

**No.A-35017/1/2007-A(NG)**  
Government of India  
Ministry of Micro Small & Medium Enterprises  
Office of the Development Commissioner  
(MSME)

Nirman Bhawan, New Delhi  
Dated: 13th August 2007

To

The Director,  
Directorate of Advertising & Visual Publicity (DAVP),  
M/o Information & Broadcasting,  
3<sup>rd</sup> Floor, PTI Building,  
New Delhi – 110001

Sub: Advertisement for the post of Senior Accountant (Rs.5500-9000) in MSME-DO.

Sir,

I am to forward herewith an advertisement for the post of Senior Accountant in our organization. You are requested to kindly arrange for its publication in "Employment News" at the earliest.

Encl: As above

Yours faithfully,

--sd--

(S.V.N. Pillai)  
Deputy Director (Admn.)

Copy to: Publication Division for information & necessary action.

No.A-35017/1/2007-A(NG)

**FILLING UP THE POSTS OF SENIOR ACCOUNTANT IN MICRO SMALL & MEDIUM ENTERPRISES DEVELOPMENT ORGANISATION(MSME-DO) ON DEPUTATION BASIS.**

Applications are invited from Central Government employees duly recommended by their parent Department alongwith necessary vigilance clearance and attested photo copies of Annual Confidential Reports for the last 5 years for filling up of 11 posts of Senior Accountant (Scale of pay Rs.5500-175-9000)(Group 'B' Non-gazetted) in MSME-DO on deputation basis at Ahmedabad, Bangalore, Cuttack, Hyderabad, Indore, Jaipur, Jammu, Kanpur, Mumbai, New Delhi and Thrissur in the proforma annexed.

**Condition of Eligibility**

Departmental U.D.C. of MSME-DO with 10 years service in the grade having completed training in Cash and Accounts from I.S.T.M. New Delhi or equivalent and having 3 years experience in Cash, Accounts & Budget work.

**OR**

Any clerical post held in Subordinate Account Service with SAS examination passed from any of the organized Accounts Departments.

**Other Conditions:-**

Normal condition applicable in Central Govt. in deputation cases as laid down in Department of Personnel & Training's O.M. No.2(29)/91-Estt.(Pay-II) dated the 5<sup>th</sup> January, 1994 as amended from time to time will apply. The period of deputation will normally be 3 years.

Applications completed in all respects may be sent to the undersigned alongwith necessary clearance with 60 days of publication of this advertisement.

(S.V.N. Pillai)  
Deputy Director(Admn.)  
Office of the Development Commissioner  
Micro Small & Medium Enterprises  
Nirman Bhawan, New Delhi-110011

BIO-DATA PROFORMA

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- 1.Name & Designation :
- 2.Date of Birth :
- 3.Date of Retirement :
- 4.Educational Qualifications :
- 5.Date of Regular appointment to the post of UDC :
- 6.Whether successfully completed the Cash & Accounts Course of ISTM(Give documentary proof) :
- 7.Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

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Office/Instt./Orgn.	Post Held	From	To	Scale of Pay and basic pay	Nature of duties
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8. Experience of Cash & Accounts work. :
- 9.Date of return from last deputation. :
- 10.Whether belongs to SC/ST :
- 11.Order of preference of posting (only 3 preference may be given) :
- 12.Remarks, if any. :

DATE:\_\_\_\_\_

Signature of the candidate  
Address\_\_\_\_\_

Countersigned (Employer)\_\_\_\_\_