

No.A.45011/8/2007-Admn.
GOVERNMENT OF INDIA
MINISTRY OF HEAVY INDUSTRIES AND PUBLIC ENTERPRISES
DEPARTMENT OF HEAVY INDUSTRY
(ADMINISTRATION SECTION)

Udyog Bhawan, New Delhi
Dated the 26th March, 2015

CIRCULAR

Subject: Filling up the post of Cashier in the Department of Heavy Industry.

The undersigned is directed to say that the services of a regular Assistant or UDC with following eligibility conditions and desirable qualifications is required for the post of Cashier in the Department of Heavy Industry. The selected person will be entitled to draw the Cash Handling Allowance in terms of DOP&T's Office Memorandum No. 4/5/97-Estt.(Pay-II) dated 05.05.1998, in addition to the pay of the post of Assistant/UDC as the case may be.

Eligibility Conditions:-

(c) Assistants of Central Secretariat Service holding the post on regular basis;

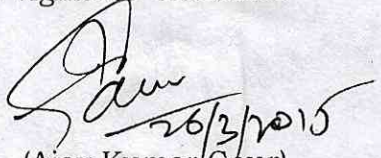
Or

Upper Division Clerks of Central Secretariat Clerical Service with 5 years' regular service in the grade;

(d) A minimum experience of 3 years in handling Cash and Accounts matters

Desirable: -Training in Cash & Accounts work from Institute of Secretariat Training & Management (ISTM)

2. Application in the enclosed proforma from eligible Assistants/UDCs, who are interested in the post and can be spared in the event of their selection, may please be forwarded to the undersigned alongwith their CR dossiers and vigilance clearance latest by 10th May, 2015.


26/3/2015
(Ajay Kumar Gaur)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Govt. of India.
2. All Assistants/UDCs in the D/o Heavy Industry.
3. All Assistants/UDCs of CSS/CSCS cadre of D/o Industrial Policy & Promotion.
4. NIC/E-office, DHI with the request to upload circular in the Department's website.
5. US(CS.II), D/o Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi with the request to arrange uploading of this circular in DOP&T's website for wide circulation.
6. Hindi Unit for Hindi Version.
7. Notice Board/Guard File.

PROFORMA

1. Name & Address (In Block Letters) :
2. Date of Birth :
3. Date of regular appointment in the Grade of Assistant/UDC or equivalent Grade :
4. Department/Cadre where working :
5. Present post held and whether it is Cadre post or ex-cadre post :
6. Present Pay and the Scale of Pay :
7. Date of return from last ex-cadre post, If any :
8. Brief Service particulars :
9. Whether belongs to SC/ST :
10. Educational Qualification :
11. Whether undergone successfully training in Cash & Accounts at ISTM. If so, when? :
12. Experience relevant to the post of Cashier :

Dated :

Signature