

कार्यालय महालेखाकार (लेखा एवं हकदादी)-प्रथम,
मध्यप्रदेश ग्वालियर

क्र.प्रशा.एक/प्रतिनि./2024-25/ 166

दिनांक: 26.12.2024

परिपत्र

भारतीय लेखा एवं लेखापरीक्षा विभाग के सभी कार्यालयों से इस कार्यालय में निम्नलिखित संवर्ग में रिक्त पद को प्रतिनियुक्ति के आधार पर भरने हेतु आवेदन आमंत्रित किये जाते हैं :-

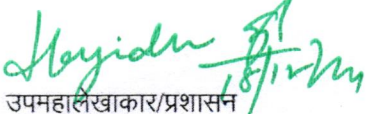
| स.क्र. | पद | पे-मैट्रिक्स लेवल | योग्यता |
|--------|--------------------|-----------------------------|--|
| 1. | प्रबन्धक श्रेणी-II | लेवल 6 (35400-112400/- रु.) | प्रतिनियुक्ति :- केंद्रीय सरकार के ऐसे पदधारी - (क)(i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं या (ii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-5 (29200-92300/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में छह वर्ष सेवा की हो या (iii) जिन्होंने मूल काडर या विभाग में वेतन मैट्रिक्स के स्तर-4 (25500-81100/- रु.) या समतुल्य पदों में नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में दस वर्ष सेवा की हो और (ख) (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से वाणिज्य या कारोबार अध्ययन या अर्थशास्त्र या लोक प्रशासन में बैचलर डिग्री। (ii) किसी सरकारी कार्यालय का पब्लिक सेक्टर उपक्रम या स्वायत्त या कानूनी संगठन के लेखा कार्य में दो वर्ष का अनुभव। |

- प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति में ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि के साधारणतया तीन वर्ष से अधिक नहीं होगी।
- आवेदनकर्ता की आयु आवेदन करने के अंतिम दिनांक को 56 वर्ष से अधिक नहीं होनी चाहिए।
- प्रतिनियुक्ति हेतु पात्र के चयन के संबंध में अंतिम निर्णय इस कार्यालय के सक्षम प्राधिकारी का होगा।
- चयनित कर्मचारी समय-समय पर संशोधित डी.ओ.पी.टी. के प्रासंगिक निर्देशों के अनुसार लागू होने वाले प्रतिनियुक्ति भत्ते हेतु पात्र होंगे।
- पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
- आवेदन करने के इच्छुक कर्मचारी, जो उपर्युक्त योग्यता धारण करते हों, अपना आवेदन पत्र निम्नलिखित दस्तावेजों सहित दिनांक 31.12.2024 तक इस कार्यालय को उचित माध्यम से (संवर्ग नियंत्रक अधिकारी की मंजूरी के साथ विधिवत अग्रेषित) प्रेषित कर सकते हैं।

1. बायो-डाटा की 2 प्रतियां। (Annexure-I)
2. विगत 05 वर्षों की ए.पी.ए.आर. की सत्यापित प्रतियां।
3. कर्मचारी के विरुद्ध अनुशासनात्मक/सतर्कता कार्यवाही एवं लघु/दीर्घ शास्ति न होने संबंधी प्रमाण-पत्र।

(महालेखाकार के अनुमोदन से जारी)

संलग्नक: Annexure-I


उपमहालेखाकार/प्रशासन

ANNEXURE-I

BIO-DATA

| | | | | | | |
|----|--|----------------------------|-----------------------------------|---|--|--|
| 1. | Name & Address (in Block Letters) | : | | | | |
| 2. | Date of Birth (in Christian Era) | : | | | | |
| 3. | i)Date of entry into service | : | | | | |
| | ii)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) | : | | | | |
| | | | Qualification/experience required | Qualification/experience possessed by the officer | | |
| | Essential | : | | | | |
| | Others | : | | | | |
| 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: | | | | | |
| | Office/Institution | Post held on regular basis | From | To | Pay Band/Pay Level held on regular basis | Nature of duties (in detail) highlighting experience required for the post applied for |
| | | | | | | |

| | | | | | | |
|---|---|------|----|--|--|--|
| | | | | | | |
| Details of ACP/MACP with present Pa y Matrix and Pay Level where such benefits have been drawn by the Candidate, may be indicated as below: | | | | | | |
| Office/Institution | Pay, Pay Matrix and Pay Level drawn under ACP/MACP Scheme | From | TO | | | |
| | | | | | | |
| 8. | Nature of present employment i.e; Ad-hoc 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/organization to which you belong | : | | | | |
| d) | Name of the post and Pay of the post held in substantive capacity in the parent organisation | : | | | | |
| 10. | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | : | | | | |
| 11. | 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 Organization | : | |
| | d)Government Undertaking | : | |
| | e)Universities | : | |
| | f)Others | : | |
| 12. | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade | : | |
| 13. | 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 | : | |
| 14. | Total emoluments per month now drawn | | |
| | Basic Pay in Pay Matrix | Pay Level | Total Emoluments |
| | | | |
| 15. | In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the organisation showing the following details may be enclosed. | | |
| | Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/other Allowances etc; (with break-up details) | Total Emoluments |
| | | | |
| 16. A | Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over | : | |

| | | |
|-----|--|---|
| | and above prescribed in the Vacancy Circular/Advertisement) | |
| B | <p>Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measures involving official recognition (vi) Any other information | |
| 17. | <p>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 Organizations are eligible only for Short Term Contract)</p> <p>#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p> | : |
| 18. | Whether belongs to SC/ST | : |

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:

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Signature of the Candidate
Address:

CERTIFICATE

1. Certified that the particulars furnished in Annexure I are true and correct as per the facts available on records.
2. Also certified that:
 - (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
.....
 - (ii) His/Her integrity is certified.
 - (iii) The photocopies of his/her ACRs/APARs for the last 5 years duly attested 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)

Signature of Head of Office

With seal.....

Place:

Date: