

File No. A-12025/07/2022-Admn
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block 7, R.K. Puram,
New Delhi – 110066.

Dated: ~~9.11.2023~~

~~CIRCULAR~~

Subject: - Recruitment to the post of Accounts Officer in Level 7 in the pay matrix [Rs.44,900-1,42,400] on deputation basis in the office of the Development Commissioner (Handicrafts)– regarding.

It is proposed to fill up 01 (One) post at Hqrs. Office, New Delhi in the Office of the Development Commissioner (Handicrafts) in the cadre of Accounts Officer [Group 'B' Gazetted] in Level 7 in the pay matrix [Rs.44,900-1,42,400] on deputation basis from amongst the officers under Central Government.

However, the incumbent selected to the post of Accounts Officer is liable to serve in any part of the country.

The terms and conditions of the deputation will be in accordance with the Central Government rules and orders issued in this regard from time to time. The eligibility conditions for the post are given in **Annexure I**.

The application in the prescribed proforma as per **Annexure II** in respect of candidates who wish to apply for the post and who can be relieved at short notice duly accompanied by their up-to-date APARs for last five years, vigilance clearance certificates, Integrity Certificate and statement of major/ minor penalties imposed during the last 10 years may please be forwarded through proper channel so as to reach this office to **Assistant Director (Admn.), Office of the Development Commissioner (Handicrafts), West Block-7,R.K.Puram, New Delhi-110066** within two months from the date of publication of this advertisement in Rozgar Samachar/Employment News positively. Incomplete application will not be accepted.

The envelope containing application for the post must be superscribed with the words, "Application for the post of Accounts Officer on deputation basis". The applications which are not accompanied with above documents or received after the closing date or incomplete or are not routed through proper channel will not be entertained for consideration.

This issues with the approval of Development Commissioner (Handicrafts).

(Astha Agarwal)
Assistant Director (Admn.)

1. ~~All Ministries/Deptt. of Government of India.~~
2. All Regional Directors(H)/DD(H) Incharge, Office of DC(HC).
3. AD (IT), HQ's Office, Office of DC(HC), New Delhi for uploading on official website (News/Recruitments section) along with Annexure-I & Annexure-II.
4. Guard file.

ANNEXURE-I

ELIGIBILITY CONDITIONS FOR THE POST OF ACCOUNTS OFFICER IN LEVEL 7 IN THE PAY MATRIX (Rs.44,900-1,42,400) IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS) ON DEPUTATION BASIS.

1.	Name of the Post	Accounts Officer
2.	Scale of Pay	Level 7 in the pay matrix (Rs.44,900-1,42,400)
3.	Place of posting	New Delhi
4.	Essential Qualifications	<p>A) Officers under the Central Government: -</p> <p>I) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>II) with five years' service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs.35,400-1,12,400) or equivalent in the parent cadre or department.</p> <p>B) Possessing any one of the following qualifications: -</p> <p>I) A pass in the Subordinate Audit/Accounts Service Examination (SAS) or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government;</p> <p>II) Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of three years' experience in cash, accounts and budget work.</p>

Note 1. The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications



ANNEXURE – II

APPLICATION FORM FOR THE POST OF ACCOUNTS OFFICER IN LEVEL 7 IN THE PAY MATRIX (Rs.44,900-1,42,400) ON DEPUTATION BASIS IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS).

BIO-DATA PROFORMA

1.	Name and postal address (In Block Address) with Telephone No.						
2.	Date of retirement under Central Govt./State Govt. Rules						
3.	Educational Qualifications (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)						
5.(A)	(i) Do you hold analogous post on regular basis in parent cadre or department; and						
5.(B)	(i) Whether Educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)						
	Essential				Qualifications/ Experience required	Qualifications/ Experience possessed by the officer	
	Desired						
6.	Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post						
6.1	Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidates (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of employment, in chronological order (Starting from entry in Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient						
Office/ Organiz ation	Whether Central Govt./State Government/UTs	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8



4 -

8.(a)	Name of the parent office/Organization to which you belong				
(b)	Category of parent Office (whether Central Govt./State Govt./Others)				
(c)	Nature of present employment (whether ad-hoc/temporary/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 parent office/organization to which the applicant belongs				
(d)	Name of the post and Pay of the post held in substantive capacity in the parent organization				
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 grade to feeder grade.				
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				
Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic pay as per 7 th CPC	Level of Pay in 7 th CPC Matrix

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13.	Total emoluments per month now drawn				
14.	Additional information, if any, which would you like to mention in support of your suitability for the post.(Enclose a separate sheet if the space is insufficient)				
15.	Full postal address of forwarding authority with name & telephone number				
16.	Whether belongs to SC/ST				
17.	Remarks				

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
Full office address

Tel.No.
Email ID

Date:

Countersigned
(Employer with Seal)

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6-

By Regd. Post

(To be filled by the office forwarding the application)

The application of Shri/Ms. _____ for the post of Accounts Officer on deputation basis is forwarded to the Development Commissioner (Handicrafts), West Block No. 7, R.K. Puram, New Delhi-110066 for consideration please.

Certified that Shri/Ms. _____ is clear from vigilance angle and no disciplinary case/proceedings are pending/contemplated against him/her.

The information furnished by Shri/Ms. _____ against Col. No. 1 to 17 is correct to the best of my knowledge and belief. In the event of his/her selection for the post applied for. He/She _____ will be relieved at short notice.

Signature _____

Name _____

Designation _____

Official Seal _____

File No.

Date:

Place:

Cbc 41103/11/0009/2324