

Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training
STAFF SELECTION COMMISSION
(Southern Region)

2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai – 600006

No.1/29/2011-SR

Dated the 31st May, 2016

OFFICE MEMORANDUM

Subject: Filling up of the post of **Accountant on deputation** basis in the Regional Office of Staff Selection Commission (Southern Region), Chennai – regarding.

Service of suitable Officer is required for filling up of one post of Accountant (PB-2: Rs.9,300-34,800 + GP Rs.4,200/-) on deputation basis in the Staff Selection Commission (SR), Chennai as mentioned in Annexure I. Pay of the officer will be regulated in accordance with the Department of Personnel & Training's Office Memorandum No.2/29/91-Estt (Pay II) dated 5th January 1994 as amended from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Applications which are not accompanied by the requisite documents/ personal data will not be considered.

3. Names of suitable officers who are eligible, willing and who can be spared may be sent to the undersigned in the attached proforma (Annexure II) in duplicate along with their CR dossiers of past five years and a certificate of Vigilance Clearance. The closing date of receipt of application will be 2 months from the date of publication of the advertisement in the 'Employment News / RozgarSamazar'. If the closing date falls on Sunday or holiday, then the next working day will be taken as closing day for receipt of application. Applications received after the prescribed date or without CR dossiers will not be entertained.

(S. Rajalakshmi)
Deputy Director
Tel:044-28220506

Copy to:

1. All Ministries/Departments of Government of India.
2. Department of Personnel P.G & Pensions, Admn(IV) Section, North Block, New Delhi with request that the post may please be got circulated to all cadre units at Secretariat level.

.....2/-

3. Offices of the CGA, Lok Nayak Bhavan, Khan Market, New Delhi with the request that the post may kindly be circulated among all Accounts Departments under them.
4. SSC (HQs.), New Delhi and Regional/Sub Regional Offices of SSC.
5. Controller/Deputy Controller of Accounts/Principal Accounts Officers of all the Ministries/Department of the Govt of India.
6. DAVP for publishing in the Employment News
7. Editor, Employment News, East Block IV, RK Puram, New Delhi
8. Website of SSC (SR)

Name of the Post	...	Accountant
Number of vacancy & Office	...	1 (one) in Staff Selection Commission (Southern Region) at Chennai
Scale of Pay/Pay Band	...	Rs. 9300-34800/- (Revised Scale) + Grade Pay Rs. 4200/-
Method of Appointment	...	Transfer on deputation basis
Eligibility	...	<p>A. (a) UDCs of the CSCS with eight years' regular service in the grade in parent cadre or Department; and</p> <p>(b) who have undergone training in Cash & Accounts work in the ISTM or equivalent and possess 3 years' experience in Cash, Accounts and Budget work; failing which,</p> <p>B Officers under the Central Government:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With 3 years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-II (Rs 9300-34800) with Grade Pay of Rs 4200 (Assistant's Grade other than Secretariat Service) or equivalent in the parent cadre or department; or</p> <p>(iii) With 6 years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-I (Rs 5200-20200) with Grade pay of Rs.2800/- or equivalent in the parent cadre/department; or</p> <p>(iv) With 8 years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-I (Rs 5200-20200) with Grade pay of 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 ISTM or equivalent and possess 3 years' experience of Cash, Accounts and Budget work</p>
Period of Deputation	...	Not exceeding 3 years

CURRICULAM VITAE PROFORMA

1	Name and Address (in Block Letters) :					
2	Date of Birth (in Christian era) :					
3	Date of retirement under Central/State Govt.:					
4	Educational Qualification :					
5	Whether Educational and other qualification required for the post are satisfied (if anyQualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications/Essential Qualifications/ Desirable		Qualifications/Experie nce required.	Qualifications/Experie nce possessed by the officer		
	Essential					
	(1)					
	(2)					
	(3)					
	Desired					
	(1)					
	(2)					
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :					
7	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	Basic Pay	Nature of duties (in detail)

8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent:	
9	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 the present office/organization to which you belong.	
10	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):	
	a) Central Government.	
	b) State Government.	
	c) Autonomous Organization.	
	d) Government Undertaking.	
	e) Universities.	
	f) Others	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to Feeder grade :	
12	Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale :	
13	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. (This among other things may provide information with regard to)	
	i) Additional Academic Qualifications.	
	ii) Professional training and	
	iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement. (Note: Enclose a separate sheet, if the space is insufficient)	
15	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract).	

16	Whether belongs to SC/ST:	
17	Remarks (The candidates may indicate information with regard to	
	(i) Research publications and report and special projects	
	(ii) Awards/Scholarship/Official Appreciation	
	(iii) Affiliation with the professional bodies/Institutions/Societies and	
	(iv) Any other information. (Note : Enclose a separate sheet if the space is insufficient).	

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.

Signature of the Candidate

Address : _____

Date:

Note: Strike out the column(s) which are not applicable.

Countersigned _____

(Employer with Seal)