

No. A-20018(44)/2009-Admn.(HE)
Government of India
Office of the Development Commissioner
(Micro Small and Medium Enterprise)
Nirman Bhawan
New Delhi

Dated: 24 February 2009

To

Director,
All MSME-DIs, TCs,
CGDA, Dte. of Accounts, Cabinet Secretariat, Dte. of Postal Accounts, Controller of
Railway Accounts

Subject: **Filling up of the one post of Sr. Accountant in the Office of DC(MSME)
on deputation basis.**

Sir,

I am to forward herewith a copy of details for the one post of Sr. Accountant [Rs.5500-175-9000/- (pre-revised)] in the Office of Development Commissioner (MSME) to be filled on deputation basis. You are requested to arrange its circulation amongst employees.

Yours faithfully,

Encl: As above.

(Anil Kumar)
Deputy Director (Admn.)
Tel: 011-23062185

Copy to:-

DD(SENET) (Sh. S.V. Sharma) - with the request to put the circular on website of this office.

(Anil Kumar)
Deputy Director (Admn.)

No. A-20018(44)/2009-Admn.(HE)
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FILLING UP ONE POST OF SENIOR ACCOUNTANT [Rs.5500-175-9000/- (PRE-REVISED)] ON DEPUTATION BASIS

Applications are invited for filling up of one post of Sr. Accountant in the Office of Development Commissioner (Micro Small and Medium Enterprises) at New Delhi.

2. The conditions of eligibility and job description for the post are given in the Annexure. Applications may be sent in the prescribed Performa to the Deputy Director (Admn.) (HE), Office of the Development Commissioner (Micro Small and Medium Enterprises), 7th Floor, Nirman Bhawan, New Delhi-110108, so as to reach the Office of DC(MSME) within 30 days from the date of issue of this circular/requisition.

3. The application should be sent through proper channel and while forwarding the application, concerned MSME-DI/TC/forwarding authority(ies) may ensure the following:

- (i) Verify and certify that particulars furnished by the official are correct and that no disciplinary case is pending or contemplated against the official; and
- (ii) send attested copies of up-to-date ACRs of the applicant for the last 5 years.

4. Applications, which are received incomplete, directly or without ACRs or after the last date, shall not be entertained.

ANNEXURE

- | | | |
|----|-----------------------|---|
| 1. | Name of the Post | Senior Accountant |
| 2. | Scale of Pay | Rs.5500-175-9000/- (pre-revised). The selected candidate would be entitled to draw pay in accordance with the instructions contained in the Ministry of Finance, Deptt. of Expenditure O.M. No. F-1(11)/E.III(B)/75 dated 7.11.1985 as amended from time to time. |
| 3. | Method of Recruitment | Transfer on ad hoc deputation. |

(a) (1) Holding analogous posts on regular basis

OR

(2) With ten years regular service in the pay scale of Rs.4000-6000/- (pre-revised).

OR

Six years regular service in the pay scale of Rs.4500-7000/- (pre-revised).

OR

Officers with 3 years regular service in the pay scale of Rs.5000-8000 (pre-revised).

Desirable

(b) who have undergone in Cash & Accounts Training from ISTM or equivalent and possess 3 years experience of cash, accounts and budget work;

The maximum age limit for appointment by transfer on deputation/absorption shall be 56 years as on closing date of receipt of application.

The applications of eligible candidates who are willing to be considered for the post of Senior Accountant may be forwarded to the undersigned in the Performa indicated below along with attested copies of up-to-date ACRs for the last five years and vigilance clearance within 30 days from the date of receipt of this notice.

PROFORMA

1. Name & Designation
2. Date of Birth
3. Date of continuous regular appointment to the post
4. Present post held with present pay and scale of pay
5. Cadre post or ex-cadre post
6. Experience of work
7. Whether belonging to SC/ST

Signature of the candidate