No. A-12018/4/2023-Estt.(Comp No.5625)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Staff Selection Commission (HQ)
Establishment Section

Block No. -12, CGO Complex,
Lodhi Road, New Delhi-110003.
Dated:- 06 .08.2025

OFFICE MEMORANDUM

Sub:- Filling up 06(Six) ex-Cadre posts of Accountant in various regional offices of Staff Selection Commission on deputation basis.

Staff Selection Commission invites applications for filling up 06 (Six) ex-Cadre posts (Group 'B') of **Accountant** in Staff Selection Commission on deputation basis. The details of the posts along with the eligibility criteria, education qualification/experience etc. required for each posts is given in the enclosed **Annexure-I.**

2. **The appointment for the post of Accountant on deputation basis may be now filled up initially for one year and extendable on yearly basis maximum upto three year and will be governed by instructions issued vide DoPT vide OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time**. The fixation of pay/deputation (duty) allowance shall be governed by instructions issued by DoPT from time to time.

3. The maximum age limit on deputation shall not exceed 56 years as on closing date of receipt of application by the Commission. The Commission reserves the right not to fill up any or all the above vacancies.

4. The application in the prescribed pro-forma **(Annexure-II),** together with all necessary documents i.e. cadre clearance, vigilance clearance, copies of APARs etc. and 'Certificate from the Employer' should reach to the undersigned, through proper channel, within 2 months from the date of publication of the advertisement in Employment News.

5. It is clarified that any form of conditional forwarding from the employer or applications received without prescribed documents and 'Certificate of Employer' will be rejected.

6. The applicants must ensure that their application(s) should reach SSC through proper channel by the last date prescribed for receipt of applications. However, they may also send an advance copy of the application(s) to SSC well before the last date prescribed and ensure forwarding of their application through proper channel promptly.

7. This may kindly be given wide publicity.

Encl:- As above.

(Mandeep Singh)
Under Secretary (Admin-1)

To:-

1. All the Ministries/Departments/Organizations of the Govt. of India.

Copy for information:-

1. Ms. Jasmine, Under Secretary (Estt.B), Department of Personnel & Training, North Block, New Delhi.

ANNEXURE-I

Eligibility criteria for deputation posts: -

S.No.	Name of Post & Pay Scale	Qualification/Requirements	No. of posts
1.	Accountant Group B, Non-Gazetted, Non-Ministerial Pay Level-6 (Old pay band: PBII Rs.9300-34800/- with the grade pay of Rs.4200/-)	Officers under the Central Government: - (i) Upper 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 possess 8 Years' experience of Cash, Accounts and Budget work. (ii) Failing (i) above, officers under the Central Govt. holding analogous posts; or SAS, Accounts or SAS passed clerks from any of the Organized Accounts Department.	06 One post each in • SSC(NWR), Chandigarh • SSC(MPR), Raipur • SSC(WR), Mumbai • SSC(NER), Guwahati • SSC(KKR), Bengaluru • SSC(SR), Chennai

Last date for receipt of application will be 2 months from the date of publication of this advertisement in Employment Newspaper.

ANNEXURE-II

CURRICULUM VITAE: PERFORMA

Please paste passport size photograph here

1.	Name and address (In Block Letters)	
2.	Post Applied for **(Separate applications are to be sent for different posts)**	
2.1	**Regional Office** in which post is 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 (specify))	
6.	Initial date of appointment in Govt. Service	
7.	Office 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 Educational 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		Qualification/Experience required		Qualifications/Experience possessed by the officer	
		1.				
		2.				
		3.				
	Desirable (wherever applicable)	a.				
		b.				
		c.				
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 basis pay in old pay band.	Nature of duties (In details)
13.	Nature of present employment i.e., ad-hoc or Temporary or Quasi-Permanent or Permanent					
14.	In case of 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	Total emoluments as per month now drawn	
18	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 qualification (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)	
19	Please state whether you are applying for Deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for short	

	Term Contract.)	
20	Remarks (The candidates may indicate Information with regard to (i) Research publications and reports 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)	
21	Please sate briefly how you find yourself best suitable for the posts applied for:	

I have carefully gone through the vacancy circular/advertisement, and I understand 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 educational qualifications and experience mentioned in the Advt. If selected, he/she will be relieved immediately.

2. It is also certified that: -

(i)There is no vigilance or disciplinary case pending / contemplated against Shri / Smt _____

(ii) His/her integrity is certified.

(iii) His/her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years 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 years 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.