

(Deputation Circular)

**Subject: Filling of one vacant Post of Manager-II in Departmental Canteen in the office of the Pr. Accountant General (A&E)J&K on deputation basis -reg.**

Office the Pr. Accountant General (A&E), J&K, Srinagar intends to fill up 01 vacant post in the cadre of Manager-II in Pay Matrix Level 6 in the Departmental Canteen by transfer on deputation basis amongst officials possessing the following eligibility and qualification:

(i) holding analogous post on regular basis;

or

(ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs. 29,200- Rs.92,300) in the Pay Matrix or equivalent in the parent cadre/department;

or

(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs.25,500- Rs.81,100) in the Pay Matrix or equivalent in the parent cadre/department and

**b) Possessing the educational qualification of**

(i) Bachelor's degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/ institution; and

(ii) two years' experience in Accounts work in any Government Department or PSU or Autonomous Statutory Organization.

(iii) The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

(iv) The initial period of deputation will be for one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The Deputation will be governed by the terms and conditions laid down in GoI, Ministry of Personnel, Public Grievances and Pensions O.M. No 6/8/2009-Estt (Pay 11) dated 17.06.2010 and subsequent amendments from time to time.

(v) While working in the office, the selected official will receive admissible deputation (Duty) allowance in accordance with the prevalent rules.

(vi) The willing officials may submit their application through proper channel along with Copies of APARs for the last 5 years, Vigilance Clearance Certificate (either pending or contemplated) and Bio Data **latest by 30.04.2021.**

  
Chairman

Dy. Accountant General (Admn)

APPLICATION FOR THE POST OF MANAGER-II (GROUP B)

Self-attested  
passport size  
photograph

1. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Education qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay /Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_
11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office / Organization where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1	2	3	4	5	6	7

12. Nature of present employment i.e. Ad-hoc or temporary or permanent \_\_\_\_\_
13. In case the present employment is held on Deputation/contract basis, please state \_\_\_\_\_

- a) Date of initial appointment \_\_\_\_\_
- b) Period of appointment on Deputation/contract \_\_\_\_\_
- c) Name of parent office/  
Organization to which you belong \_\_\_\_\_

14. Training/ courses attended

15. Additional details about your present employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

(SIGNATURE)

Date: Mobile No.

CERTIFICATE TO BE RECORDED BY THE HEAD OFFICE/ OFFICER NOT  
BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE  
FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature

Name  
Designation Tele.

Date:

Place:

Official seal

*Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 and its amendment issued from time to time.*