

No.A.12011/04/2019-Ad.IA
Government of India
Ministry of Finance
Department of Economic Affairs

Room No.230, North Block,
New Delhi, the 2nd May, 2021

C I R C U L A R

Subject: Filling up of one post of Assistant (Excluded), one post of Assistant Superintendent and one post of Additional Budget Officer (ABO) in Department of Economic Affairs, Ministry of Finance on deputation basis -reg

The undersigned is directed to state that it is proposed to fill up the following posts on deputation basis from amongst suitable & eligible officers working under Central Government.

Sl.No.	Name of the post	Number of vacancy	Pay Level in Pay Matrix	Pre-revised Pay Scale	Method of Recruitment
1	Assistant (Excluded)	01	Level-6 Rs.35400-112400	PB-2 (Rs.9300-34800) G.P. 4200	Deputation/Absorption
2.	Assistant superintendent	01	Level-7 Rs.44900-142400	PB-2 (Rs.9300-34800) G.P. 4600	Deputation plus Promotion (Composite Method)
3.	Additional Budget Officer	01	Level-12 Rs.78800-209200	PB-3 Rs.15600-39100 (G.P. 7600)	Deputation plus Promotion (Composite Method)

2. The eligibility conditions for recruitment to the post of Assistant (Excluded), Assistant Superintendent and Additional Budget Officer are given in **Annexure-I, II and III respectively**.

3. It is requested that the applications (in duplicate) from the eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma as in **Annexure-IV**, to this Department **within 60 days** from the date of publication in the Employment News along with the following documents:-

- i. CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary to the Govt. of India. (Attestation on each page).
- ii. Vigilance/Disciplinary Clearance.
- iii. Integrity Certificate.
- iv. A statement showing major/minor penalties imposed during the last ten years. The statement is also required in case of 'NIL' information.
- v. Cadre clearance.

4. Applications received incomplete, otherwise than through proper channel and without the above-mentioned documents and after the due date will not be entertained. Further, the candidate who applies for the post will not be allowed to withdraw his candidature subsequently.



(Sanjeev Gupta)

Under Secretary to the Govt. of India

To,

Asst. Editor (Advt.), Employment News
Publication Division,
Ministry of Information & Broadcasting
7th Floor, Sancha Bauran, CGO Complex

1. Name of the Post : Assistant (Excluded)
2. Number of Vacancy : One
3. Classification : General Central Service, Group 'C' (Non-Gazetted)
4. Ministry / Department : Ministry of Finance, Department of Economic Affairs.
5. Scale of Pay : Level-6 of 7th CPC pay matrix
6. Method of Recruitment : Deputation /absorption
7. Eligibility Conditions:

Deputation /absorption :

Officers of the Central Government

A (i) holding analogous posts on regular basis ; or

(ii) Upper Division Clerk of the Central Secretariat Clerical Services in Level-4 (Rs.25500-81100) [Pre-revised P.B.1 (Rs.5200-20200) Grade Pay Rs. 2400/-] (pay scale of Rs.4000-100-6000 (as per 5th CPC) with eight years' regular service in in the grade, having undergone training in Cash and Accounts from the Institute of Secretariat Training and Management.

(iii) Upper division Clerk of Selection grade in Level-4 (Rs.25500-81100) [Pre-revised P.B.1 (Rs.5200-20200) Grade Pay Rs. 2400/-] (pay scale of Rs.4000-100-6000 (as per 5th CPC) from organized accounts department viz; Defence Accounts Departments/Indian Audit & Accounts Departments/Indian Civil Accounts Department/Indian Railway Accounts Department/Indian Posts and Telegraph Accounts and Finance Department with eight years regular service in the grade.

B. Desirable:

3 years' experience in Budget, Cash and Accounts,

Note 1.- The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed three years.

Note 2.- The maximum age-limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications.

ANNEXURE-II

1. Name of the Post : Assistant Superintendent
2. Number of Vacancy : One
3. Classification : General Central Service, Group 'B' (Non-Gazetted)
4. Ministry / Department : Ministry of Finance, Department of Economic Affairs.
5. Scale of Pay : Level-7 of 7th CPC pay matrix
6. Method of Recruitment : Deputation plus promotion (Composite Method)
7. Eligibility Conditions:

Deputation plus promotion (Composite Method)

Officers of the Central Government or State Government or Union territories administration :-

a. (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years' regular service in Level-6 of the pay matrix or equivalent in the parent cadre or Department; and

b. Possessing the following educational qualification and experience, namely:-

(i). should have successfully completed of training in cash and accounts from Institute of Secretariat Training and Management; or equivalent and

(ii) two years' experience in cash and accounts, budget and audit work.

Note 1:- The Departmental Assistant (Excluded) in Level-6(Rs.35,400-1,12,4000) in the pay matrix with five years regular service in the grade and possessing the educational qualification and experience prescribed for deputationist will also be considered alongwith outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall be, not exceeding fifty-six years, as on the closing date of receipt of applications.

ANNEXURE-III

1. Name of the Post : Additional Budget Officer
2. Number of Vacancy : One
3. Classification : General Central Service, Group 'A' Gazetted, Ministerial
4. Ministry / Department : Ministry of Finance, Department of Economic Affairs.
5. Scale of Pay : Level-12 (Rs.78800-209200) of 7th CPC pay matrix
6. Method of Recruitment : Deputation plus promotion (Composite Method)
7. Eligibility Conditions:

Deputation plus promotion (Composite Method)

Officers under the Central Government or State Government/ Union territories , -

a. (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-11 (Rs. 67700-208700) in the pay matrix or equivalent in the parent cadre/ Department; and

b. successfully completed Cash and Accounts training conducted by the Institute of Secretariat Training and Management (ISTM) and three years' experience in budgeting and accounts procedures and practices ; or

Officers from any of the Organised Accounts Service under the Central Government, -

(1) (i) holding analogous posts on regular basis in the parent cadre or department ; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-11(Rs.67700-208700) in the pay matrix or equivalent in the parent cadre/department ;

Note 1:- The Departmental Deputy Director (Budget and Accounts) in Level-11(Rs.67700-208700) in the pay matrix with five years regular service in the grade and having the qualifications and experience prescribed for deputationists shall also be considered alongwith outsiders and in case he or she is selected to the post, the same shall be deemed to have been filled by promotion.

Note 2.- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age-limit for appointment by deputation shall be, not exceeding fifty-six years, as on the closing date of receipt of applications.

PROFORMA

- 1. Post applied for
- 2. Name and address in Block letters
- 3. Date of Birth
- 4. Date of Retirement under Central Govt. Rules.
- 5. Educational Qualifications
- 6. Whether Educational and other Qualifications required for the post are satisfied? (If any qualifications has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

Qualification/Experience Required	Qualification/Experience Possessed
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- 7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
- 8. Details of employment, in chronological order. (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Ministry/Deptt.	Post held	From	To	Level in the Pay Matrix	Nature of Duties

- 9. Nature of present employment i.e. ad-hoc or temporary Or quasi-permanent or permanent.

10. In case the present employment is held on

Deputation basis/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 belong

11. Additional details about present employment

Please state whether working under

(a) Central Government

(b) State Government

(c) Autonomous Organisation

(d) Universities

(e) Others

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 drawn per month

14. Whether belongs to SC/ST

15. Additional information, if any

16. Remarks (if any)

Date :

Place:

Signature of the Candidate

Address_____

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the Competent Authority