

**F. No. A-12023/1/2006-Estt.II**  
**Government of India**  
**Staff Selection Commission(Eastern Region)**

**Nizam Palace, 1<sup>st</sup>M.S.O.Building (8<sup>th</sup> floor)**  
**234/4, A.J.C.Bose Road, Kolkata-700 020.**

**Dated January, 2013.**

**VACANCY CIRCULAR**

**Subject:-**Filling up the post of Accountant and LDCs in the Staff Selection Commission(Eastern Region), Kolkata on deputation basis-reg.

Applications are invited for filling up the following posts on deputation basis from suitable officials working in Central Government Offices to the Staff Selection Commission(Eastern Region) at Kolkata:-

Sl. No.	Name of the Post	Pay Scale	No. of Posts
01.	Accountant	PB-II(9300-34800) Grade Pay 4200/-	01
02.	LDC	PB-I(5200-20200) Grade Pay 1900/-	03

The maximum age limit for appointment on deputation shall not exceed 56(fifty six) years as on closing date of receipt of application.

Requisite Qualifications/Experience & Service conditions required for the aforesaid posts are given in the annexure:-

The selected candidate will be appointed on deputation basis for a period of three years. The deputation will be governed by the terms & conditions as contained in the Deptt. of Personnel & Training's O.M. No. 2/29/91-Estt.(Pay-II) dated 05/01/94 as amended time to time. Officials who volunteer for the posts will not be permitted to withdraw their name later.

Application from eligible candidates, who are desirous of being considered for appointment, may be forwarded to **The Under Secretary(Estt-II), Staff Selection Commission,(Department of Personnel& Training), Block No.12, CGO Complex, Lodi Road, New Delhi-110003 within a period of 45 days from the date of publication of this vacancy circular in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.**

The information by the candidate in his bio-data is to be certified by the office in the attached proforma. Incomplete information of those not accompanied with attested copies of ACRs for the last five years and vigilance clearance and not received through proper channel are liable to be rejected.

This issues with the approval of Competent Authority.

( Parshotam Singh )  
UNDER SECRETARY(ESTT.II)

Copy to:-

01. All Department of Government of India.
02. US, Estt.(B), DoP&T, North Block, New Delhi.

**ANNEXURE-I**

Requisite qualifications/experience and service condition required for the following post:-

01.	Accountant	A)	Regular UDC with eight years service in the Grade in present Cadre/Deptt. and who have undergone training in Cash & Accounts work at ISTM or equivalent of Cash & Accounts and Budget work.
		B) (a)(i)	Holding analogous post on regular basis in the parent cadre or department or Central Government offices;
		(ii)	with three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9300-34800/- + Grade Pay of Rs. 4200/- (pre-revised scale of pay of Rs. 5000-8000/-) or equivalent in the parent cadre or department;
		(iii)	with six years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5200-20,200/- + Grade Pay of Rs. 2800/- (pre-revised pay scale of Rs. 4500-7000/-) or equivalent in the parent cadre or department or
		(iv)	with eight years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5200-20,200/- + Grade Pay of Rs. 2400/- (pre-revised pay scale of Rs. 4000-6000/-) or equivalent in the parent cadre or department and
		(b)	who have undergone training in Cash Accounts work in the ISTM or equivalent and possesses three years experience of Cash & Accounts and Budget work.
02.	LDC		Holding analogous post in Central Govt. Office. Pay Band-1(5200-20200)Grade Pay Rs. 1900/-

**CURRICULUM VITAE PROFORMA**

01.Name& Address (in Block Letters) :

02.Date of Birth (in Christian Era) :

03. Date of retirement under Central/ :  
State Govt.

04.Educational Qualifications :

05.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)

	<b><u>Qualifications/Experience Required</u></b>	<b><u>Qualifications/Experience possessed by the officer</u></b>
Essential	(1) (2) (3)	
Desired	(1) (2)	

06.Please state clearly whether in the light  
of entries made by you above, you meet  
the requirement of the post

07.Details of Employment in chronological order. Enclose separate sheet duly  
authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

-: 2 :-

08. Nature of present employment i.e. Ad-hoc :  
Temporary or Quasi-Permanent or Permanent

09. 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 present office/organisation to which you belong

10. Additional details about present employment.  
Please state whether working under (indicate the name  
of your employer against the relevant column)

- a)
- b)
- c)
- d)
- e)
- f)

11. Please state whether you are working in the same  
Department and are in the feeder grade or feeder to  
Feeder Grade :

12. 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:

13. Total emolument per month now drawn:

14. 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)

- i) Additional Academic Qualifications
- ii) Professional training and
- iii) Work experience over and above prescribed in the Vacancy Circular/  
Advertisement.

(Note: Enclose a separate sheet, if the space is insufficient)

15. 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 Organisations are eligible only for  
Short Term Contract).

Contd.....3/-

16. Whether belongs to SC/ST:

17. Remarks (The candidates may indicate information With regard to (i) Research publications and report and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) Any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that 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.

Signature of the candidate.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

Countersigned.  
(Employer with seal)