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भारत सरकार/Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances & Pensions

(कार्मिक तथा प्रशिक्षण विभाग/Department of Personnel & Training)

कर्मचारी चयन आयोग (उत्तर पूर्व क्षेत्र)

**STAFF SELECTION COMMISSION**

**(North Eastern Region)**

हाउसफेड कॉम्प्लेक्स, वेस्ट एंड ब्लॉक, वेलतला बशिष्ठ रोड, दिसपुर, गुवाहाटी-781006।

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## C I R C U L A R

**Subject:-** Filling up of the post of Accountant on deputation basis in the Regional office of Staff Selection Commission, Guwahati.

Services of suitable officer is required for filling up of one post of Accountant on deputation basis in SSC(NER), Guwahati. Requirement to the post is given in the in Annexure-I and Application format in Annexure-II.

### Terms & conditions:

1. Pay etc. of the officer will be regulated in accordance with the Department of Personnel & Training's O.M.No.2/29/91-Estt(Pay), dated 5<sup>th</sup> January, 1994 as amended from time to time.
2. Officers who volunteer for the post will not be permitted to withdraw their names later. Nominations which are not accompanied by the requisite personal data will not be considered.
3. Period of deputation will be initially 3 years [counting from the date of joining the post in this office] which may be extended for another year subject to approval by competent authority.
4. Application of willing officers who are eligible and who can be spared only may be forwarded to this office in the attached proforma (Annexure-II) in duplicate, within six weeks from the date of its publication in the Employment News along with upto date C.R.dossiers for last 5 years and a certificate of vigilance clearance. Applications received after the prescribed date or without C.R.dossiers will not be entertained.

Sd/- Regional Director/NER  
17.02.2017

## ANNEXURE-I

Option called for filling up of post on deputation basis in SSC(NER), Guwahati-781006:

- Name of Post : Accountant
- No. of post & Office : 1(one) in Staff Selection Commission (NER), Guwahati.
- Scale of Pay : PB-2: Rs.9300-34800/-(Pre-revised) + GP Rs.4200/-.
- Method of Appointment : Transfer on deputation basis.
- Eligibility : A. (a) Upper Division Clerk of CSCS with 8 years regular service in the grade; and
- (b) Who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work; failing which-
- B. Officers under the Central Government:-
- (a)(i) Holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with six years service in the grade rendered after appointment thereto on a regular basis in PB-1(Rs.5200-20200) with GP Rs.2800 or equivalent in the parent cadre/department; or
- (iii)with eight years regular service in the grade rendered after appointment thereto on a regular basis in PB-1 [Rs.5200-20200] with GP Rs.2400 or equivalent in the parent cadre/department; and
- (b) Who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years experience of cash, accounts and budget work
- Period of Deputation : Three[3] years.

*[Note: Format of Application may be downloaded from the website [www.sscner.org.in](http://www.sscner.org.in)]*

## ANNEXURE-II

### CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
5. Whether Educational and other qualifications 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 requirement 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/Institution | Post held | From | To | Scale of Pay & Basic Pay | Nature of duties (in detail) |
|--------------------|-----------|------|----|--------------------------|------------------------------|
|--------------------|-----------|------|----|--------------------------|------------------------------|

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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(indicate the name of your employer against relevant column).
  - a) Central Govt.
  - b) State Govt.
  - c) Autonomous Organization
  - d) Government Undertaking
  - e) Universities
  - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
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 per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to)
  - i) Additional academic qualifications
  - ii) Professional training and
  - iii) Work experience over and above prescribed in the Vacancy Circular /Advertisement (Note: Enclose a separate sheet, if the space is insufficient)
15. Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Construct.)

16. Whether belongs to SC/ST
17. Remarks(The candidates may indicate information With regards to (i) Research publication and report And special project (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional Bodies/Institutions/Societies and (iv) Any other Information)  
(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: \_\_\_\_\_

Signature of the Candidate

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Countersigned :

(Employer with Seal)