

No. 25/47/2022-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110 003  
Dated: 14<sup>th</sup> October, 2022

OFFICE MEMORANDUM

**Subject: Filling up of the post of Accountant in the Inter-State Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis-reg.**

The undersigned is directed to circulate the Inter-State Council Secretariat, Ministry of Home Affairs' O.M. No. A-11011/1/2020-ISC (A) dated 14.07.2022 regarding filling up of one post of Accountant (Group 'B' Non-Gazetted) in Pay Level-6 in Inter-State Council Secretariat by transfer on deputation basis. The vacancy has also been published in the Employment News dated 1-7 October, 2022.

2. In case of any further clarification, applicants are requested to contact the concerned Department at:

**Shri Om Prakash Kumar, Under Secretary, Inter-State Council Secretariat (Ministry of Home Affairs), Vigyan Bhawan Annexe, New Delhi. Tel: 23022150.**

Encl: (1)

*Jayashree*  
14/10/22  
(Jayashree Chellamani)  
Under Secretary to the Govt. of India  
Tel. 24623157

To:

All Ministries/Departments (through DOPT's website).

No. A-11011/1/2020-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
Dated the 14 July, 2022

**OFFICE MEMORANDUM**

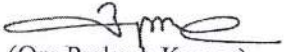
**Subject: Filling up the post of Accountant in the Inter-State Council Secretariat (Ministry of Home Affairs) by transfer on deputation basis.**

The undersigned is directed to state that one post of Accountant (Group 'B' Non-Gazetted) in this Secretariat in the Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up by transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure -I.

2. This vacancy may be circulated among the eligible employees and their applications in duplicate in the format enclosed in Annexure-II may be forwarded to the undersigned along with the following certificates/documents **within 60 days of publication of the Employment Notice in Employment News.**

- i. Attested copies of the ACRs/APARs for the preceding 5 years. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the ACR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.
- ii. Vigilance Clearance
- iii. Integrity certificate signed by an officer not below the rank of Under Secretary
- iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and incomplete with necessary certificates/documents and received after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.

  
(Om Prakash Kumar)

Under Secretary to the Govt. of India  
Tel. 23022150

To

- i. All Ministries/Department of the Govt. of India
- ii. Ministry of Home Affairs, Ad.II section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- iii. DOPT's website.
- iv. Notice Board, ISCS

ANNEXURE-I

No. A-110/1/2020-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)  
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Filling up the post of Accountant in the Inter-State Council Secretariat by transfer on deputation basis.

One post of Accountant in the Inter-State Council Secretariat, Ministry of Home Affairs is required to be filled up by transfer on deputation basis. The details of the post eligibility criteria and necessary terms and conditions are given below:-

1.	Name of the Post	Accountant
2.	No. of Post	One
3.	Classification of the Post	General Central Service Group 'B' Non-Gazetted
4.	Pay for the post	Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7 <sup>th</sup> CPC.
5.	Eligibility Criteria	(A) UDCs of CSCS with 8 years regular service in the grade; and (b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which, (B). Officers under the Central Government:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Pay Level-5 (Grade Pay of Rs. 2800) or equivalent in the parent cadre/department; (iii) with eight years' regular service in the grade rendered after appointment thereto in Pay Level-4 (Grade Pay of Rs. 2400) or equivalent in the parent cadre/department; and (b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' experience of cash, accounts and budget work.
6.	Period of deputation	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 the Central Government shall ordinarily not to exceed three years or amendment from time to time.
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on last date of submission of Application.
8.	Other conditions	The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

The application, along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded, through proper channel, in the prescribed proforma duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to 'The Under Secretary (Admn), Inter State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi-110011'

- i. Up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of the candidates for the last available five years duly attested by the officer not below the rank of the Under Secretary to the Govt. of India.
- ii. Vigilance Clearance
- iii. Integrity certificate signed by an officer not below the rank of Under Secretary
- iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

10. Additional information, if any, which the candidate would like to mention in support of his suitability for the post, a separate sheet may be enclosed, if the space is insufficient.

11. Whether belong to SC/ST/OBC

12. Remarks

Signature of the Candidate

Date.....

Address.....

.....

Email:

Mobile No.

**Countersigned by the Head of Office**

ANNEXURE-II

BIO-DATA PROFORMA

1. Name and address ( in block letters)
2. Date of Birth
3. Date of retirement
4. Educational qualifications
5. Experience possessed by the applicant
6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
  - i. Office/Institution/Organization
  - ii. Post Held
  - iii. From                      to
  - iv. Pay Level / Grade Pay
  - v. Nature of duties
7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent
8. If the present employment is held on Deputation/contract basis, specify;
  - a. The date of initial appointment
  - b. Period of appointment on Deputation/contract
  - c. Name of the parent office/  
  
Organization to which you belong
9. Details of Cash & Accounts Training in ISTM/pass in SAS or equivalent examination conducted by any of the organized Accounts Deptt. of the Central Government and possess three years experience of cash, accounts and budget work. A certificate to this effect may be attached.
10. Additional information if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
11. Whether belongs to SC/ST/OBC
12. Remarks

Signature of the Candidate  
Date.....