

Government of India  
**Office of the  
Controller of  
Accounts**

**Principal Accounts Office  
Ministry of Planning  
Statistics and Programme  
Implementation  
Room No. 227  
Sardar Patel Bhawan  
New Delhi- 110001**

**Filling up of vacancies in the post  
of Accountants in the Grade Pay  
Rs. 2800/- in the Pay Scale of Rs.  
5200-20200 under PB-I on  
deputation basis.**

Office of the Controller of Accounts, Principal Accounts Office, Ministry of Planning, Statistics and Programme Implementation proposes to fill vacant posts of Accountants in the Grade Pay Rs. 2800/- in the Pay Scale of Rs. 5200-20200 under PB-I on deputation basis in the Pay & Accounts Offices located at Delhi, Kolkata, Nagpur, Mumbai, Bangalore, Chandigarh, Guwahati, Hyderabad, Lucknow & Ranchi. The period of deputation will be initially for a period of one year which can be curtailed or extended as per the requirements of the Organisation. The terms and conditions of deputation will be regulated in terms of DoP & T order dated 05.01.1994 as amended from time to time.

2. Applications are invited from willing candidates having age not exceeding 50 years as on 01.01.2011 from other organized Accounts Services, Central and State Government or Autonomous Bodies which are fully funded by the Central or State Government. Candidates holding analogous posts on regular basis (or) candidates in the Grade Pay of Rs. 2400/- and having minimum 02 years service in the grade (or) LDCs in the Grade Pay Rs. 1900/- having minimum 05 years of service. The candidates should be Graduate from a recognized university and well versed with Accounts/Establishment/ Administration/Pension work etc. Preference will be given to candidates with knowledge of Computer.

3. The application in the prescribed proforma as in Annexure-I along with

Certificate of the Employer in Annexure-II may be sent to this office through proper channel along with Vigilance Clearance Certificate and attested copies of ACRs for the last 05 years so as to reach this office **within 45 days** of the publication. Incomplete applications will not be entertained. Names of only those candidates who can be relieved immediately on selection may be forwarded.

4. The Ministry reserves the right to reject any application without assigning any reason and decision of the Ministry /Deptt. in this regard shall be final.

**Accounts Officer (HQ)  
Annexure-I**

1. Name:
  2. Post applied for:
  3. Post held at present along with pay scale of the post:
  4. Date of entry in the Government service:
  5. Date of Birth:
  6. Date of appointment in the present grade and whether officiating or substantive:
  7. Educational Qualification:
  8. Present pay drawn:
  9. Details of work done during last 5 years (period and nature of work done):
  10. Experience of working on computers:
  11. Name, Address & Contact Phone Number of present employer:
  12. Station opted for deputation:
- I hereby understand and undertake that in the event of my selection to the post in question, I will not withdraw my candidature or decline the post when offered.

Signature of Candidate

Date:

**Annexure-II  
Certificate**

(To be filled by the employer)  
Certified that particulars furnished by Sh. /Smt. \_\_\_\_\_ have been verified and are correct and that no disciplinary proceedings are either, pending and/or contemplated against him/her. It is certified that no penalty has been imposed on the candidate during the last 5 years and the integrity of candidate is beyond doubt.

Signature & Seal of Head of Office

Date:

Place:

**EN 4/108**