



सत्यमेव जयते

प्रधान मुख्य लेखा नियंत्रक कार्यालय
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
प्रधान लेखा कार्यालय (प्रशासन), गृह मंत्रालय
PRINCIPAL ACCOUNTS OFFICE (ADMN.),
MINISTRY OF HOME AFFAIRS

सं./No. : 10-64/Dep/Acctt/Req/Pr.AO/Admn/MHA/14/2021/1257

दिनांक / Dated : 08/07/2021

To,

The Section Officer (IT),
NIC (Wing), MHA,
North Block, New Delhi-01.

Sub: - Uploading of Vacancy Circular on MHA's Website-regarding

Sir,

Please find enclosed herewith the copy of this office Vacancy Circular No.10-64/Dep/Acctt/Req/Pr.AO/Admn/MHA/2021/723 dt. 25.05.2021 with the request to upload the same on MHA's Website & National Career Service (NCS) portal:-www.ncs.gov.in. The said advertisement is about filling up of vacancies in the grade of Accountant in Level-05 (Revised), {PB-1(Rs.5200-20200) plus GP Rs.2800/-(Pre-revised)} purely on deputation basis in this office.

This issues with the approval of the Competent Authority

Encl : as above

Yours faithfully

(J. B. Gothwal)

Sr. Accounts Officer (Admn)

कक्ष संख्या 6, ओपन गैलरी, दूसरी मंजिल, एमडीसी नेशनल स्टेडियम, नई दिल्ली - 110002

Room No. 6, Open Gallery, 2nd Floor, MDC National Stadium, New Delhi- 110002

Ph.: 23382522, 23382549, Tele Fax : 23382559 | E-mail : praoadmn-mha@mha.gov.in



Office of the Principal Chief Controller of Accounts
Principal Accounts Office (Admn)
Ministry of Home Affairs, GOI,
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No.10-64/Dep/Acctt/Req/Pr.AO/Admn/MHA/2021/723

Dt. 25/05/2021

VACANCY CIRCULAR

Sub:- Filling up of posts of Accountant purely on transfer on deputation basis in O/O Principal Chief Controller of Accounts (Home)

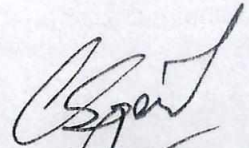
Office of the Principal Chief Controller of Accounts (Home), Principal Accounts Office (Admn.), M/O Home Affairs proposes to fill up some vacant posts of Accountant in particular Stations of DAO, MHA purely on transfer on deputation basis by taking persons of appropriate grade from Other Organized Accounts Services, Central Government, State Government or Autonomous Body which are fully funded by Central or State Government as per details mentioned below :-

Post	Grade Classification /	Pay Matrix/pre-revised band/Grade Matrix	Name of Station where vacancy of Accountant to be filled on transfer on deputation basis.
Accountant	General Central Service, Group –C (Non-Gazetted), Ministerial	Level-05 (Revised) {Pay Band –I ,Rs.5200-20200 + Grade Pay Rs.2800/- (Pre-revised)}	Delhi, Shillong, Jammu, Dadar & Nagar Haveli, Agartala, Gandhinagar Kolkata, Siliguri, Srinagar, Chennai, Ranchi, Hyderabad, Patna, Raipur, Guwahati, Chandigarh.

- The details of eligibility and other conditions for the above post are given in (Annexure-I).
- The format of application is appended as Annexure-II.
- Certificate to be recorded by employer / Cadre Controlling Authority while forwarding the application as Annexure – III.
- The tenure of deputation will be initially for a period of three years but is extendable as per DOP&T's guidelines in this regard.
- The deputation will be subject to vacancy circulation. The terms & conditions of deputation will be governed by the instructions issued by the Department of Personnel and Training vide OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 on the subject and subject to amendments made thereon. The period of deputation will include 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 appointment will not bestow on the appointee on deputation any claim for regular appointment.

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7. The age of applicant shall not exceed 56 years as on the closing date of receipt of application as per DOP&T Om No. AB-14017/11/2017-Estt(RR) dated 05/12/2018.
8. The selection of the eligible officials will be purely on deputation basis and selected officials will have no right to claim for permanent absorption in O/O Pr.CCA(Home).
9. The applicants to the post should have basic working knowledge of computer particularly in all the modules of MS Office including E-office etc.
10. The application of willing and eligible officials whose services could be spared immediately, may be sent along with attested copies of ACRs / APARs for the last 5 years and Vigilance Clearance Certificate through proper channel to Sr. AO(Admn.), Office of Pr.AO(Admn.), MHA Room No. 6, MDCN stadium, India Gate, New Delhi- 110002 so as to reach this office within period of 60 days from the date of publication of this Vacancy Circular in the Employment News. Incomplete applications and application received after last date shall not be considered.
11. All the details in this regard may also be obtained from <http://mha.nic.in/vacancies> and National Career Service(NCS) portal:-www.ncs.gov.in.



(J. B. Gothwal)
Sr. Accounts Officer (Admn)

Eligibility criteria for the post of Accountant to be filled up by deputation basis in DAO, MHA:-

Post	Duties and Responsibility	Eligibility criteria
Accountant	As per the CCAS Recruitment Rules (Accountant and Sr. Accountant)-2010. However, the candidates should be well versed with Accounts/ Establishment/ Administration work etc. Preference will be given to the candidates having knowledge of computers.	<p>Applicant must be of appropriate grade (analogous post) from Other Organized Accounts Services, Central Government, State Government or Autonomous Body which are fully funded by Central or State Government and also :-</p> <p>i) holding analogous post in the pre-revised Pay Band-I, Rs.5200- 20200 plus Grade Pay Rs. 2800/- (Pay Level-05, revised) on regular basis; or equivalent grade</p> <p>(or)</p> <p>(ii) serving in the pre-revised Pay Band-I (Rs. 5200-20200) plus Grade Pay Rs. 2400/- (Pay Level-04 revised) having minimum three years regular service in the grade</p> <p>or</p> <p>(iii) LDCs/equivalent grade in the Pay Band-I (Rs. 5200-20200) plus Grade Pay Rs.1900/- (Pay level-02 revised) having minimum five years regular service.</p> <p>(iv) The minimum qualification for the post of Accountant is Bachelor's Degree from a recognized university.</p> <p>Note-I :- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department in the Central Govt. shall not exceed three years.</p> <p>Note-II:- The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note :-III:- The option of permanent absorption as Accountant in CCAS is not available to the applicants applied for the subject deputation.</p>

THE FORMAT OF APPLICATION

1	Name of applicant with designation and complete office address(in block letters), e-mail & telephone no./Mobile No.	Photo
2	Present Pay Level/Pay Band & Grade Pay	
3	Date of Birth (in Christian Era)	
4	i) Date of entry into Government ii) Date of retirement under Central/State Government Rules	
5	Educational Qualification	
6	Other Qualification, if any	

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

Office	Post held on regular basis	From	To	Level in Pay Matrix/Pay Band & Grade Pay of the post held on regular basis	Nature of duties(in detail) highlighting experience required for the applied post

08. Details of ACP/MACP with present Pay Level/ Pay Band & Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

Office	Level in Pay Matrix/ Pay Band & Grade Pay drawn under ACP/MACP Scheme	From	To

09 Whether Permanent or Temporary

10 In case the present employment is held on deputation basis, please state:-
a) The date of initial appointment
b) Period of appointment on deputation
c) Name of the parent Office organization to which the applicant belongs
d) Name and pay of the post held in substantive capacity in the Parent organization.
Note: In case of officers already on deputation, the application of such officials should be forwarded by the parent cadre/department along with cadre clearance and integrity certificate

	under (indicate the name of your employer against the relevant column) a) Other organized Accounts Services b) Central Government c) State Government d) Autonomous Body full funded by Central or State Government	
12	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (Note: Enclose a separate sheet, if the space is insufficient)	
13	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished by me in the Curriculum Vitae is correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the Candidate)

Date _____

Note: The decision to accept or reject any application shall rest solely with this office and the applicant shall have no claim whatsoever.

Declaration by Applicant

1. I Hereby declare that my posting on deputation as Accountant in DAO, MHA shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in DAO, MHA in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or the contravention of any provisions in the rules/ orders governing the deputation.

Date :-

Place:-

(Signature of the Candidate)

**CERTIFICATE TO BE RECORDED BY EMPLOYER/CADRE
CONTROLLING AUTHORITY WHILE FORWARDING THE
APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his / her integrity.
5. It is certified that no disciplinary / vigilance case is either pending or contemplated against the applicant and he / she is clear from Vigilance angle.
6. It is certified that no Major / Minor penalty has been imposed or contemplated on him/ her during the last 10 years.

Date :-

Place:-

Signature of controlling Authority.....
Name
Designation.....
Telephone No.
Official Seal

Note :- All terms & conditions of deputation/ foreign service will be followed as per DOP&T OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and its amendments issued time to time.