



Circular No. 24

Date: 4/12/2023

Applications are invited for filling up vacant posts of Accountant on deputation basis in this office. The eligibility criteria are as follows:

Name of post	Eligibility
Accountant	1. Holding analogous post on regular basis in the parent cadre and having good knowledge of computer. 2. Accountant/Auditor with three years regular service in the grade and who have passed departmental examination.

1. The maximum age limit for appointment by deputation shall not exceed 56 years.
2. The period of deputation is initially for one year and likely to be extended at the discretion of competent authority.
3. The applications of interested eligible officials in the prescribed proforma (enclosed) along with attested copies of APAR for the last five years, integrity certificate and vigilance clearance certificate of the concerned officials should be forwarded to this office latest by 29.12.1023.

Sr. Deputy Accountant General

No.Admn/A&amp;E/Dept/Part-1/Vol-III/2019-2020/ 785 - 786

Date: 4/12/2023

Copy to:

1. All offices under IA&AD
2. Office order file

AKUM CHUBA

SENIOR ACCOUNTS OFFICER

Signed by Akum Chuba  
 Date: 04-12-2023 14:02:00  
 Reason: Approved

## ANNEXURE-I

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth ( in Christian era)	
3. i) Date of entry into service	
ii) Date of Retirement under Central Government Rules	
4. Date of appointment in current post	

5. 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 on regular basis	From	To	• Pay Band and Grade Pay/Pay Scale of the post held on regular basis

**Note :** In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance, Integrity Certificate & major or minor penalty clearance.

6. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
7. <b>Additional details about present employment :</b> Please indicate the name of your employer	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date : \_\_\_ / \_\_\_ / \_\_\_

(Signature of the candidate)  
Address :

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that :**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)