



No. Admn./Pr.CCA/MEA/2(19)/Vol. III/2016-17/105

**GOVERNMENT OF INDIA**  
**MINISTRY OF EXTERNAL AFFAIRS**  
**O/o THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS**  
**JAWAHAR LAL NEHRU BHAWAN, JANPATH**  
**NEW DELHI - 110011**

Date: 06 April 2017

**C I R C U L A R**

**Subject: Filling up seven (07) posts of Accountant on deputation at O/o Pr. CCA, M/o External Affairs at New Delhi from those working in Central/State Governments/Autonomous bodies funded by Central/State Govt. only.**

It is proposed to fill up **Seven (07)** posts of Accountants in the O/o Pr. CCA, M/o External Affairs in **Level 5 in the Pay Matrix [PB-I of Rs. 5200-20200 with grade pay of Rs. 2800/- (Pre-Revised)]** on deputation basis. The eligibility condition for appointment to the post of Accountant are given in Annexure-I.

2. The service of persons appointed on deputation will be governed by the terms and conditions laid down in DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and will be governed by CCAS (Accountants and Sr. Accountants Group 'C' Posts) Recruitment Rules 2010.

3. It is requested that the application of eligible and willing officials who can be relieved, if selected, may be forwarded in the prescribed Proforma as in Annexure II along with the following documents to this office latest by 15.05.2017.

- i. CR Dossier containing CRs/APARs/for the last 5 years. In case of photocopies of CR Dossiers, they should be duly attested on each page.
- ii. Vigilance/Administrative Clearance Certificate.
- iii. Integrity Certificate.
- iv. Statement showing major/minor penalties, if any, imposed during the last 10 years. The statement is also required in case of NIL information.
- v. Cadre clearance.

4. Application received otherwise than through proper channel and/or without the above mentioned documents and on or after due date will not be entertained. Further, the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

5. Advance copy of the application may be accepted with the condition that the requisite documents as shown at No. 3 above may be received in this office on or before the date of interview/final selection.

  
(J.K. Uniyal)  
Sr. Accounts Officer

Copy to:

1. All Ministries/Department of Govt. Of India. It is requested that the vacancies may please be given wide publicity in their Attached and Subordinate offices, Autonomous bodies which are fully funded by Central or State Government.
2. Sr. AO (Admn), O/o CGA with a request to circulate the circular across all Pr.AOs/PAOs
3. Comptroller & Auditor General of India, Controller General of Defence Accounts, Department of Post and Telecommunication, Railway Accounts.
4. PO (XMM), XPD Division, M/o External Affairs with a request to make necessary arrangements for uploading the circular on the website of Ministry portal.

1	Name of posts	Accountant
2	Number of posts	Seven (07)(Station: New Delhi)
3	Classification	Central Civil Account Service Group "C" , Non-Gazetted Ministerial
4	Pay Scale of Post	Level 5 of Pay Matrix
5	Period of Deputation	Initially for 1 year and likely to be extended further 3 years as per DoPT OM dated 17-06-2010.
6	Eligibility	<p>Officer of the Organized Accounting Service, Central Government, State Government or Autonomous bodies which are fully funded by Central or State Government subject to terms and conditions laid down by the Central Government from time to time in this regard:</p> <p>a. i) Holding analogous posts on a regular basis: or  ii) With 3 years regular service in the PB-I of Rs. 5200-20200; Grade Pay Rs. 2400/-  or:  iii) With 5 years regular service in the PB-I of Rs. 5200-20200; Grade Pay Rs. 1900/-</p> <p>b. Maximum age limit for appointment on deputation shall not exceed 50 years as on closing date of receipt of the application.</p>



- |     |   |     |     |     |
|-----|---|-----|-----|-----|
| 11. | Training/Courses attended   | ... | ... | ... |
| 12. | Additional details about your present employment. Please state whether working under –  |     |     |     |
|     | a) Central Government   | ... | ... | ... |
|     | b) State Government   | ... | ... | ... |
|     | c) Autonomous Body (Central/State funded)   | ... | ... | ... |
| 13. | Additional Information, if any, which applicant may like to mention in support of his/her suitability for the post. Enclose a separate sheet if required. | ... | ... | ... |

Date:

(SIGNATURE)  
 Mobile No : .....  
 Address (for communication)

**Declaration by Application**

1. I, ..... hereby declare that my posting on deputation as ..... in O/o Pr. CCA, MEA shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in O/o Pr. CCA, MEA in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above for contravention of any provisions in the rules/orders governing the deputation.
4. I solemnly affirm that the information submitted above is true to the best of my knowledge and belief. I also undertake that in event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

Date:

Place:

Signature of the applicant

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/OFFICER WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last 5 years are enclosed.
4. Integrity is certified as .....
5. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the officials.
6. Recommendations .....

Date:  
Place:

Signature of the Head of Office  
with Office Seal and Telephone No.