

Ministry of New & Renewable Energy

Solar Energy Centre

Applications are invited for filling up a post of Accountant in the Pay Band of Rs. 9300-34800+4200 Grade Pay on deputation/transfer basis. The details of post, eligibility conditions etc. are given in Annexure-I.

Applications in the proforma as in Annexure-II from eligible and interested officers who can be spared immediately on selection, may please be forwarded to the Head of Office, Solar Energy Centre, Village & P.O. Gwalpahari, District Gurgaon (Haryana) along with their ACRs and Vigilance Clearance Certificate so as to reach this office **within 45 days** from the date of publication of the Advertisement in the Employment News.

While forwarding the applications it may be verified and certified that the particulars furnished by the applications are correct. It may be noted that applications received after the last date or those incomplete in any respect or not accompanied by the ACRs will not be considered. The officer selected will not be permitted to withdraw his/her candidature later on.

ANNEXURE-I

1.	Name of the Post	Accountant
2.	Classification	General Central Service (Group 'C' Non-Gazetted)
3.	Pay Band	Rs. 9300-34800+4200 Grade Pay
4.	Eligibility	Officer under the Central Government holding analogous post or with 5 years' regular service in the post in the pay scale of Rs. 5000-8000/4500-7000 (pre-revised) Rs. 9300-34800+4200 GP (Revised) or equivalent or 10 years' regular service in the grade of Rs. 4000-6000 (pre revised) Rs. 5200-20200+2400 Grade Pay (Revised) and having experience of administration and accounts matters and having passed Cash and Accounts Course from ISTM.
5.	Period of deputation	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Department shall ordinarily not exceed 3 years.
6.	Place of Posting	Gwalpahari, District Gurgaon (Haryana)

ANNEXURE-II

1. Name in full (Block Letters)
2. Address for Correspondence
3. Date of Birth
4. Whether you belong to SC/ST
(If yes, please attach an attested copy of the Certificates to this effect)
5. Nationality
6. Educational/Technical qualification (Please attach attested copies of the certificates)

Degree/ Diploma	Subject	Name of the University Board/Instt.	Year of passing	Division Obtained	% of marks

7. Experience (please attach attested copies of certificate)

Designation/ Name of the post	Name of the Organisation	Scale of pay and total emoluments	Period		Permanent or Temporary	Nature of Duties
			from	To		

8. Special/Foreign Qualification/Experience, if any
9. Present basic pay/Scale of pay
10. Any other relevant particulars.
11. State clearly whether interested on transfer basis or deputation basis

Dated:

Place :

davp 28101/11/0004/1112

Signature of Applicant

EN 6/44