

F. No.A.12026/1/2013-Admn  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Heavy Industry  
(Administration Section)  
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Room No.14, Udyog Bhavan,  
Rafi Marg, New Delhi  
Dated the 29<sup>th</sup> February, 2016

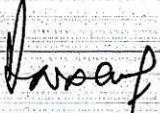
**CIRCULAR**

**Sub: Filling up of one post of Accounts Officer in Department of Heavy industry in the PB-2 (Grade Pay: Rs.4600/-) on deputation basis.**

It is proposed to fill up one post of Accounts Officer in the pay scale of Rs. 7450-225-11500 (Pre-revised) [PB-2 with Grade Pay: Rs.4600/- in revised scale], on deputation basis, in the Department of Heavy Industry.

2. The particulars/eligibility conditions of the post are given in **Annexure – I**. The pay of the candidate selected for appointment on deputation will be regulated in accordance with the provisions contained in the Department of Personnel & Training O.M. No.1/1/2008-IC dated 29.08.2008 as amended from time to time.

3. It is requested that particulars of suitable officers, who are eligible and willing to be considered and whose services can be spared in the event of selection, may be forwarded to the undersigned **within 30 days** from the date of issue of this advertisement in the Employment News in the prescribed proforma (**Annexure-II**), alongwith their completed CR dossiers and vigilance clearance. The application received after the closing date or without up-to-date ACRs and vigilance clearance will not be considered.

  
(S.K. Saxena)

Under Secretary to the Government of India  
Tel. No. 23061106

1. All Ministries/Departments of the Govt. of India
2. Controller General of Accounts, Lok Nayak Bhavan, New Delhi
3. Controller General of Defence Accounts, R.K. Puram, New Delhi
4. Office of the CAG of India, 10, Bahadur Shah Zafar Marg, New Delhi
5. Director of Audit (Central Revenues), IP Estate, New Delhi
6. All Sections in the Department of Heavy Industry
7. Department of Public Enterprises/Dep'tt. of IPP(E.I Section) – 5 copies each
8. Secretary, UPSC, Dholpur House, Shahjehan Road, New Delhi
9. Chief Editor, Employment News, East Block-IV, R.K. Puram, New Delhi
10. DAVP, M/o I&B (Advertising Wing), 3<sup>rd</sup> Floor, PTI Building, Sansad Marg, New Delhi with the request to get the post advertised in the "Employment News". In case, advance payment is required, the amount of advance may kindly be intimated to this Department at the earliest.
11. Guard File/Office Order File.



**FILLING UP OF THE POST OF ACCOUNTS OFFICER**  
**IN THE DEPARTMENT OF HEAVY INDUSTRY**

1.	Name of the post	Accounts Officer, Department of Heavy Industry, Udyog Bhavan, New Delhi
2.	Classification	General Central Service, Group 'B' Gazetted Ministerial
3.	Scale of pay	Rs.7450-225-11500 (Pre-revised) PB-2 (Rs.9300-34800) (Grade Pay: Rs.4600/-)
4.	Method of recruitment	On deputation basis
5.	Eligibility	<p>Officers under the Central Government</p> <p><b>A.</b> (i) Holding analogous post on regular basis; or (ii) With 2 years regular service in posts in the pay scale (old) of Rs.6500-10500 or equivalent; and (iii) With 5 years regular service in the post in the pay scale (old) of Rs.5500-9000 or equivalent; and</p> <p><b>B. Possessing any one of the following qualifications:-</b></p> <p>(i) A pass in the Subordinate Accounts Service (SAS) or equivalent examination conducted by any of the organized Accounts Department of the Central Government</p> <p>(ii) Successful completion of training in Cash and Accounts Work in ISTM or equivalent and experience in Cash Accounts and Budget Work</p> <p>(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 on deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.)</p>
6	Last date for receipt of applications	30 days from the date of issue of advertisement in the Employment News.

**APPLICATION FOR THE POST OF  
ACCOUNTS OFFICER, DEPARTMENT OF HEAVY INDUSTRY**

- 1. Name in full (Block Letters) :
- 2. Address for correspondence :
- 3. Date of Birth :
- 4. Whether belongs to SC/ST :
- 5. Educational qualifications :

Degree/Diploma	Subjects	Name of University	Year of Passing	Division and % of Marks

- 6. Details of experience:

Designation/Name of the Post	Name of the Organization	Scale of Pay	Period		Whether held on a regular /ad-hoc basis	Reason for leaving
			From	To		

- 7. Present post held, Name of department  
Pay Scale, Basic Pay, Grade Pay:
- 8. Date of next Increment:
- 9. How do you consider yourself eligible for the post of Accounts Officer:
- 10. Any other remarks:

Place:  
Dated:

Signature.....

Name & Full address of Ministry/Department/Office forwarded:

It is certified that the particulars furnished by.....have been checked with official records and have been found correct.

Date  
Place

Signature  
Designation  
Office Stamp  
Telephone No:

**NOTE: Incomplete applications will not be entertained.**