

No. 12013/1/2010-Welfare
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi.
Dated the 19th August, 2015.

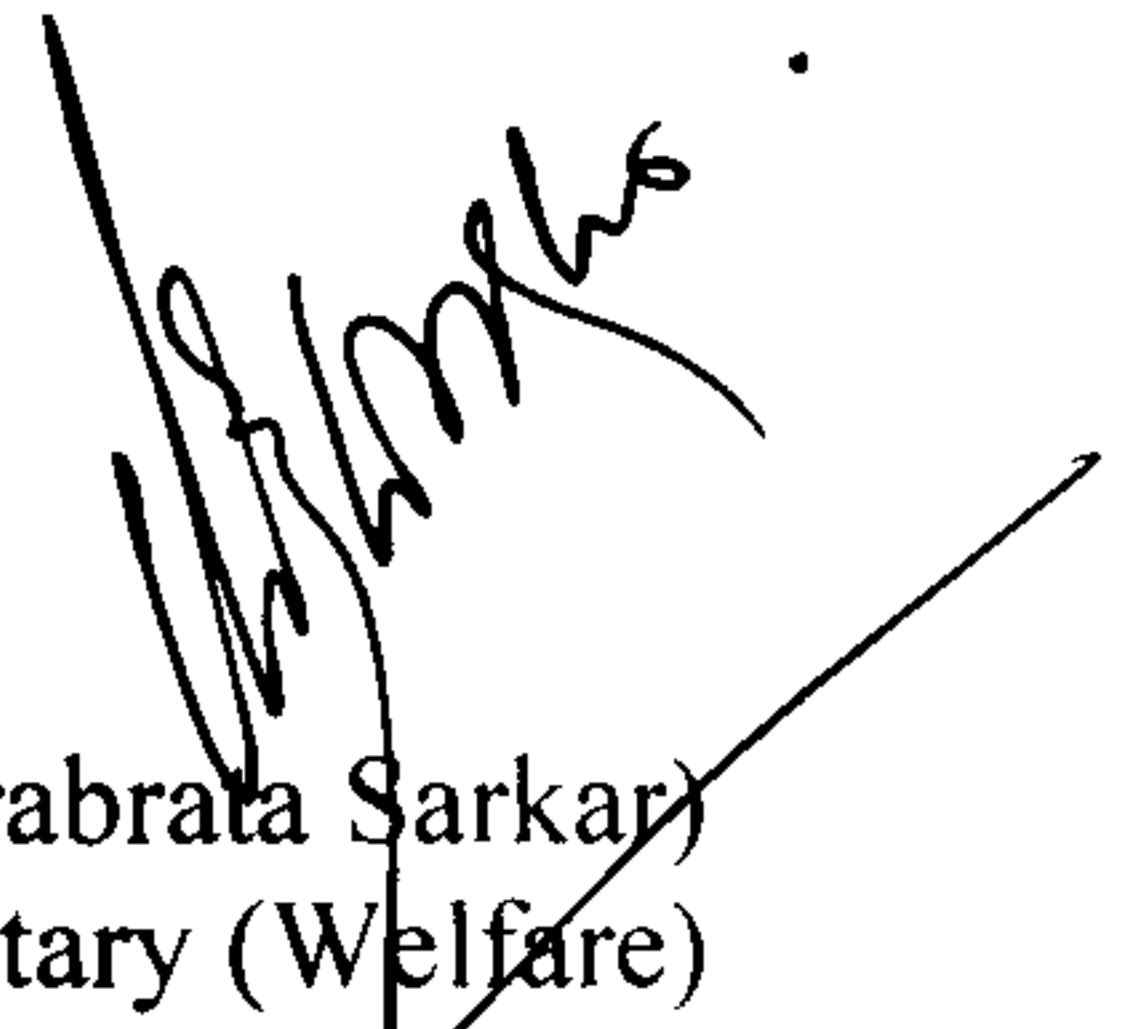
OFFICE MEMORANDUM

Subject: Filling up of the post of Accounts Officer in Grih Kalyan Kendra.

Grih Kalyan Kendra, a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions proposes to fill up the vacancy in the post of Accounts Officer in the pay scale of Rs.9300-34800 with Grade Pay of Rs.5400/- on deputation/contract basis from amongst the serving or retired Central Government officials. The terms and conditions and eligibility requirements of the post are given in the Annexure, enclosed.

2. Application on the prescribed proforma (Annexure-II), of the officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers) alongwith a copy of the recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of ACRs for the last 5 years duly attested on each page by Gazetted Officer, statement given details of major/minor penalties imposed on the officer, if any, may be addressed to the Under Secretary (Welfare), Department of Personnel and Training, Room No.361, Lok Nayak Bhawan, Khan Market, New Delhi-110003 so as to reach him on or before **05.10.2015**. Applications received after the last date or without the CRs or attested photocopies of the CRs or otherwise found incomplete will not be considered.

3. Hindi version will follow.


(Chirabrata Sarkar)
Under Secretary (Welfare)
Tele. No.24624821

To

All Ministries/Departments of the Government of India

**TERMS AND CONDITIONS FOR THE POST OF ACCOUNTS OFFICER
GRIH KALYAN KENDRA**

Name of the Post :	Accounts Officer, Grih Kalyan Kendra (The post is exempted from immediate absorption till 26 th July, 2019).
No. of Post :	One
Scale of Pay :	Rs. 9300-34800 + Rs. 5400 Grade Pay.
Age Limits :	(a) Not exceeding 56 years as on the closing date of receipt of applications for serving Central Government Officers for appointment on deputation (foreign service). (b) Not exceeding 62 years for retired Central Government officers as on closing date of receipt of applications for appointment on Contract basis.
Educational and Other Qualifications :	<p><u>Essential</u></p> <p>(i) Graduate from a recognized University with four years experience in Audit and Account matters. Or Post Graduate with 3 years experience in Audit and Account matter. Or CA (Inter) or ICWA (Inter) or MBA with 2 years experience.</p> <p>(ii) A pass in the SAS or equivalent examination Conducted by any of the organized Account Department of the Central Government. Or Successful completion of training in Cash and Accounts work in ISTM or equivalent and possess 3 years experience of Cash, Accounts and Budget work.</p> <p><u>Desirable</u></p> <p>(i) Preference will be given to candidates with B.Com/M.Com background. (ii) Knowledge of working on computers. Should be able to work on Tally programme.</p>
Method of Recruitment :	<p>Deputation (on foreign service) /Contract basis.</p> <p>(A) Deputation (on foreign service). Officers under the Central Government.</p> <p>(i) Holding the post of Sr. Accounts Officer/Accounts Officer/Assistant Accounts Officer on regular basis and having sufficient knowledge in Accounts matters. Or Holding the post of Section Officer/Junior Accounts Officer with 3 years of regular service in the grade and having sufficient knowledge in Accounts matters.</p> <p align="right">P.T.O.</p>

	<p>(ii) And having experience in the area of Accounting functions, adequate knowledge of Government Rules and Regulations. Knowledge of working on Telly on computers will be a desirable qualification.</p> <p>(B) Contract. In the case of Central Government retired officers, they should have retired as Accounts Officer or Assistant Accounts Officer from the Central Government and possess the qualifications and experience as mentioned above.</p>
Salary and Perquisites	<p>: (A) In case of Serving Officers:</p> <p>(i) The serving officers shall be governed by the Orders relating to appointment on deputation issued by the Department of Personnel and Training in their O.M No. 6/8/2009 – Estt.(Pay-II) dated 17.6.2010 as amended from time to time.</p> <p>(ii) Leave Salary and Pension Contribution will be paid by Grih Kalyan Kendra.</p> <p>(b) In case of retired Central Government officer:</p> <p>(i) Remuneration would be on the basis of last pay drawn by him on the date of retirement less the amount of entitled pension.</p> <p>(ii) An yearly rise in remuneration could be considered by the Board.</p> <p>(iii) Will be provided with non-STD residential telephone facility/reimbursement of telephone bills up to the limit as prescribed for Government servants at the level.</p>
Term of Engagement	<p>: (a) In case of serving officers, the period of Deputation shall not exceed four years.</p> <p>(b) In case of retired officers, appointment shall be on contract basis initially for a period of 2 years, which can be extended from year to year basis up to maximum of 5 years or till the age of 65 years whichever is earlier.</p>

**FORMET OF APPLICATION FOR THE POST OF
ACCOUNTS OFFICER IN GRIH KALYAN KENDRA**

PHOTO

1.	Name	
2.	Date of Birth	
3.	Contact No.	
4.	Corresponding Address	
5.	Date of Joining Govt. Service	
6.	Date of Retirement	
7.	Name of the Ministry/Department where working/retired.	
8.	Educational Qualification	(i) (ii) (iii)
9.	Details of knowledge of Computer.	

❖ **Brief particulars of work experience:**

S.No	Ministry/Department /Organization	Period (From – To)	Nature of work.
(i)			
(ii)			
(iii)			
(iv)			
(v)			

❖ **Details of Training Programmes Successfully completed:**

S.No	Name of Training	Name of the Institution	Contents covered in Training
(i)			
(ii)			
(iii)			

❖ **Details of Major/Minor Penalties imposed, if any.**

- (i)-----
- (ii)-----

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate
(Name)