

No. I-12012/01/2017-DGCD(F)
Government of India

Ministry of Home Affairs

Directorate General FS, CD & HG

Subject :- Filling up the post of Accounts Officer in National Fire Service College, Nagpur under the Ministry of Home Affairs.

The Ministry of Home Affairs requires the services of a suitable officer for the post of **Accounts Officer** in National Fire Service College, Nagpur under the Ministry of Home Affairs. As per the existing RRs, the post is to be filled on deputation (Including Short Term Contract) basis.

2. The grades from which deputation (including Short-Term Contract) to the post of Accounts Officers is to be made is as under;

Officers under the Central Government or State Governments or Union Territories Administration or recognised research institution or Universities or Public Sector Undertakings or Semi-government or statutory or autonomous organization;

(a) i. Holding analogous post on regular basis in the parent cadre or department;
ii. With five years' service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs. 35400-112400/-) or equivalent in the parent cadre or department; **and**

(b) **Possessing the following educational qualifications and experience:**

i. Degree of a recognised University or Institute, **and**
ii. Three years' experience in Cash, Accounts and Budget work in a Government Office.

Note-1: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note-2: The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. The post of Accounts Officer is General Central Service, Group B, Gazetted, Non-Ministerial in level-7 (Rs. 44900-142400/-) plus usual allowances as admissible. Pay of the selected officer would be fixed as per the existing instructions of the Government of India.

4. Applications (in duplicate) complete in all respects in the given proforma along with the complete and up-to-date Confidential Reports/APARs (or Photostat copies of the Confidential Reports/APARs duly attested by an officer not below the rank of an Under Secretary) of the officers for the last five years who could be spared immediately in the event of their selection may be sent to the **Directorate General Fire Service, Civil Defence & Home Guards (Fire Cell), East Block-7, Level-VII, R.K. Puram, New Delhi- 110066 within 60 days from the date of publication of this advertisement.** While forwarding the names, an integrity certificate along with a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the Officer may also be attached.

5. Officers who volunteer and are sponsored by their Ministry/Department/State Governments/UTs Administration, etc., for the post will not be permitted to withdraw their names later.

Director General Fire Service, Civil Defence & Home Guards
ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA Accounts Officer at NFSC, Nagpur

- Name and Address in Block Letters
- Date of Birth (in Christian era)
- Date of retirement under Central/State Government rules
- Educational Qualifications
- 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 as mentioned in the advertisement/ Vacancy Circular	Qualifications/Experience possessed by the Officer
Essential	Essential
(A)	(A)
(B)	(B)
Desirable	Desirable
(A)	(A)
(B)	(B)

- Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
- 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	Level in the Pay Matrix	Nature of Duties

- Nature of present employment i.e. adhoc or temporary or quasi-permanent or permanent.
- In case the present employment is held on deputation/contract basis, please state.
 - The date of initial appointment.
 - Period of appointment on deputation/contract.
 - Name of the parent office/organisation to which you belong.
- Additional details about present employment. Please state whether working under.
 - Central Government.
 - State Government.
 - Autonomous Organisation.
 - Government Undertaking.
 - University.
- 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.
- Total emoluments per month now drawn.
- 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.
- Whether belongs to SC/ST.
- Remarks.

Date:- _____
Countersigned:- _____
(Employer with Seal)

Signature of the Candidate
Address:- _____
Contact No./Mobile No. _____

Certificate to be given by Head of Office of the Applicant

- Certified that the particulars furnished by Shri/Smt./Ku _____ have been verified from his/her record and found correct.
- No vigilance case is either pending or contemplated against Shri/Smt./Ku _____ His/her integrity is certified.
- No major /minor penalty was imposed on Shri/Smt./Ku _____ for the last 10 years as per the records in the ministry / department.

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Signature of the Head of Office with seal

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Academic Details (CGPA or any other format should convert to percentage, we accept only percentage)

Sr. No.	Qualifications	Year of Pass	Board/ University	Subjects	Class/ Division	Percentage of Marks
1.	Select				Distinction	35 00
2.	Select				Distinction	35 00
3.	Select Degree		Select		Distinction	35 00
4.	Select Qualification		Select		Distinction	35 00
5.	Select PG		Select		Distinction	35 00
6.	Select		Select		Distinction	35 00

Professional Training, if any

Sr. No.	Organisation Name	From	To	Details of Training
1.				(max 1000 characters)
2.				(max 1000 characters)

Experience Details, if any

Employer/Company/ Organisation Name	From	To	Designation	Salary	Job Type	Nature of duties in brief
max 25 characters (do not use Special characters or Spaces, dots)					Select	Max 1000 characters

Other Details	Add More	Delete
Details of research work/experience, if any		
Specialisation (with reference to experience desired for the post)		
Any other information you may wish to add (like list of publications, membership of learned societies, awards, and recognition, etc.(in brief)		

Declaration

I hereby declare that the information furnished in the application is true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect my candidature/appointment is liable to be cancelled/terminated at any stage without notice or any compensation in lieu thereof. If selected, I am willing to serve anywhere in India.

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