

No. A-12023/1/2001-Estt.(Pt.)
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi
Dated: 25.2.2021

OFFICE MEMORANDUM

Subject: Recruitment to the post of Accountant in the Ministry of Tribal Affairs

It has been decided to fill up one post of Accountant (General Central Service, Group 'B', Non-Gazetted, Non- Ministerial) in this Ministry in the scale of Pay scale 9300-34800 + Grade pay Rs. 4200/- (Corresponding 'Level 6' as per 7th CPC) by appointment of suitable officer under Central Government by transfer on deputation basis. Details of the post and eligibility conditions are given in **Annexure I**.

2. On appointment to the post, the pay of the officer will be regulated in accordance with the Ministry of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

3. It is requested that application of the eligible and willing officers, whose services could be spared immediately, on selection, may be forwarded, in triplicate, in the prescribed pro forma given in **Annexure II** along with complete and up to date Annual Confidential Reports, Vigilance Clearance and Integrity Certificate in respect of the applicants through proper channel to the Under Secretary (Admin), Ministry of Tribal Affairs, Room No. 400, B-wing, Shastri Bhawan, New Delhi- 110001 within 60 days from the date of issue of publication of this Circular in Employment News. In case, it is decided to send copies of the Confidential Reports, these may be attested by an Officer not below the rank of Under Secretary to the Govt. of India.

4. Applications received after the specified period and/or found incomplete in any manner will not be considered. Candidate once selected will not be allowed to withdraw his/her candidature subsequently under any circumstances. Advance copies of the application will not be entertained under any circumstances.



(Reema Sharma)

Under Secretary to the Govt. of India
Tele: 23389881

1. All Ministries/Departments under the Govt. of India.
2. All attached/sub-ordinate Offices under the Ministry of Tribal Affairs.
3. All Desks/Sections/Units of the Ministry of Tribal Affairs.
4. NIC, MoTA for uploading it on website of this Ministry.

Details of the post & Eligibility conditions**1. Name of the post****Accountant****2. Scale of pay****Rs. 9300-34800 + GP Rs. 4200/-****(Revised Pay 'Level 6' as per 7th CPC)****3. Classification****Group "B" Non-Gazetted, Non-Ministerial****4. Number of post****One****5. Eligibility Condition****Transfer on Deputation:**

- i. Assistants of the Central Secretariat Services with 5 years' service in the grade or with 10 years combined service in the grades of Assistant/UDC or UDCs of CSCS with 10 years' Service in the grade, who have undergone training in Cash & Accounts work in the Institute of Secretariat Training & management or equivalent and possess 3 years' experience of cash, accounts and budget work.
- ii. Failing (i) above, officers under the Central Government holding analogous post or SAS Accountants or SAS passed Clerks from any of the organized Accounts Departments.

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed 3 years.)

(To be furnished in triplicate)

Application for the post of Accountant in the Ministry of Tribal Affairs

1. Name (in Block letters) :

2. Date of birth and age

on the date of application:

3. Whether SC/ST/OBC, if so,

mention the Caste/Tribe:

4. Educational qualification:

5. Date of Entry in Govt. Service:

6. Date of retirement on superannuation

from Govt. Service:

7. Particulars of present post held:

a. Name of post (with scale of pay) :

b. Name of Office :

c. Date of appointment :

d. Whether cadre post or Ex-cadre post :

e. Status (whether temporary/permanent/ad hoc) :

8. Services particulars in chronological order (post-wise) for the last five (5) years.

S. No.	Post held and office	From	To	Scale of pay	Nature of appointment (substantive/Officiating/Ad-hoc)	Nature of Duties performed
1.	2.	3.	4.	5.	6.	7.

9. Date of return from the last

Ex-cadre post, if any, held:

10. Present address with Tele No. :

Office:

Residence:

11. Any other details not covered by the above :

Date:

Place:

Signature of the applicant
(Name in Capital Letters)

Certificate to be furnished by the Department concerned

The Particulars furnished above by the officials have been verified from his service records.

Signature of the forwarding authority (with Office Stamp)