

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 12th August, 2015

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.

In continuation of this office's O.M. of even number dated 23.2.2015 (copy enclosed) and 24.4.2015 and 9th June, 2015 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 Junior Accounts Officer in PB-2 (Rs.9300-34800) with grade pay of Rs.4800/- on deputation basis has been extended up-to 10.10.2015.


(Surinder Kaur)
Joint Director (Admn.)
Tele No. 26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US(HR-II), Department of Fertilizers, Shastri Bhavan, New Delhi.
3. US(Establishment), Department of Chemicals & Petrochemicals, Shastri Bhavan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan.
5. Controller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
6. Controller General of Defence Accounts, West Block-V, R.K. Puram, New Delhi.
7. Controller General of India, Lok Nayak Bhawan, Khan Market, 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, 20, Ashoka Road, New Delhi.
- ✓ 11. NIC, Department of Fertilizers with a request to upload it on the website of Department of Fertilizers.
12. 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/ 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 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	Nature of duties

