

To

1. All the Heads of Department of IA&AD (Except MAB Offices).
2. Director (P).

Subject: Filling up the posts of Accounts Officer and Desk Officer in National Commission for Protection of Child Rights, New Delhi on deputation basis on "Foreign Service Terms"-regarding.

Sir / Madam,

I am directed to intimate that the National Commission for Protection of Child Rights a statutory body of the Ministry of Women & Child Development, Government of India, New Delhi has proposed to fill up the posts of Accounts Officer in Level-9 in Pay Matrix on deputation basis on "Foreign Service Terms". The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

S. No.	Name & No. of the post	Level in pay matrix	Eligibility/experience
1.	Accounts Officer (01 Post)	Level-9	a) Asstt. Accounts Officer/Asstt. Audit Officer with two years of regular service in Level-8 of the Pay Matrix. b) Having B.Com degree or equivalent from a recognized university; c) Having successful completion of training in the cash and accounts work in Institute of Secretariat Training and Management or equivalent (desirable).
2.	Desk Officer (01 Post)	Level-7	a) Sr. Auditor/Sr. Accountant with 5 years of regular service in Level-6 of Pay Matrix. b) Having a graduate degree in any discipline from a recognized university c) Having 5 years of experience in establishment and general administration; and d) Proficiency in working on computer

02. In this regard, it is requested to kindly recommend the names of suitable officers who are willing and can be spared immediately in the event of their selection for the post of Accounts Officer and Desk Officer in Pay Matrix on deputation basis. The recommendations accompanied with the following documents/ certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 06/09/2021.**

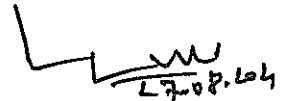
- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

03. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

04. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in AAO and Sr. Auditor/Sr. Accountant cadres may specifically be indicated in the forwarding letter.

Encls:- As above.

Yours faithfully,



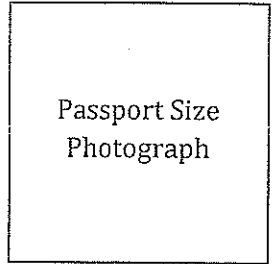
(R. K. Tiwari)

Sr. Administrative Officer (App)-I

MS/C

APPLICATION FOR THE POST OF _____ (ON DEPUTATION)

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:
5. Postal Address with telephone, Fax & e-mail:
 - (a) Office:
 - (b) Residence:
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:
8. Substantive post held in the Parent Deptt. on regular basis:
 - (a) Name/Status of Organization:
 - (b) Name of the post:
 - (c) Matrix Level & Pay:
 - (f) Nature of duties:
9. Present post held (if on deputation):
 - (a) Name/Status of Organization:
 - (b) Name of the post:
 - (c) Matrix Level & Pay:
 - (f) Nature of duties:
10. Details of past service(s)
 - (a) Post -
 - (b) Pay Scale:
 - (c) Period during which held:
From: - To:-
 - (d) Nature of duties performed:
11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):



Signature of the candidate _____

Place:

Date:

Name _____

MS

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TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of Office Please tick (✓)	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade				Present Pay & Matrix Level				

Verification of service particular by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Sh./Ms. _____ has been working as _____ in the present post/present pay in the regular and substantive capacity w.e.f. _____.

Signature with date _____
Officer Seal _____

Designation _____
Phone _____
Email _____

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