clearly Indicated (adhoc/ deputation Regular basis	Nature of Duties

9	Nature of Present employment (a) Adhoc basis (b) Regular/ on temporary basis (c) Permanent or quasi-permanent basis	
10	In case the present post is held on deputation/contract basis, please state (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization to which you belong	
11	Additional details about present employment. Please state whether working (indicate the name of your employer against the relevant column). (a) Central Govt. (b) State Govt. (c) Autonomous organization (d) Govt. Undertaking (e) University (f) Others	

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12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13	Are you in Revised Scale of Pay ? If yes, give date from which the revision took place and also indicate the pre-revised scale	
14	Total emoluments per month now drawn	
15	Additional information, if any which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to) (a) Additional academic qualification (b) Professional training and (c) Work experience over and above prescribed in the vacancy circular /advertisement. Note:- Enclose a separate sheet, if the space is sufficient).	
16	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date

Address

Telephone

FOR OFFICE USE ONLY

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

1. Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above.
2. It is certified that there is no vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/Her integrity is beyond doubt.
4. No major or minor penalty was imposed on Shri/Smt./Kum.during the last 10 years.
5. The attested photocopies of ACR/APAR in respect of Shri /Smt./Kum..... is enclosed herewith.

Signature

Name & designation.