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No.A-12018/4/2023-Estt.
Government of India
Department of Personnel & Training
**Staff Selection Commission**
Block No. -12, CGO Complex,
Lodhi Road, New Delhi-110003.
Dated : 28th March,2024

## OFFICE MEMORANDUM

**Sub:- Filling up 05 ex-Cadre posts of Accounts Officer in various Regional Offices of Staff Selection Commission on deputation basis.**

Staff Selection Commission(HQ) invites applications for filling up 05 (five) ex-Cadre posts (Group 'B') of **Accounts Officer** in Regional Offices Staff Selection Commission on deputation basis. The details of the posts along with the eligibility criteria, education qualification/experience etc. required for each posts is given in the enclosed **Annexure-I.**

2. The appointment will be made on deputation basis initially for a period of 03 years, which can be extended for a period not exceeding seven years, and will be governed by instructions issued vide DoPT vide OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time. The fixation of pay/deputation (duty) allowance shall be governed by instructions issued by DoPT from time to time.

3. The maximum age limit on deputation shall not exceed 56 years as on closing date of receipt of application by the Commission. The Commission reserves the right not to fill up any or all the above vacancies.

4. The application in the prescribed pro-forma **(Annexure-II),** together with all necessary documents i.e. cadre clearance, vigilance clearance, copies of APARs etc. and 'Certificate from the Employer' should reach to the undersigned, through proper channel, within 2 months from the date of publication of the advertisement in Employment News.

5. It is clarified that any form of conditional forwarding from the employer or applications received without prescribed documents and 'Certificate of Employer' will be rejected.

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6. The applicants must ensure that their application(s) should reach SSC(HQ) through proper channel by the last date prescribed for receipt of applications. However, they may also send an advance copy of the application(s) to SSC well before the last date prescribed and ensure forwarding of their application through proper channel promptly.

7. This may kindly be given wide publicity.

Encl:- As above.

Swati
28/3/24
(Swati)
Under Secretary (Estt.)

To:-

1. All the Ministries/Departments/Organizations of the Govt. of India.

Copy for information to:-

1. Ms. Jasmine, Under Secretary (Estt.B), Department of Personnel & Training, North Block, New Delhi.

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**ANNEXURE-I**

**Eligibility criteria for Accounts Officer : -**

| S.No. | Name of Post & Pay Scale | Qualification/Requirements | No. of posts/Regional Offices |
|---|---|---|---|
| 1. | **Accounts Officer** Group B, Gazetted, Non-Ministerial Level-7 (Rs.44,900 – 1,42,400) | **Deputation** a) officers under the Central Government:-i. holding analogous posts on regular basis in the parent cadre/department or ii. with 5 years' service in the grade rendered after appointment thereto on regular basis in Pay Level-5 or equivalent in the parent cadre/department; and<br>b) Possessing any one of the following qualifications: -<br>i. A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government;<br>ii. Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years experience in Cash, Accounts and Budget work.<br>**Note-1** 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/department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the last date of receipt of applications | 05 posts- 01 post each in ROs mentioned as under:<br>i)SSC(NR), New Delhi<br>ii)SSC(CR), Prayagraj<br>iii)SSCWR), Mumbai<br>iv)SC(ER), Kolkata<br>v)SSC(NER), Guwahati |

Last date for receipt of application will be 2 months from the date of publication of this advertisement in Employment Newspaper.

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**ANNEXURE-II**

**CURRICULUM VITAE: PROFORMA**

Please paste passport size photograph here

| | | |
|---|---|---|
| 1. | Name and address (In Block Letters) | |
| 2. | Post Applied for **(Separate applications are to be sent for different posts)** | |
| 2.1 | **Regional Office** in which post is Applied for | |
| 3. | Date of Birth (DD/MM/YYYY) | |
| 4. | Date of superannuation (DD/MM/YYYY) | |
| 5. | Status of your present employer (Pl. specify whether Central Govt./State Govt/Autonomous/Statutory Body/ PSU/others (specify)) | |
| 6. | Initial date of appointment in Govt. Service | |
| 7. | Office address with Telephone No. & email | |

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| | | |
|---|---|---|
| 8. | Residential Address with Telephone No. | |
| 9. | Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held | |
| 10. | Educational Qualifications | |

11. Please State clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)

| | | Qualification/Experience required | Qualifications/Experience possessed by the officer |
|---|---|---|---|
| Essential | 1. | | |
| | 2. | | |
| | 3. | | |
| Desirable (wherever applicable) | a. | | |
| | b. | | |
| | c. | | |

12 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 | From | To | Scale of Pay and basis pay in old pay band. | Nature of duties (In details) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

| | | |
|---|---|---|
| 13. | Nature of present employment i.e., ad-hoc or Temporary or Quasi-Permanent or | |

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| | | |
|---|---|---|
| | Permanent | |
| 14. | In case of present employment is held on deputation/contract basis, please state;<br>A. The date of initial appointment.<br>B. Period of appointment on deputation/contract<br>C. Name of the parent office/organization to which you belong. | |
| 15. | Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade. | |
| 16. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale. | |
| 17 | Total emoluments as per month now drawn | |
| 18 | Additional information, if any, which you would like to mention in support of your suitability for the post, (This among other things may provide information with regard to<br>(i) additional academic qualification<br>(ii)Professional training and<br>(iii) work experience over and above | |

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| | | |
|---|---|---|
| | prescribed in the vacancy circular/Advertisement).<br><br>(Note: Enclose a separate sheet, if the space is insufficient) | |
| 19 | Please state whether you are applying for Deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for short Term Contract.) | |
| 20 | Remarks (The candidates may indicate Information with regard to<br><br>(i) Research publications and reports and special projects<br><br>(ii) Awards/Scholarship/Official Appreciation<br><br>(iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate Sheet if the space is insufficient) | |
| 21 | Please sate briefly how you find yourself best suitable for the posts applied for: | |
| | | |

I have carefully gone through the vacancy circular/advertisement, and I understand the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information

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furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Signature: _____

Name: _____

Date: -

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**No. A-12018/4/2023-Estt.**
**Government of India**
**Department of Personnel & Training**
**Staff Selection Commission**

Block No. -12, CGO Complex,
Lodhi Road, New Delhi-110003.
Dated:- 28th March,2024

## OFFICE MEMORANDUM

**Sub:- Filling up 07 ex-Cadre posts of Accountant in various regional offices of Staff Selection Commission on deputation basis.**

Staff Selection Commission(HQ) invites applications for filling up 07 (seven) ex-Cadre posts (Group 'B') of **Accountant** in 07 Regional Offices of Staff Selection Commission on deputation basis. The details of the posts along with the eligibility criteria, education qualification/experience etc. required for each posts is given in the enclosed **Annexure-I.**

2. The appointment will be made on deputation basis initially for a period of 03 years, which can be extended for a period not exceeding seven years, and will be governed by instructions issued vide DoPT vide OM No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time. The fixation of pay/deputation (duty) allowance shall be governed by instructions issued by DoPT from time to time.

3. The maximum age limit on deputation shall not exceed 56 years as on closing date of receipt of application by the Commission. The Commission reserves the right not to fill up any or all the above vacancies.

4. The application in the prescribed pro-forma **(Annexure-II),** together with all necessary documents i.e. cadre clearance, vigilance clearance, copies of APARs etc. and 'Certificate from the Employer' should reach to the undersigned, through proper channel, within 2 months from the date of publication of the advertisement in Employment News.

5. It is clarified that any form of conditional forwarding from the employer or applications received without prescribed documents and 'Certificate of Employer' will be rejected.

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6. The applicants must ensure that their application(s) should reach SSC(HQ) through proper channel by the last date prescribed for receipt of applications. However, they may also send an advance copy of the application(s) to SSC well before the last date prescribed and ensure forwarding of their application through proper channel promptly.

7. This may kindly be given wide publicity.

Encl:- As above.

Swati
28/3/24
(Swati)
Under Secretary (Estt.)

To:-

All the Ministries/Departments/Organizations of the Govt. of India.

Copy for information :-

1. Ms. Jasmine, Under Secretary (Estt.B), Department of Personnel & Training, North Block, New Delhi.

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**ANNEXURE-I**

**Eligibility criteria for Accountant : -**

| S.No. | Name of Post & Pay Scale | Qualification/Requirements | No. of posts/Regional Office |
|---|---|---|---|
| 1. | Accountant Group B, Non-Gazetted, Non-Ministerial Pay Level-6 (Old pay band: PBII Rs.9300-34800/- with the grade pay of Rs.4200/-) | Officers under the Central Government: -<br>(i) Upper Division Clerks of CSCS with 10 Years' service in the grade, who have undergone training in Cash & Account work in the Institute of Secretariat Training & Management or equivalent and possess 8 Years' experience of Cash, Accounts and Budget work.<br><br>(ii) Failing (i) above, officers under the Central Govt. holding analogous posts; or SAS, Accounts or SAS passed clerks from any of the Organized Accounts Department. | 07 posts-01 post each in ROs mentioned as under:<br>i)SSC(NWR), Chandigarh<br>ii)SSC(MPR), Raipur<br>iii)SSC(WR), Mumbai<br>iv)SC(ER), Kolkata<br>v)SSC(NER), Guwahati<br>vi)SSC(SR), Chennai<br>vii)SSC(KKR), Benagluru |

Last date for receipt of application will be 2 months from the date of publication of this advertisement in Employment Newspaper.

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**ANNEXURE-II**

## CURRICULUM VITAE: PROFORMA

Please paste passport size photograph here

| | | |
|---|---|---|
| 1. | Name and address (In Block Letters) | |
| 2. | Post Applied for **(Separate applications are to be sent for different posts)** | |
| 2.1 | **Regional Office** in which post is Applied for | |
| 3. | Date of Birth (DD/MM/YYYY) | |
| 4. | Date of superannuation (DD/MM/YYYY) | |
| 5. | Status of your present employer (Pl. specify whether Central Govt./State Govt/Autonomous/Statutory Body/ PSU/others (specify)) | |
| 6. | Initial date of appointment in Govt. Service | |
| 7. | Office address with Telephone No. & email | |

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| | | |
|---|---|---|
| 8. | Residential Address with Telephone No. | |
| 9. | Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held | |
| 10. | Educational Qualifications | |

11. Please State clearly whether in the light of entries made by you below, you meet the requisite Essential Educational and other qualifications and work experience required for the post (if any qualifications have been treated as equivalent to the one prescribed in the Rules. State the authority for the same)

| | | Qualification/Experience required | Qualifications/Experience possessed by the officer |
|---|---|---|---|
| Essential | 1. | | |
| | 2. | | |
| | 3. | | |
| Desirable (wherever applicable) | a. | | |
| | b. | | |
| | c. | | |

12 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 | From | To | Scale of Pay and basis pay in old pay band. | Nature of duties (In details) |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

| | | |
|---|---|---|
| 13. | Nature of present employment i.e., ad-hoc or Temporary or Quasi-Permanent or | |

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| | | |
|---|---|---|
| | Permanent | |
| 14. | In case of present employment is held on deputation/contract basis, please state;<br>A. The date of initial appointment.<br>B. Period of appointment on deputation/contract<br>C. Name of the parent office/organization to which you belong. | |
| 15. | Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade. | |
| 16. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale. | |
| 17 | Total emoluments as per month now drawn | |
| 18 | Additional information, if any, which you would like to mention in support of your suitability for the post, (This among other things may provide information with regard to<br>(i) additional academic qualification<br>(ii)Professional training and<br>(iii) work experience over and above | |

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| | | |
|---|---|---|
| | prescribed in the vacancy circular/Advertisement).<br><br>(Note: Enclose a separate sheet, if the space is insufficient) | |
| 19 | Please state whether you are applying for Deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for short Term Contract.) | |
| 20 | Remarks (The candidates may indicate Information with regard to<br><br>(i) Research publications and reports and special projects<br><br>(ii) Awards/Scholarship/Official Appreciation<br><br>(iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate Sheet if the space is insufficient) | |
| 21 | Please sate briefly how you find yourself best suitable for the posts applied for: | |
| | | |

I have carefully gone through the vacancy circular/advertisement, and I understand the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information

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furnished above is correct and true to the best of my knowledge. In event of my selection, I shall abide by terms and conditions of the services attached to the post.

Signature: _____

Name: _____

Date: -