

F.No. A -12023/05/2016- Estt.I  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(<https://rural.nic.in>)

Krishi Bhawan, New Delhi  
Dated 13th December 2022.

**OFFICE MEMORANDUM**

**Subject: Filling up the posts of Accountant on deputation followed by absorption basis in the Ministry of Rural Development -regarding.**

The undersigned is directed to say that the Department of Rural Development in the Ministry of Rural Development, New Delhi requires the services of **03 (Three)** person for appointment to the post of Accountant in Level - 6 (Rs. 35,400-1,12,400) in the Pay Matrix in 7<sup>th</sup> CPC on deputation/absorption basis from amongst persons working in the Central Government or State Government of Union Territories or Recognised Research Institute of Universities or Autonomous bodies or Public Sector Undertaking or Semi Government and Statutory Organizations.

2. The qualifications and experience required for these posts and other details are given in **Annexure-I**

3. All the concerned Government Establishments /organizations as mentioned above, are requested that the applications of eligible and willing persons, who can be spared immediately may be forwarded in the prescribed proforma (**Annexure-II**) to the Under Secretary (Establishment) Department of Rural Development, Room- 455, 4<sup>th</sup> Floor, G-wing, Krishi Bhawan, New Delhi within 60 days from the date of publication of this circular in the Employment News / Rozgar Samachar together with the following:-

- I. Vigilance Clearance in respect of the official.
- II. Integrity Certificate and a statement showing major or minor penalties, if any imposed on the officer. (**Annexure III**)
- III. Up-to-date CR dossier of the applicant or clear photocopies of ACRs for the last 5 Years **duly attested by the Cadre Controlling Authority.**

4. **It is informed that the candidates will be initially selected on deputation basis only for a period of three years. However, they may be absorbed after a period of two years subject to their performance to be assessed by the Competent Authority in this Department.**

5. It is also clarified that the applications received after the closing date of receipt of the application, applications without forwarding from the Cadre Controlling authorities or otherwise found incomplete (*i.e. in respect of documents as listed in para 2 above*) are liable to be rejected.

6. The persons who apply for the above post will not be allowed to withdraw their applications subsequently.

7. While forwarding the application, it may be verified and certified that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his duties.



8. A checklist for the requisite documents is also enclosed and must be forwarded along with the application.

Encl: as above



(R D Diwakar)

Under Secretary to the Government of India

Tel: 011-23382070

Email: diwakar.rd@nic.in

To :

1. All Ministries/Departments of the Government of India (as per standard List) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/ Sections in the Department of Rural Development/Department of Land Resources/Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the **Website of this Ministry** & on the **National Career Portal** ([www.ncs.gov.in](http://www.ncs.gov.in)).
4. Notice Board.

**Annexure-I**

1.	Name of the post	Accountant
2.	Number of posts	03(Three)
3.	Classification	General Central Service, Group B (Non-Gazetted) Non-Ministerial
4.	Pay scale/Pay Band and Grade post	Level - 6 (Rs 35,400-1,12,400) in the Pay Matrix in 7 <sup>th</sup> CPC
5.	Duties and responsibilities of the post	<ol style="list-style-type: none"><li>1. To scrutinize the proposals received from various State Governments/Institutions.</li><li>2. To Process the proposals as per the guidelines of the scheme.</li><li>3. To release funds to various State Governments/Institutes.</li><li>4. To maintain the accounts released to implementing agencies.</li><li>5. To monitor the book with State Governments.</li><li>6. To prepare financial data for each month and at the end of the financial year.</li><li>7. To correspond with all State Governments/Institutes and implementing agencies for calling various details to implement the programme and grant spend and unspent with them.</li><li>8. To compile the data received from various State Governments/Implementing agencies.</li><li>9. To prepare Budget Estimate/Revised Estates for each scheme etc.</li><li>10. Time-to-time visits for evaluation and study of proper implementation of the scheme and Audit of their Accounts.</li><li>11. In addition to these, preparation of Pay Bill, LTC, TA and maintenance GPF accounts and preparation of GPF accounts and preparation of GPF statements etc.</li><li>12. Any other duties as assigned by the higher authorities.</li></ol>
6,	Pay and allowance admissible	The pay of the selected candidates will be governed as per instructions of the Central Government regarding appointment on deputation/ <del>deputation</del> <i>absorption</i> basis.

7.	Eligibility conditions including educational qualification and period of deputation.	<p>Deputation (including short-term contract):-</p> <p>(A)</p> <p>(a) Officers of the Central Government or State Government or Union Territories or Recognised Research institutes or Universities or Autonomous Bodies or Public Sector Undertaking of Semi Government and Statutory Organizations</p> <p>holding <b>analogous posts</b> on regular basis in their parent Department or institutions</p> <p>working in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4200 [<b>Level - 6</b> (Rs. 35,400-1,12,400) in the Pay Matrix in 7th CPC], having experience of two years in cash accounts and budget work; or</p> <p>(b) Upper Division Clerks with eight years of regular service in the grade with grade pay of Rs 24001 (Level - 4 (Rs. 25,500-81,100) in the Pay Matrix in 7th CPC) and</p> <p>(c) who have undergone training in cash and accounts work in the institute of Secretariat Training and Management or who possess two experience of in cash accounts and budget work; or</p> <p>(B) Officer under the Central Government:-</p> <p>(a) (i) holding <b>analogous posts</b> on regular basis in the parent cadre or Department or</p> <p>(ii) with <b>six years of regular service</b> in posts in the grade after appointment on a regular basis in the pay band, Rs 5200-20200 plus grade pay of Rs 2800/- [<b>Level - 5</b> (Rs. 29,200-92,300) in the Pay Matrix in 7th CPC] or equivalent in the parent cadre of Department: or</p> <p>(iii) with <b>ten years of regular service</b> in the grade after appointment on a regular basis in the pay band-1, Rs 5200-20200 plus grade pay of Rs 24001- [<b>Level - 4</b> (Rs 25,500-81,100) in the Pay Matrix in 7<sup>th</sup> CPC] or equivalent in the parent cadre of Department;</p>
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		<p><b>and</b></p> <p>(iv) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess two years experience in cash, accounts and budget work; or</p> <p>(b) A pass in the Subordinate Accounts Service</p> <p><b>Note:-</b></p> <p>I. The departmental officer in the feeder category who is in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputation by promotion.</p> <p>II. Period of deputation (<i>including short-term contract</i>) including the period of deputation (<i>including short-term contract</i>) in <b>another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed Three Years.</b></p> <p>III. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years, as on the closing date or receipt of applications)</p>
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**Annexure-II**

**Proforma for Application for the Post of Accountant  
in the Ministry of Rural Development on Deputation/Absorption Basis.**

1. Name (in block Letters) of the applicant \_\_\_\_\_
2. Communication address \_\_\_\_\_
3. Contact Details/Telephone/Mobile No \_\_\_\_\_
4. Date of Birth (in Christian era) \_\_\_\_\_
5. Whether belongs to SC/ST/OBC \_\_\_\_\_
6. Date of Retirement \_\_\_\_\_
7. Educational Qualification \_\_\_\_\_  
(Requisite educational qualification certificates/documents to be attached)

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).*

S.No.	Qualifications/Experience/ Courses	Qualifications/Experience possessed by the Officer
1		
2		
3		
4		

Please state clearly whether, in the light of the entries made by you above, you meet the requirements of the post of Accountant.

\_\_\_\_\_

8. Details of Employment, in chronological order.

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/ Institute/ Organization	Post held	From	To	Pay structure (i.e. The scale of Pay/ Pay band + grade pay and basic pay)	Nature of duties

9. Nature of present employment, i.e. ad-hoc or temporary or permanent

10. 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 to which you belong  
\_\_\_\_\_

d) Additional details about your present employment in central Government.  
\_\_\_\_\_

11. Are you in the Revised Scale of Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale /Pay Band/ Grade Pay

12. Total emoluments per month now drawn \_\_\_\_\_

13. Remarks \_\_\_\_\_

Declaration;- I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

(Signature of the candidates)  
Address with Telephone No

Date.....

Place.....

## Checklist

- |  |                |
|--|----------------|
| 1. Application   | _____ (Yes/No) |
| 2. Certificates of Educational Qualification/<br>Courses (relevant only) | _____ (Yes/No) |
| 3. Vigilance Clearance   | _____ (Yes/No) |
| 4. Major/Minor Penalty Certificate                                       | _____ (Yes/No) |
| 5. Integrity Certificate   | _____ (Yes/No) |
| 6. No Objection Certificate from employer<br>(Annexure-III)              | _____ (Yes/No) |
| 7. Duly attested last 05 Years APAR                                      | _____ (Yes/No) |



To be certified by the Cadre Controlling Authority/Employer

1. Certified that the particulars furnished by Shri /Smt/Km.....  
..... in his application have been verified from his  
/her service record and found correct.
2. The Official is clear from vigilance angle.
- 3 The following documents are enclosed:
  - i. The integrity Certificate and
  - ii. the statement showing major/minor penalties imposed on the Officer during the last 10  
years (if no penalty has been imposed, a certificate stating the same may be enclosed).
4. Up-to-date CR dossier of the Official or clear photocopies of ACRs for the last 5 years  
duly attested by the Cadre Controlling Authority are enclosed.
5. This organization does not have any objection on his applying for the above post and  
he will be relieved immediately in case of selection.

Signature, Name & Seal of the Employer/  
Cadre Controlling Authority.

File No .....

Date.....

(Sample Certificate)

**To Whomsoever it may concern**

Certified that the integrity of Shri /Smt/Km .....  
..... is beyond doubt.

2. It is also certified that no major/minor penalty has been imposed on the officer in the last 10 years.

Signature, Name & Seal of the Employer/  
Cadre Controlling Authority.

File No .....

Date.....