

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

MIC  
2011

Dated ...8/6/11.....

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.

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of **Accounts Officer (General), Central Services, Group 'B' Gazetted** in the pay scale of PB-2, **Rs.9300-34800 plus Grade Pay Rs.5400/- (pre-revised Rs. 7500-250-12000/-)** on deputation basis, in the Office of Fertilizer Industry Coordination Committee(FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment by promotion/transfer on deputation to the post of Accounts Officer are as under:

(1) (i) Section officer of CSS or officers holding analogous post in the equivalent grade with 3 years service in the grade and who have undergone training in Cash & Accounts work in the Institute of Sectt Training & Management (ISTM) or equivalent and possessing experience in cash, accounts & Budget works;

OR

(ii) Officers under the Central Govt. holding analogous post or posts of Junior Accounts Officer/Accountant or equivalent in the pay band of PB-2 with grade pay Rs.4600/Rs.4800(Pre-revised Rs.6500-200-10500) with 5 years of service in the grade

OR

(iii) Accounts Officer/Audit Officers/SAS Accountants with 5 years service in the grade from any of the Organized Accounts Department.

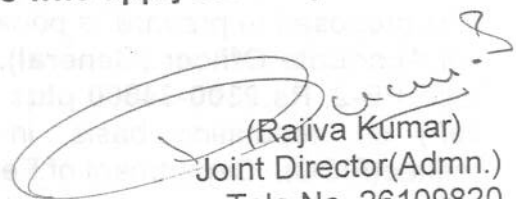
(2) The Departmental Junior Accounts Officers with 5 years regular service in the grade will also be considered and in case any of them is selected for appointment to the post, the same shall be deemed to have been filled by promotion( Period of deputation shall not exceed 3 years)

**(NB - Candidates knowing computer 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 rate of deputation duty allowance shall be admissible in accordance with the OM No.2/29/91-Estt. (pay-II) dated 5.1.94, amended from time to time.

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

5. It is requested that application from the willing candidates who fulfill the required qualifications may be forwarded to the undersigned in the prescribed Performa (enclosed) **within sixty days from the date of issue of this O.M.** 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 received 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.**

  
(Rajiva Kumar)  
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. Accounts Officer, Group B Section, office of CGA, 8<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
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. Jr. Hindi Translator for Hindi Translation.
15. NIC, DOF for uploading on the department's website.

## 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)<br>(2)<br>(3)                      |  |
| Desired   | (1)<br>(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

- (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)