

No.5/1/FICC/2012-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 28<sup>th</sup> Feb, 2022

**Office Memorandum**

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

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of **Junior Accounts Officer** in the pay scale of PB-2, Level-8 (Rs.47600-102800/-) on deputation basis, in the Office of Fertilizer Industry Coordination Committee(FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment to the post of Junior Accounts Officer are as under:

- (i) Assistants of the Central Secretariat Service with 5 years' service in the grade or with 10 years' combined service in the grade of Assistant/Upper Division Clerks or Upper Division Clerks of Central Secretariat Clerical Service with 10 years service in the grade who have **undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possess 3 years' experience of cash, accounts and budget work.**
- (II) Failing (I) above, officers under the Central Government holding analogous posts or SAS passed clerks from any of the Organized Accounts Department.

**[NB – Candidates having operational knowledge of computer (MS word and MS Excel) will be given preference].**

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment to the post shall ordinarily not exceed 3 years. The others terms and condition of deputation shall be regulated vide Ministry of Personnel Public Grievances & Pension, Deptt. of Personnel & Training OM No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010.

4. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

.....cont.



5. It is requested that application, from the willing candidates who fulfill the required qualifications may be forwarded through proper channel to the undersigned in the prescribed Performa (enclosed) till 10<sup>th</sup> May, 2022, along with up to date CR Dossiers duly attested by an officer not below the rank of Under Secretary. While forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the official sponsored for the above post. A certificate to the effect that no penalty has been imposed upon the candidate during the last ten years and the integrity certificate may also be furnished along with the application. **Applications not received through proper channel or without CR Dossier/requisite documents or incomplete in any respect will not be considered. The candidates who apply for the post will not be allowed to withdraw their candidature later.**

*G. Mishra*

(Geeta Mishra)

Jt. Director (A&I)

Tele No. 26109820

**Copy to:**

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US (Establishment), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Department of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers, FS Wing, Udyog Bhawan.
5. Controller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi-110002.
6. **Controller General of Defence Accounts, Ulan Batar Road, Palam Delhi 110010.**
7. O/o CGA, Mahalekha Niyantarak Bhawan, GPO Complex, E-Block, I.N.A., New Delhi-110023
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, 20, Ashoka Road, New Delhi.
11. The Accounts Officer (Group-B), O/o CGA, Mahalekha Niyantarak Bhawan, GPO Complex, E-Block, I.N.A., New Delhi-110023
- ✓ 12. Accounts Officer, O/o CGDA, West Block No.5, R.K. Puram, New Delhi.
13. Dy. CAO(P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post office, New Delhi.
14. US (IT)/NIC, Deptt. of Fertilizers, Shastri Bhawan, with a request to upload the O.M. on the website of Deptt. of Fertilizers.
15. Jr. Hindi Translator for Hindi Translation.
16. Guard 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/<br>Experience required |     | Qualifications/<br>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<br>and basic pay | Nature of<br>duties |
|---------------------|-----------|------|----|-------------------------------|---------------------|
|                     |           |      |    |                               |                     |
|                     |           |      |    |                               |                     |
|                     |           |      |    |                               |                     |
|                     |           |      |    |                               |                     |



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
- The date of initial appointment
  - Period of appointment on deputation/contract
  - Name of the parent office/organization to which you belong.
10. Additional details about present employment .....  
please state whether working under-----
- Central Government .... ..
  - State Government ... ..
  - Autonomous Civilization ... ..
  - Government Undertaking ... ..
  - 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-----

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Date-----

Countersigned-----  
(Employer)