

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/ 873

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Dated, the 18th December 2015
21th

CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

S. No	Letter No. & Organization	Date	Deputation post with scale	Eligibility
1.	O.M. No. A-12023/1/2014-E.I dated 24.11.2015. Central Water Commission, M/o Water Resources, New Delhi		Accounts Officer In the PB-3 (Rs.15600-39100) with GP Rs. 6600	(A) (i).Officer holding analogous post on regular basis in the parent cadre or department. (ii) with five years' regular service in grade rendered after appointment thereto on a regular basis in PB-3 with Grade pay 5400 or equivalent in the parent cadre or department (B) (i) pass in the Subordinate Account Service/Junior Accounts Officer (Civil) Examination or equivalent examination conducted by any of the organized Accounts Department of the Central Government. (ii) successful completion of training in Cash and accounts work conducted by the Institute of Secretariat Training and Management or from any other recognized institution or qualified Chartered Accountant or Cost Accountant or Masters in Business administration (Finance) with five years' experience in accounts and Audit work in the Central Government or Union Territory of Autonomous Bodies or Universities or Public sector undertaking).

The applications of willing and eligible officers may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 may be kept in view.

Encl: As above
To,

Sr.AO (ITD)-For website.


(Chander Prakash)
Account Officer (Gr 'B')

No. A-12023/1/2014-E.I
Government of India / भारत सरकार
Ministry of Water Resources, RD & GR
जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय
(Establishment/स्थापना-1)

Shram Shakti Bhawan, Rafi Marg,
New Delhi the dated 24th Nov, 2015

OFFICE MEMORANDUM

Subject:- Selection of an officer for appointment on deputation to the post of Accounts Officer in CENTRAL WATER COMMISSION, an attached office of the Ministry of Water Resources, RD & GR.

The undersigned is directed to say that one post of Accounts Officer in Central Water Commission, an attached office of the Ministry of Water Resources, in the scale of pay in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay Rs. 6,600 is required to be filled up on deputation basis from amongst suitable officers working in Central / State Governments / Organised Accounts Service and fulfilling the following eligibility criteria:-

(a) (i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years' regular service in grade rendered after appointment thereto on a regular basis in pay band-3 (Rs. 15,600-39,100) and grade pay of Rs. 5,400 or equivalent in the parent cadre or department; and

(b) possessing any one of the following qualifications (applicable in the case of officers belonging to the Central Government or the State Government other than Organised Accounts Service):-

(i) pass in the Subordinate Account Service/Junior Accounts Officer (Civil) Examination or equivalent examination conducted by any of the organized Accounts Department of the Central Government;

(ii) successful completion of training in Cash and Accounts work conducted by the Institute of Secretariat Training and Management or from any other recognized institution or qualified Chartered Accountant or Cost Accountant or Masters in Business Administration [Finance] with five years' experience in Accounts and Audit work in the Central Government or Union Territory or Autonomous Bodies or Universities or public sector undertaking.

4634/09/12/15
SH. Anup

4634/09/12/15
SH. Anup

मंत्रालय/असंलग्न, प्रशासन एवं योजना शाखा जल संसाधन, नदी विकास एवं गंगा संरक्षण C.C.A. R&D Branch, RD & GR, Deptt. of Exm.
07 DEC 2015
आपकी हस्ता/ Dy. No. 17076

2. 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 Central Government shall ordinarily not exceed 3 (three) years. The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date prescribed for receipt of applications.

3. The Accounts Officer of Central Water Commission is responsible for ensuring financial regularities of the transactions and maintenance of accounts of transactions of the Commission. His duties, *inter-alia*, include overall supervision of Accounts and Budget Sections of the Commission, tendering advice to senior authorities on matters relating to finance and accounts, monitoring of expenditure and recovery etc. The Head Quarters of this post is presently located in Delhi.

4. The pay of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 22/9/91-Estt.(Pay-II), dated 05.01.1994 as amended from time to time. In case of State Government officers whose pay scales have been revised after 01.01.1973 by merging the D.A. etc., the pay and allowances would be, *inter-alia*, governed in terms of Department of Personnel & Training's O.M. No. 1/4/84-Estt. (Pay-II), dated 26.12.1984 as amended from time to time. The selected officer will likely to be posted in Central Water Commission (HQ), New Delhi.

5. It is requested that the post may be circulated amongst all concerned Department/Organisation and the applications of the interested and eligible officers, who can be spared in the event of their selection may be forwarded to this Ministry in the enclosed proforma (5 copies) along with (i) complete upto-date Confidential Report dossiers containing CRs upto 31.3.2015, (ii) Integrity Certificate in the prescribed proforma (iii) Certificate to the effect that no vigilance/disciplinary proceedings are either pending or contemplated against the officer and (iv) statement indicating the penalties, if any, imposed during the last 10 years. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications, complete in all respects may be sent to the *Under Secretary (E-I), Ministry of Water Resources, Room No. 435, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001* within 30 days from the date of Publication in Employment News. Incomplete application or applications received after the stipulated date will not be entertained. Details are also available on this Ministry's website www.mowr.gov.in.


(A. K. KAUSHIK)

Under Secretary to the Government of India
Tel. No. 2371 6928

APPLICATION FOR THE POST OF ACCOUNTS OFFICER, CENTRAL WATER COMMISSION

1. Name and Address in block letters :
2. Date of birth (in Christian Era) :
3. Date of retirement under Central / State Government 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).

	Qualifications / Experience required	Qualification / Experience possessed by the officer
1.		
2.		
3.		

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
7. Details of past service in chronological order (please enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Name of office/ organization	Post held	Period for which post held		Scale of Pay and basic pay	Nature of duties, in brief
		From	To		

8. Nature of present employment, i.e. ad-hoc or temporary 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 / organisation to which you belong

10. Additional details about present employment:

Please state whether working under-

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
Universities

11. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your's suitability for the post. Enclose a separate sheet, if required.

14. Whether belongs to SC / ST

15. Remarks

Signature of the candidate

Address _____

Date _____
Countersigned _____
(Employer)

Contd...3/-

VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

1. It is certified that the information furnished by Shri / Ms _____ has been checked as per the service record of the individual and found correct.
2. Records of service of Shri /Ms _____ who has applied for the post of Accounts Officer, Central Water Commission has been carefully examined and it is certified that there is no doubt about his/her integrity.
3. Neither any disciplinary proceedings are pending nor has a decision been taken to initiate disciplinary proceedings against Shri/Ms. _____ who has applied for the post of Accounts Officer, Central Water Commission.
4. In the event of his/her selection, Shri/Ms _____ will be relieved of his/her duties in this Office.

Dated the _____

(Signature with office seal)
Name:
Designation:
Tel. No.

Note: Incomplete applications or applications not in accordance with the format/particulars will not be entertained.

Statement of penalties for the last ten years in respect of

Shri / Ms _____

Sl. No.	Name of the penalty	Details of penalty	Period	Remarks

Dated the _____

(Signature with office seal)
Name:
Designation:
Tel. No.

Note: Kindly furnish 'NIL' statement if no penalty has been imposed.