

No. A-32013/2/2015-Admn(P&T)
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)

Nirman Bhavan, New Delhi

Dated, the 23rd August, 2016
Sept

OFFICE MEMORANDUM

Sub: Filling up of one post of Accounts Officer on deputation/absorption basis in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises - reg.

There is one vacancy of Accounts Officer in the scale of Pay band 2/ Rs.9300-34800 + GP Rs. 4600/- in the office of the Development Commissioner (Micro, Small and Medium Enterprises), Ministry of Micro, Small and Medium Enterprises. It is proposed to fill up the said post on deputation/absorption basis by appointment of suitable officers under the Central Government. The job description of the post is given in the **Annexure**. The pay of the officer selected for the post on deputation basis will be regulated in accordance with the DOPT O.M.No. 2/12/87-Estt. (Pay-II) dated 29.4.88, as amended from time to time.

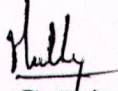
2. It is requested that applications (in duplicate) in the enclosed proforma duly signed by the applicant and endorsed by the employer alongwith the complete and up-to-date (photocopy duly attested) Confidential Reports of last five years (2009-10 to 2013-14) of the officers who fulfill the eligibility conditions and possess the essential/desirable qualifications/ experience and who can be spared in the event of their selection may be sent to the undersigned. ACRs for the last five years should be attested by an officer not below the rank of Under Secretary. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the Confidential Reports or otherwise found incomplete will not be considered. While forwarding the applications it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary/Vig. case is pending or contemplated against the officer and he/she has not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified by an officer of the rank of Dy. Secretary to the Government of India or above.

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3. Proforma for applying to the said post and other details are also available on this office's website viz. www.dcmsme.gov.in.

4. The closing date of applications is the date 60 days after the date on which the advertisement is published in the Employment News/ Rozgar Samachar.

Encl: As above.


(Robert C. Tully)
Director (Admn)

To

1. All Ministries/ Departments of Government of India.
2. Department of Personnel & Training, North Block, New Delhi with a request to upload the vacancy circular in their website;
3. ✓ SENET Division, O/o DC(MSME) with a request to upload the vacancy circular in this Office's website. and on National Career Service (NCS) portal of Ministry of Labour & Employment.

JOB DESCRIPTION FOR THE POST OF ACCOUNTS OFFICER

ANNEXURE

1.	Name of the Post:	Accounts Officer
2.	Status:	Group 'B' Gazetted
3.	Scale of pay:	Rs. 9300-34800/- + GP Rs. 4600/-
4.	Eligibility:	<p>1. Officers under the Central Government.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or Department or</p> <p>(ii) with five years' service in grade rendered after appointment there to on a regular basis in the scale of pay of Pay Band 2 Rs. 9300 – 34800 (Grade Pay – Rs. 4200/-) Rs. 5500-9000 (Pre-revised) or equivalent in the parent cadre or Department; and</p> <p>(b) Possessing any one of the following qualifications.</p> <p><u>Essential</u></p> <p>(i) A pass in the Subordinate Accounts Service or equivalent Examination conducted by any of the Organised Accounts Departments of the Central Government.</p> <p>(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.</p>
5.	Age limit:	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
6.	Duties attached to the post:	<ul style="list-style-type: none">➤ To deal with Accounts and Cash matter.➤ Maintenance of Pay Bill Register.➤ Payment of funds/loan/aids allotted to different MSME-DIs etc.➤ To make payments for the expenses incurred under Office Expenditure Head/Misc. expenditure etc.➤ Preparation and control on budget, pay allowances, GPF,HRA,TA/DA etc.➤ To Deal with FRs/SRs/GFRs and other matters.
7.	Period of deputation:	Period of deputation (including short term contract) 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.
8.	Location of post:	The officers selected for the post on deputation basis are liable to be posted anywhere in India.

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 Qualifications :					
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.			
	Essential (1) (2) (3) Desirable(1) (2)					
6.	Please state clearly whether in the light 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	From	To	Scale of pay & Nature of duties held	Basic Pay
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/ Organization/ Service to which you belong:	
10.	Additional details about present employment : Please state whether working under : (a) Central Government (b) State Government (c) Central Autonomous Organization (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.	Remarks	

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 up-to-date CR Dossiers (including ACRs from 2009-10 to 2013-14) is enclosed. Integrity of the officer is also certified by an officer of the rank of Dy. Secretary to the Govt. of India or above.

Signature _____
Name & Designation _____
Complete address & Tele.No. _____