

File No. 29/Admn./SSC/WR/19

Dated: 07.02/2019

भारत सरकार/Government of India



कर्मचारी चयन आयोग (पश्चिमी क्षेत्र)/Staff Selection Commission (WR)

कार्मिक, लोक शिकायत और पेंशन मंत्रालय/Ministry of Personnel, Public Grievances & Pensions

प्रतिष्ठा भवन, पुरानी सी.जी.ओ. बिल्डिंग/Pratishtha Bhavan, Old C.G.O. Building

101 महर्षि कर्वे रोड, मुम्बई-400020/101, Maharshi Karve Road, Mumbai - 400 020



Vacancy Circular

The Staff Selection Commission (WR), Mumbai an attached Office of Ministry of Personnel, PG and Pensions, Govt. of India requires services of suitable officials for the post of Accounts Officer on deputation basis. The following category of the officials are eligible for the post.

S. No.	Name of the Post	Pay Scale	No. of Vacancies	Eligibility Criteria Essential qualifications	Desirable Qualifications
1.	Accounts Officer (Gazetted) Group B	Level - 8 Rs. 47600-151100 in Pay Matrix under 7th CPC (pre-revised pay) PB-2: 9300-34800 + 4800 GP as per the 6th CPC	1 (One)	(i) Section Officers of Central Secretariat or Officers holding post in the equivalent grade with at least 3 years service in the (pre-revised Pay Band PB-2: Rs. 9300-34800 with GP Rs. 4800/-) Level-8: Rs. 47600-151100 in Pay Matrix under 7th CPC who have undergone training in Cash and Accounts at ISTM or equivalent and possessing experience in Cash, Accounts and Budget Work. OR (ii) Officers under the Central Government holding analogous posts of Junior Accounts Officer or Accountant or equivalent in the pre-revised Band of Rs. 9300-34800/- + GP Rs. 4200/- with at least five years service in the grades. OR (iii) Accounts and Audit Officers or S.A.S. Accountants with at least five years service in the grade from any of the organized Accounts departments.	Knowledge of Computer application

2. The period of deputation is 3 years at the initial stage.

3. Pay and allowances of the officer selected will be regulated in accordance with the DOPT O.M. No.2/29/91-Estt (Pay II) dated 05.01.1994 as amended from time to time.

4. Officials who volunteer for the post will not be permitted to withdraw their names later. Nominations which are not accompanied by the requisite details/documents will not be considered.

5. Names of suitable officials who are eligible, willing and who can be spared may be sent to the undersigned in the given proforma (Annexure-I) in duplicate latest by **20.03.2019** along with duly attested copies of update APAR dossiers of last 5 years along with certificate of Vigilance clearance. Application received after the prescribed date or without Xerox copies of APAR dossiers will not be entertained.

6. For wider publicity, the Circular is also made available on this office website: www.sscwr.net.

(Dr. (Smt.) Vani Anand Singh)
Regional Director, SSC (WR), Mumbai

Curriculum Vitae Proforma

Annexure-I

1	Name and Address (In Block letters)	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Government Rules.	
4	Educational Qualifications	
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
		Qualifications/ Experience Required
		Qualifications/ Experience possessed by the officer
	Essential	1) 2)
	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	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of present employment i.e. Adhoc 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 parent office/ organisation 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 Organisation				
	d) Government Undertaking				
	e) Universities				
	f) Other				
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 Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.				

Continued on page 41

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 Organisations 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) Award/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 _____

Countersigned

(Employer with Seal)