

F.No.A-32014/1/2015-A(G)  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Development Commissioner(MSME)

Nirman Bhawan, New Delhi  
Dated: 21<sup>st</sup> May, 2015

**OFFICE MEMORANDUM**

**Sub:- Advertisement for the post of Accounts Officer on deputation/absorption basis in the Office of Development Commissioner(MSME).**

The undersigned is directed to say that one post of Accounts Officer, Group 'B' Gazetted in the pay scale of PB-2 (Rs.9300-34800/- + Grade Pay of Rs.4600/-) [Rs.7450-225-11500/- (pre-revised)] is lying vacant in this office.

2. According to the Recruitment Rules, the post of Accounts Officer is to be filled by deputation/absorption as under:-


**Officers under the Central Government**

- (a) i) holding analogous posts on regular basis; or  
ii) with five years regular service in posts in the pay scale of PB-2 (Rs.9300-34800/- + Grade Pay of Rs.4200/-) [Rs.5500-9000/- (pre-revised)] or equivalent; and  
(b) Possessing any one of the the following qualifications:-  
i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the organised accounts Departments of the Central Government.  
ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or from any other recognized Institution and possessing two years' experience in Cash, Accounts and Budget work.  
(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 exceed three years. The maximum age limit for appointment by deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of applications)

3. The job description of the post is given in Annexure.

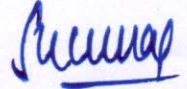
4. The pay of the officer selected for the post will be regulated in accordance with Deptt. of Personnel & Training O.M. No.2/12/87-Estt.(Pay-II) dated 29.04.1988 as amended from time to time.

5. It is requested that interested candidates who fulfill the eligibility conditions may send their applications (in duplicate) in the enclosed proforma duly endorsed by the employer alongwith complete and up-to-date ACRS of last five years (2010-11 to 2014-15) to the Deputy Director, Office of the Development Commissioner (MSME), 7<sup>th</sup> Floor, Nirman Bhawan, New Delhi-110011 within 45 days from the date of issue of this Office Memorandum. Further more details may kindly see on this office's website i.e. **www.dcmsme.gov.in**.

  
(Surender Kumar)  
Deputy Director (Admn.)

To

1. All Government Departments.
2. The Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi
3. The Comptroller General of India, Ministry of Finance, Deptt. of Expenditure, 7<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi-110003.
4. The Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi-110056.
5. The Accountant General, Trivandrum (Kerala).
6. The Accountant General, Chennai (Tamil Nadu).



(Surender Kumar)  
Deputy Director(Admn.)

## JOB DESCRIPTION FOR THE POST OF ACCOUNTS OFFICER

1. Name of the post : Accounts Officer
2. Status : Group 'B' Gazetted
3. Scale of Pay : PB – 2 Rs. 9300 – 34800 (Grade Pay – Rs.4600/-) [Pre revised 7450-225-11500]
4. Eligibility : Officers under the Central Government
  - (a)(I) holding analogous posts on regular basis; or
  - (ii) with five years regular service in posts in the scale of PB – 2 Rs. 9300 – 34800 (Grade Pay – Rs.4200/-) [Pre revised Rs. 5500-9000 or equivalent; and
  - (b) Possessing any one of the following qualifications :-
    - (i) A pass in the Subordinate Accounts Service or equivalent Examination conducted by any of the Organised Accounts Departments of the Central Government.
    - (ii) Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and management or from any other recognized Institution and possessing two years' experience in Cash, Accounts and Budget work.
5. Duties attached to the post :
  1. To deal with Accounts and Cash matter.
  2. Maintenance of Pay Bill Register.
  3. Payment of funds/loan/aids allotted to different SISIs etc.
  4. To make payments for the expenses incurred under Office Expenditure Head.
  5. Payment for Misc.expenditure.
  6. Preparation and control on budget,pay allowances, GPF,HBA, TA/DA etc.
  7. Dealing with FRs/SRs/GFRs and other matters.
6. Period : Period of deputation including period of deputation in another ex-Cadre post held immediately preceding this appointment in the Same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation/absorption Shall be not exceeding 56 years as on the closing date or receipt of applications.
7. Location of the post : Hqrs. Office, New Delhi.

## BIO DATA PROFORMA

1. Name and address in Block letters :
2. Date of Birth ( in Christian era) :
3. Date of retirement under Central/State Govt. Rules. :
4. Educational Qualification :
5. Whether Educational and other Qualifications required for the post are Satisfied. ( If any qualification has Been treated as equivalent to the one Prescribed in the rules, state the authority for the same).

Qualifications/ Experience required	Qualifications, Experience Possessed by the officer.
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Essential (1)

(2)

(3)

Desirable (1)

(2)

6. Please state clearly whether in the Plight of entries made by you above, You meet the requirement of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly Authenticated by your signature, if the space below is insufficient.

Office/Instt./Orgn.	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties
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8. Nature of present employment i.e.ad-hoc or Temporary or quasi-permanent or permanent.
9. In case the present employment is held on Deputation/contract basis, please state
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/  
Contract

(c) Name of the parent office/Organisation

Service to whom you belong

10. Additional details about present employment :

Please state whether working under :

(a) Central Government

(b) State Government

(c) Central Autonomous Organisation

(d) Central Government Undertakings

(e) Universities

11. Are you in revised Scale of Pay? If yes, give

The date from which the revision took place and

Also indicate the pre-revised scale.

12. Total emoluments per month now drawn.

13. 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.

14. Whether belongs to SC/ST/OBC.

15. Are you willing to be considered for : (a) deputation only (b) Absorption only

(c) deputation or absorption.

(Delete whichever is not applicable)

Date :

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

Address and Tele. No. \_\_\_\_\_

Endorsement by employer

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplated against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His/her up-to-date CR Dossiers (including ACRs from 1998-99 to 2002-03) is enclosed. Integrity of the officer is also certified.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Complete address & Tele. N o. \_\_\_\_\_

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