



File no. 002/Adm/SSC/WR/2022/240
दिनांक 21.12.2023.

भारत सरकार
कर्मचारी चयन आयोग (प.क्षे.)
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत तथा पेंशन मंत्रालय
पहली मजिल, दक्षिणी खण्ड, प्रतिष्ठा भवन
पुरानी सीजीओ बिल्डिंग, 101 महर्षि कर्वे रोड
मुम्बई 400020


Government of India
Staff Selection Commission (WR)
Department of Personnel and Training
Ministry of Personnel, Public Grievances &
Pensions
1st Floor, South Wing, Pratistha Bhavan
Old CGO Building, 101 M. K. Road,
Mumbai-400020

VACANCY CIRCULAR

Sub:- Filling up of 01 post of Accountant in Staff Selection Commission (Western Region), Mumbai on deputation basis.

Applications are invited to fill up one post of Accountant in Level-6 with Pay Matrix of Rs.35400-112400 as per 7th CPC, General Central Service, Group-B, Non-Gazetted (Ministerial) on deputation basis in Staff Selection Commission (Western Region), Mumbai which is an attached office of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India. The eligibility criteria/service and experience required for the post of Accountant are given in Annexure-I.

2. The terms & conditions of deputation will be governed by the instructions issued by the Department of Personnel and Training vide their Office Memorandum No.6/8/2009- Estt.(Pay 11) dated 17.06.2010 as amended from time to time and the pay and allowances will be regulated in accordance with the instructions issued by DoP&T from time to time.
3. The upper age limit for deputation shall not be exceeding 56 years as on the closing date of receipt of application. The appointment of the selected official shall be made on deputation basis initially for a period of three years which can be curtailed, subject to the satisfactory performance. The period of deputation including the period or deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of Central Government/State Government shall ordinarily not to exceed 3 years.
4. The applications of the eligible and willing applicants who satisfy the requirements and whose services can be spared immediately may be forwarded through proper channel in the prescribed Proforma (Annexure-11) along with APARs for the last five years, Vigilance Clearance & Integrity Certificate as per Annexure-111 to the Regional Director, Staff Selection Commission (Western Region), 1st Floor, South Wing, Pratistha Bhavan Old CGO Building, 101 M. K. Road, Mumbai-400020 by 20.01.2024.
5. The Applications received after the closing date or without the required APARs/Vigilance/Integrity Certificate or otherwise found incomplete will not be considered. The applicants who apply for the said post will not be allowed to withdraw their applications subsequently.


(Chintha Anna Issac)
Regional Director

ANNEXURE-1

Eligibility Criteria/service for the post of Accountant in Staff Selection Commission (Western Region) Mumbai on deputation basis:-

S. No.	Name of the Post	Pay Scale	No. of Vacancy	Upper Age Limit	Eligibility
1.	Accountant - General Central Service, Group - B, Non- Gazetted (Ministerial)	Level - 6	1 (One)	Not exceeding 56 years	(i) Assistant of Central Secretariat Service with 5 Years' service in the grade or with 10 years' combined service in the Division Clerks of CSCS with 10 years' service in the grade, who have undergone training in cash & Account work in the Institute of Secretariat Training & Management or equivalent and posses 3 years, experience of cash, accounts and budget work; (ii) Failing (i) above, officers under the central Govt. holding analogous posts; or from any of the organized Accounts Department (Period of deputation ordinarily not exceeding 3 years).

APPLICATION PROFORMA

ANNEXURE - II

Please paste
passport size
photograph
here

1	Name and address (In Block Letters)					
2	Post applied for					
3	Date of Birth (DD/MM/YYYY)					
4	Date of superannuation (DD/MM/YYYY)					
5	Status of your present employer (Pl. specify whether Central Govt./ State Govt./Autonomous/Statutory Body/PSU/others)					
6	Initial date of appointment in Govt. Service					
7	Office of address with Telephone No. & email					
8	Residential Address with telephone No.					
9	Present post held along with Pay level and present basic Pay/Pay Scale / Pay band and grade pay of the post held					
10	Educational Qualifications					
11	Please state clearly whether in the light of entries made by you below, you meet the requisite Essential Education and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)					
	Essential/Eligibility	Qualification/Experience required		Qualification/Experience possessed by the officer		
12	Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
	Office/Institution	Post held	From	To	Scale of pay and basic pay in old pay band	Nature of duties (in detail)
13	Nature of present employment i.e. adhoc or Temporary or / quasi-permanent or Permanent					
14	In case present employment 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	
15	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade	
16	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale	
17	Monthly Total emoluments drawn now	
18	Additional information, if any, which you would like to mention in support of your suitability for the post Additional academic qualification Work experience over the above prescribed in the vacancy circular / Advertisement) Note: Enclose a separate sheet, if the space is insufficient	
19	Whether belongs to SC/ST?	
20	Remarks (The candidates may indicate Information with regard to Research publications and reports and special projects Awards / Scholarship / Official Appreciation Affiliation with the professional bodies / institutes / societies and Any other information. Note: Enclose a separate Sheet if the space is insufficient)	
21	Please state briefly how you find yourself best suitable for the post applied for	

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 be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Signature: _____

Name: _____

Date: _____

(Certification by the Employer / Cadre Controlling Authority)

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses eligibility criteria/service and experience mentioned in the Advt. If selected, he / she will be relieved immediately.

It is also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Ms. _____.
- ii. His / her integrity is certified.
- iii. His / her CR Dossier in original is enclosed / photocopies of the APARs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major / minor penalty has been imposed on him / her during the last 10 years or a list of major / minor penalties imposed on him / her during the last 10 year is enclosed (as the case may be).
- v. Cadre Controlling Authority has no objection to the consideration of the applicant for the posts mentioned in this advertisement.

Signature: _____

Name and Designation: _____

Tel No.: _____

Office Seal: _____

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.