



F.No. 1/1/NCSC/2018-Admn.

Government of India

National Commission for Scheduled Castes

(A Constitutional body set up under Article 338 of the Constitution of India)

**5th, Loknayak Bhawan,
Khan Market, New Delhi-110003**

Dated: 27.03.2018

CIRCULAR

Subject: Filling up the post of Accountant in the National Commission for Scheduled Castes by deputation (including short-term contract).

It is proposed to fill up one post of Accountant (General Central Service, Group 'B' Non-Gazetted, Ministerial) in Level-6 of the pay matrix (Rs.35400-112400) of 7th Central Pay Commission [(Pay Band-2 of Rs. 9300-34800+4200 (GP) (pre-revised)] in the National Commission for Scheduled Castes by deputation (including short-term contract) initially for a period of one year and likely to be continued up to three years. The eligibility conditions for selection by deputation including short-term contract for the said post are given below:-

- (1) Senior Secretariat Assistants of the Central Secretariat Clerical Service with eight years regular service in the grade and who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or Equivalent and possessing two years' experience of cash, accounts and budget work or
- (2) Officers under the Central Government or State Government or Union territory Administration or recognized research institutions or universities or public sector undertakings or semi government or statutory or autonomous organizations:
 - I (A) holding analogous posts on regular basis in the parent cadre of department; or
 - (B) with six years regular service in the grade rendered after appointment thereto on a regular basis in the posts of level 5 in the pay matrix (Rs. 29200-92300/-) in the parent cadre or department; or
 - (C) with eight years regular service in the grade rendered after appointment thereof on a regular basis in the posts of level 4 in the pay matrix (Rs. 25500-81100/-) in the parent cadre or department; and

- (II) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work.

Note (1):- Period of deputation (including short time contract) including period of deputation (including short time contract) in another ex-cadre post held immediately preceding this appointment of the Central Government shall ordinarily not to exceed three years.

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.

2. Duties attached to the post of Accountant:

- (i) Budget work
- (ii) To maintain GPF Accounts of all employees in Hqrs
- (iii) To deal all CGEGIS payment of cases
- (iv) To deal all LTC claims and Medical claims for payment
- (v) To deal all bills relating to payments
- (vi) Any other work in connection with purchase and Accounts.

3. The pay of the selected candidate shall be regulated in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

4. Application (in duplicate) in the prescribed pro forma (as in Annexure-I) of the candidate who fulfils the eligibility criteria and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to the undersigned, National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, New Delhi within 30 days from the date of publication of the advertisement in the Employment News.

(S.K. Dubey)

Under Secretary to the Govt. of India
Tel.:-24606845

To

1. All Ministries/Departments of Government of India.
2. State Government / Universities / Recognized Institutes/ Public Sector Undertakings / Semi-Government/ Statutory or Autonomous Organization.
3. State Offices of National Commission for Scheduled Castes (as per standard distribution)
4. Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment. [Attn: US (SCD-VI)] with the request to upload the vacancy circular on their website for wide publicity.
5. Department of Personnel and Training [Attn: US (CS:II)], Lok Nayak Bhawan, New Delhi with the request to upload the vacancy circular on their website for wide publicity.
6. Programmer, NIC, National Commission for Scheduled Castes for up loading of the vacancy circular on their website of the Commission.

- (II) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work.

Note (1):- Period of deputation (including short time contract) including period of deputation (including short time contract) in another ex-cadre post held immediately preceding this appointment of the Central Government shall ordinarily not to exceed three years.

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.

2. Duties attached to the post of Accountant:

- (i) Budget work
- (ii) To maintain GPF Accounts of all employees in Hqrs
- (iii) To deal all CGEGIS payment of cases
- (iv) To deal all LTC claims and Medical claims for payment
- (v) To deal all bills relating to payments
- (vi) Any other work in connection with purchase and Accounts.

3. The pay of the selected candidate shall be regulated in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

4. Application (in duplicate) in the prescribed pro forma (as in Annexure-I) of the candidate who fulfils the eligibility criteria and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to the undersigned, National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, New Delhi within 30 days from the date of publication of the advertisement in the Employment News.

(S.K. Dubey)

Under Secretary to the Govt. of India
Tel.:-24606845

To

1. All Ministries/Departments of Government of India.
2. State Government / Universities / Recognized Institutes/ Public Sector Undertakings / Semi-Government/ Statutory or Autonomous Organization.
3. State Offices of National Commission for Scheduled Castes (as per standard distribution)
4. Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment. [Attn: US (SCD-VI)] with the request to upload the vacancy circular on their website for wide publicity.
5. Department of Personnel and Training [Attn: US (CS:II)], Lok Nayak Bhawan, New Delhi with the request to upload the vacancy circular on their website for wide publicity.
6. Programmer, NIC, National Commission for Scheduled Castes for up loading of the vacancy circular on their website of the Commission.

Proforma for Application for the Post of (Accountant)

1. Name and address in Block capitals:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt./State Govt. under the rule applicable to the candidate:
4. Educational & other Qualifications possessed by the candidate (relevant to essential qualifications prescribed for the post):
5. Are you holding an analogous post on a regular basis: Yes/No
6. Present Pay and Scale of Pay
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No
8. Details of Service (Enclose a separate sheet, duly authenticated by your signature, if any space below is insufficient):

Office/ Institution	Post held with scale of pay	Period of Service	Basic Pay	Nature of appointment whether regular/ad- hoc/deputation	Duties

9. Nature of present employment, i.e. regular/ad-hoc/temporary/permanent.
 10. In case the 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 parent Office/Organization to which you belong:
 11. Additional details about present employment. Please state whether working under:
 - a) Central Government b) State Govt. c) University/Recognized Research Institute d) Public Sector Undertaking e) Semi-Govt. Statutory or Autonomous Organization.
 12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay.
 13. Basic pay and total emoluments per month now drawn:
 14. Additional Information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
 15. Whether belongs to SC/ST:
 16. Remarks
- Date.....

Signature of the applicant

Address.....

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

Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- I) There is no vigilance case pending/contemplated against him/her.
- II) His/her complete CR Dossier/ACRs for the last 5 years duly attested on each page by an officer of the rank of an Under Secretary to the Govt. of India are enclosed:
- III) His/her integrity is beyond doubt.
- IV) No major/minor penalties have been imposed on him/her during the last 10 years.
- V) List of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature.....

Name & Designation.....

Office Seal.....

Date: