भारत सरकार/Bharat Sarkar

गृह मंत्रालय/Grih Mantralaya

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

Ad-II Section, Sewa Bhawan, R.K. Puram, New Delhi-110066

File No. A 24011/38/2022-Ad-II **Dated: 29th November, 2022**

CIRCULAR

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Subject: Filling up of two posts of "Junior Accountant" on deputation basis in the Headquarters Office of the Registrar General, India, New Delhi.

The undersigned is directed to say that the services of suitable officers from Central Government Departments/Offices are required for filling up of two posts of Junior Account on deputation basis in the erstwhile Pay Band-1 (Rs. 5,200-20,200/-) + Grade Pay of Rs. 2400/- as per 6th CPC and level -4 (Rs. 25,500-81,100/-) as per 7th CPC in the Headquarters Office of the Registrar General, India at New Delhi.

2 The particulars/ eligibility condition for appointment to this post are given in Annexure-I. The pay of the candidate selected for appointment on deputation will be regulated in accordance with the provisions contained in the Department of Personnel & Training O.M. No. 2/12/87-Estt (Pay. II) dated 29.04.88 as amended from time to time. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall not exceed three years. Those who are of the age of 56 years or above need not apply.

3 Names of the suitable Officers who are eligible/willing and who can be spared may be sent to the undersigned in the given Proforma (Annexure-II), within 45 days from the date of its publication in the Employment News / Rozgar Samachar along with their attested copies of C.R. Dossiers for the last 5 years, vigilance clearance/Integrity certificate and cadre clearance. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

The applications received after the prescribed date or without CR Dossiers/Vigilance Clearance etc will not be entertained.

(Kulvinder Singh)
Under Secretary to the Govt. of India

Copy to:

1. All the Ministries/Departments of Govt. of India.
2. All Heads of Divisions/Sections of RGI's Office/All DCO's including Language Division.
3. Assistant Director, Room No 293, Directorate of Advertisement & Visual Publicity, Ministry of Information & Broadcasting, Suchana Bhawan, CGO complex, IInd Floor, Lodhi Road, New Delhi. It is certified that as per the terms and conditions this office will make the payment towards the publication charges as agreed upon.
4. The Assistant Director, Hindi Section, Sewa Bhawan for providing Hindi version for the circular.
5. Notice Boards at NDCC-II Building, R.K. Puram, Pushpa Bhawan, Sewa Bhawan, New Delhi.
6. Circular File.

Annexure-I

Name of the post : Junior Accountant
No. of Posts : 02
Pay scale : Erstwhile Pay Band-1 (Rs. 5,200-20,200/-) + Grade Pay of Rs 2400/- as per 6th CPC and in level-4 (Rs. 25,500-81,100/-) of the 7th CPC
Method of Recruitment: Deputation
Eligibility:

Post	Method of recruitment
Junior Accountant	Deputation: **Education and other qualification required for direct recruits** NA **Deputation** Officers under the Central Government or State Government:- (a) (i) holding analogous post on regular basis in the parent cadre or department: or (b) Having eight years service in the grade rendered after appointment thereto on a regular basis in the pay Band PB_1 of Rs. 5,200-20,200/- Grade Pay Rs. 1900/- or equivalent in the parent cadre or department: and (c) Possessing three years experience in each Accountant and Budget work. **Desirable:** **Successful completion of training in Cash and Accountant work in the Institute of Secretariat Training and Management or equivalent.** **Note 1.** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years. **Note 2.** The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. **Note 3.** For the purpose of appointment by deputation basis, the service rendered on a regular basis by an officer prior to 1.01.2006 or the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to the service rendered in the corresponding grade pay/pay scale extended basis on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts (s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

कुलविंदर सिंह/KULVINDER SINGH
अपर सचिव/Under Secretary
भारत के महारजिस्ट्रार का कार्यालय
O/o the Registrar General, India
गृह मंत्रालय/M/o Home Affairs
पश्चिमी खंड-1, आर.के. पुरम, नई दिल्ली-110066
West Block-1, R.K. Puram, New Delhi-110066

Annexure -II

BIO-DATA PROFORMA

APPLICATION FOR THE POST OF:-

1. Name and address in Block Letters :-	
2. Date of Birth (in Christian era) :-	
3. Date of retirement under Central / State Govt. rules:	
4. Educational Qualification :-	
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).	
6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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/Instt./Orgn.	Post held	Form	To	Scale of pay and basis pay	Nature of Duties

8. Nature of present employment i.e. Ad-hoc/temporary or quasi-permanent /permanent.	
9. In case the present employment is held on deputation / contact 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.	
10. Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertakings (e) Universities	
11. 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.	
12. Present total emoluments per month.	
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose as separate sheet, if the space is insufficient.	
14. Whether belongs to SC/ST.	
15. Remarks.	

Note:-Incomplete applications and not counter signed by Head of Office/ Employer will not be entertained.

Signature of Candidate
Address.....
.....

Date.....

Countersigned .....
(Employer)

कुलविंदर सिंह/KULVINDER SINGH
अवर सचिव/Under Secretary
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