

Proforma for furnishing brief particulars of candidates for the post of Accounts Officer

1. Name (In Block letters) :
2. Date of birth :
3. Date of retirement under Central/State Govt. rules :
4. Educational and other Qualifications :
5. Name of the service to which the officer belongs :
6. Present post held, date from which held on regular basis, scale of pay and present pay :
7. Experience relevant to the post applied for :

8. Details of service:-

Name of post and scale of pay	Period	Deptt./Office	Nature of appointment i.e. whether on regular/Deputation/contract/ad-hoc basis	Nature of duties performed

9. Whether belongs to SC/ST :
10. Any other relevant information :
11. Whether he is likely to be transferred to reserve; and if so, the date thereof. (in case of Armed Forces Personnel):

Date:-

Signature of the candidate

Certified that the particulars furnished above by the officer have been verified from the records and found correct.

Signature of the forwarding authority  
with seal

F.No.A.12026/1/2009-A.I  
Government of India  
Ministry of Agriculture  
(Department of Agriculture & Cooperation)  
Directorate of Marketing and Inspection  
NH IV, Faridabad (Haryana)

Dated the 16<sup>th</sup> June, 2011

**Vacancy circular**

Sub:- Filling up of the post of Accounts Officer in the Pay Band-2 Rs.9300-34800 + Grade Pay of Rs.4600/- by transfer on deputation/re-employment from ex-servicemen in the Directorate of Marketing and Inspection.

One post of Accounts Officer in the Pay Band-2 Rs.9300-34800 + Grade Pay of Rs.4600/- is proposed to be filled in Directorate of Marketing and Inspection, Ministry of Agriculture, Department of Agriculture & Cooperation, Faridabad by transfer on deputation/re-employment as per details below:-

2. The eligibility criteria for appointment to the post of Accounts Officer is as under:

I **Transfer on deputation**

Officers under the Central Government

- a) i) holding analogous posts on regular basis; or
- ii) with 3 years regular service in the posts in the Pay Band-2 (Rs.9300-34800) + Grade Pay of Rs.4200) or equivalent and;
- b) Possessing any one of the following qualifications:-
  - i) A pass in the SAS or equivalent examination conducted by any of the organized Accounts Department of the Central Govt.
  - ii) Successful completion of training in the Cash and Accounts from the Institute of Secretariat Training and Management or equivalent and experience in Cash, Accounts and Budget work.

II **Transfer on deputation/re-employment (for ex-servicemen)**

The Armed Forces Personnel of equivalent rank who are due to retire/to be transferred to reserve, within a period of one year and having the qualifications and experience prescribed for deputationists shall also be considered.

.../-

2. Terms of Deputation:-

The officers selected on 'deputation' basis will have the option to draw his grade pay plus Deputation(Duty) Allowances or have his pay fixed in the scale of the post in accordance with DoPT's O.M.No.2/22(B)/2008-Estt(Pay.II) dated 3.9.2008, as amended from time to time.

3. Period of Deputation:-

- i) The 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 Govt. shall ordinarily not exceed three years.
- ii) In case of Armed Forces Personnel, they will be given deputation terms up to the date which they are due for release from the Armed Forces, thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis. (Re-employment up to the date of superannuation with reference to Civil Posts).

4. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall not be exceeding 56 years as on the closing day of receipt of application.

5. The person selected for the post is likely to be posted at Faridabad. However, he may be posted any where in India.

6. It is requested that application in the enclosed Proforma along with the complete and up-to date Confidential Reports (photocopies of the CRs are to be got attested by an officer not below the rank of Under Secretary to the Govt. of India), to reach the Agricultural Marketing Adviser to the Government of India, Directorate of Marketing & Inspection, New CGO Complex, NH IV, Faridabad-121001, **within 42 days** from the publication of advertisement in the Employment News. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on them during the last 10 years.

(M.L.Sikka)  
Under Secretary

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