

No.SSCG-A-22019/1/2007-Admn.



भारत सरकार/Government of India
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Ministry of Personnel, Public Grievances & Pensions
(कार्मिक तथा प्रशिक्षण विभाग/Department of Personnel & Training)
कर्मचारी चयन आयोग (उत्तर पूर्व क्षेत्र)
STAFF SELECTION COMMISSION (North Eastern Region)
हाउसफेड कॉम्प्लेक्स, वेस्ट एंड ब्लॉक, बेलतला बसिष्ठा रोड, दिसपुर, गुवाहाटी-781006।
HouseFed Complex, West End Block, Basistha Road, Dispur, Guwahati-781006.
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[Helpline Nos.: 9085073593/9085015252].



Dated: 27/06/2018.

To

As per attached list.

Subject:- Circular for filling up of the posts of Accounts Officer and Accountant on deputation basis in the Regional office of Staff Selection Commission, Guwahati.

Sir/Madam,

With reference to this office circular dated 15/05/2018 on the above cited subject, I am directed to intimate that due to non receipt of suitable applications for filling up of the posts of Accounts Officer and Accountant on deputation basis in the Regional office of Staff Selection Commission, Guwahati, the date of submission of applications has been extended by another one month. Any willing officers who are eligible and can be spared may submit applications alongwith attested copies of upto-date CR/APAR dossiers for last 5 years and a certificate of vigilance clearance so as to reach this office latest by **26.07.2018**.

Encl:-As above.

Yours faithfully,



(M.Saikia)

Assistant Director (Admn).

Copy to:-

1. The Under Secretary (Estt-II), SSC, New Delhi with due reference to Commission Hqrs' letter No.22020/10/2018-Estt-II, dated 26/04/2018 for favor of information and necessary action.
2. All Regional offices of SSC with the request to upload the Circular on their websites respectively.
3. DPA for upload of the enclosed Circular on this office's website please.
4. T.O. F.No.SSCG-A-22020/1/2012-Admn.

Encl:- Same as above.


(M.Saikia)
Assistant Director (Admn).

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Dated: 27.06.2018

C I R C U L A R

Subject:- Filling up of **01(one) post of Accounts Officer** and **01(one) post of Accountant** on deputation basis in the Regional office of Staff Selection Commission, Guwahati.

Suitable officers are required for filling up of one post each of Accounts Officer and Accountant on deputation basis in SSC (NER), Guwahati. Requirement to the posts are given in the Annexure-I & II and Application format in Annexure-III.

Terms & conditions:

1. Pay etc. of the officer will be regulated in accordance with the Department of Personnel & Training's O.M.No.2/29/91-Estt(Pay), dated 5th January, 1994 as amended from time to time.
2. Officers who volunteer for the post will not be permitted to withdraw their names later. Nominations which are not accompanied by the requisite personal data will not be considered.
3. Period of deputation will be initially 3 years [counting from the date of joining the post in this office] which may be extended for another year(s) subject to approval of the competent authority.
4. Applications of willing officers who are eligible and who can be spared are to be forwarded in the attached format Annexure-III in duplicate along with certificate of vigilance clearance and duly attested copies of upto-date CR/APAR dossiers of the officers for the last 5 years. The last date for receipt of applications complete in all respects is **26.07.2018**.
5. Applications routed through the competent authority and forwarded by such offices will only be entertained by this office for taking further action.

(Ngachan Zimik, IOFS)
Regional Director/NER.

**NOTE: For wider publicity, the Circular is also made available on this office
website:www.sscner.org.in**

Description and Job requirement for Accounts Officer post on deputation basis in SSC(NER), Guwahati-781006:

Name of Post	: Accounts Officer
No. of post	: 1(one)
Scale of Pay	: PB-2: Rs.9300-34800 with GP of Rs.4800/- as per 6 CPC Level-8: Rs.47600-151100 in Pay Matrix under 7 CPC
Method of Appointment	: Transfer on deputation basis.
Eligibility	: (i) Section Officers of Central Secretariat or Officers holding post in the equivalent grade with at least three years service in the pre-revised Pay Band PB-2: Rs.9300-34800 with GP Rs.4800/- [Level-8: Rs.47600-151100 in Pay Matrix under 7 CPC] who have undergone training in Cash and Accounts at ISTM or equivalent and possessing experience in Cash, Accounts and Budget Work. OR (ii) Officers under the Central Government holding analogous posts of Junior Accounts Officer or Accountant or equivalent in the pre-revised Band of Rs.9300-34800/- GP Rs.4200/- with at least five years service in the grades. OR (iii) Accounts and Audit Officers or S.A.S. Accountants with at least five years service in the grade from any of the organized Accounts departments.
Period of Deputation	: 3 years at the initial stage.

Description and Job requirement for Accountant post on deputation basis in SSC(NER), Guwahati-781006:

Name of Post	:	Accountant
No. of post	:	1(one)
Scale of Pay	:	<u>PB-2: Rs.9300-34800 with GP of Rs.4200/- as per 6 CPC</u> Level-6: Rs.35400-112400 in Pay Matrix under 7 CPC
Method of Appointment	:	Transfer on deputation basis.
Eligibility	:	<p>A. (a) Upper Division Clerk of CSCS with 8 years regular service in the grade;</p> <p align="center">AND</p> <p>(b) Who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which -</p> <p>B. Officers under the Central Government:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department;</p> <p align="center">OR</p> <p>(ii) with six years service in the grade rendered after appointment thereto on a regular basis in the pre-revised PB-1 [Rs.5200-20200] with GP Rs.2800/-or equivalent in the parent cadre/department;</p> <p align="center">OR</p> <p>(iii)with eight years regular service in the grade rendered after appointment thereto on a regular basis in PB-1 [Rs.5200-20200] with GP Rs.2400[pre-revised] or equivalent in the parent cadre/department;</p> <p align="center">AND</p> <p>(b) Who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work</p>
Period of Deputation	:	3 years at the initial stage.

CURRICULUM VITAE 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)	
Desired (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/Institution	Post held	From	To	Scale of Pay & Basic Pay	Nature of duties (in detail)

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 to which you belong
10. Additional details about present employment. Please state whether working Under(indicate the name of your employer against relevant column).
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organization
 - d) Government Undertaking
 - e) Universities
 - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to)
 - i) Additional academic qualifications
 - ii) Professional training and
 - iii) Work experience over and above prescribed in the Vacancy Circular /Advertisement (Note: Enclose a separate sheet, if the space is insufficient)
15. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Construct.)

- 16. Whether belongs to SC/ST
- 17. Remarks(The candidates may indicate information With regards to (i) Research publication and report And special project (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional Bodies/Institutions/Societies and (iv) Any other Information)
(Note: Enclose a separate sheet if the space is insufficient)

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.

Date: _____

Signature of the Candidate

Address _____

Countersigned :

(Employer with Seal)