

Second issued

No.5/2/FICC/2011-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers
Office of Fertilizer Industry Coordination Committee
8th Floor, Sewa Bhawan, R.K. Puram New Delhi,

Dated 8th April, 2021

Office Memorandum

Subject:-Preparation of panel of candidates for filling up of the post of Accounts Officer in the Office of Fertilizer Industry Coordination Committee.

In continuation of this office's O.M. of even number dated 22nd February, 2021 on the above mentioned subject, it is to inform that the last date for receiving the applications along with up-to date CR dossiers of the applicants for preparing a panel for filling up of the posts of Accounts Officer in **PB-II, Level-9 (Rs.53100-167800-)** on deputation basis has been extended up-to 07.05.2021.

Dt Halda

(Debashish Halder)
Jt. Director (A&I)
Tel. No.26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US (Estt.), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Deptt. of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan,.
5. Controller & Auditor General of India, Bahadurshah Zafar Marg, new Delhi.
6. Controller General of Defence Accounts, Ulan Batar Road, Palam Delhi110010.
7. Mahalekha Niyantak Bhawan, Office of Controller General of Accounts Govt. of India, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20 – Ashoka Road, New Delhi.
10. A.D. (G) (SEA), Department of Telecom, Sanchar Bhawan, Ashoka Road, New Delhi.
11. Senior Accounts Officer, Group –B Section, Office of CGA, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
12. Accounts Officer, O/o CGDA, Ulan Batar Road, Palam Delhi110010.
13. Dy. CAO (P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post Office, New Delhi.
14. Jr. Hindi Translator for Hindi Translation.
15. NIC, DoF for uploading on the department's website.
16. Sr. Accounts Officer (Admin.) Ministry of External Affairs, 2nd Floor Jawahar Lal Nehru Bhawan, Janpath, New Delhi-1
17. Service Book/ Personal File.
18. Office Order File.

BIO-DATA PROFORMA

1. Name & Address in Block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. Whether Educational and other qualification 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 requirements 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 Held	From	To	Scale of pay and basic pay duties	Nature of

8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state
h
- (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-----
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Civilization
 - (d) Government Undertaking
 - (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 belong to SC/ST
15. Remarks

Signature of the Candidate

Address-----

Date-----

Countersigned-----
(Employer)