

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

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011-24626639

Mahalekha Niyantarak Bhawan,
GPO Complex, E-Block, INA,
New Delhi-110023

Dated, the 13th August, 2018

OFFICE MEMORANDUM

Subject:- *Allocation and distribution of Dossiers received from SSC for the post of MTS (DR), on the basis of SSC MTS (Non-Technical) Examination – 2016.*

An offer of appointment was issued to the successful candidates of MTS (Non-Technical) Examination-2016 for the post of MTS on direct recruitment basis vide this office's O.M. No. 12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243 dated 06.07.2018. The candidates were requested to submit their acceptance/willingness to accept the aforesaid offer of appointment as well as preferences of stations for allocation and other requisite documents viz. Attestation forms, Certificate of Good character and medical fitness reports etc.

2. The candidates have submitted their preferences of stations for allocation and acceptance/willingness to accept the offer of appointment. The state of posting has already been allocated by SSC in respect of passed candidates at the time of forwarding of dossiers. The Competent Authority has decided allocation of stations within the state allocated by SSC on the basis of merit of rank obtained as well as preferences exercised by candidates and Ministries/Departments as per availability of vacancies for posting of candidates on their joining the post as detailed in **ANNEXURE enclosed**. Accordingly, the dossiers of selected candidates of MTS (Non-Technical) Examination -2016 for the post of MTS are distributed and forwarded to the Ministries/Departments as per **ANNEXURE** containing original applications and attached documents as received from SSC and acceptance/willingness along with other documents submitted by the candidates.

3. In this context, it is requested that the Appointing Authority in the User Department/Organization may verify the following particulars/documents of each candidate comprehensively prior to issuing provisional appointment to the candidate:-

- (i) Date of birth.
- (ii) Essential Qualification as on crucial date.
- (iii) Age relaxation claimed by candidate, if any.
- (iv) SC/ST/OBC/Ex-Servicemen/PH Certificate issued by the competent authority.
- (v) In respect of OBC candidate, the extant guidelines regarding creamy layer status should be strictly followed.
- (vi) The genuineness and validity of OBC Certificate indicating Non Creamy Layer status issued by the prescribed authorities need to be verified in case of OBC candidates who have been selected on provisional basis.
- (vii) The eligibility of the candidate, whose candidature has been kept provisional for reason other than OBC status, should also be verified accordingly.
- (viii) Candidate's Result, Name, Roll No., Rank No., Categories etc. may be checked with the result available on the Commission's website and list enclosed.
- (ix) The candidate's photo, signature etc. and handwriting on admission card (Commission's copy) and also documents obtained at different stages of examination, need to be verified with those he/she will actually submit at the time of joining the post.

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- (x) Verify all documents viz. Medical fitness certificate, Character certificate, Medical declaration, Attestation forms etc. received in respect of candidate.

4. **Further, the Appointing Authority of the User Department/Organization may also ensure that**

- (i) **As it has been decided vide DoPT's O.M. No. 18011/2(s)/2016-Estt.(B)(i) dated 29th June, 2016 that now the verification of character & antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification. The Appointing Authorities will issue provisional appointment letters after obtaining the attestation form and self-declaration from the candidate. Therefore, the verification of character and antecedents (police verification) may be processed immediately after joining of the candidate to the post. In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment will be cancelled forthwith and other criminal/legal action will also be taken, as a consequent.**
- (ii) Appointment letter should be signed by the Controller of Accounts. In case no Controller of Accounts is available in respective Ministry/Department, the appointment letter may be submitted to Dy. Controller General of Accounts for signature.
- (iii) **In the case of candidates selected on provisional basis, the instructions contained in Para 3 (iii) of Staff Selection Commission's Notice vide F.No. 1-4/2010-P&P-I dated 17.08.2017 available on their official website, may be followed without referring the case to this office.**
- (iv) The issue of Appointment letter may not be held up unless for want of genuine reasons. In case of delay in issue of appointment letter on genuine grounds, the reasons may be brought into the notice of this office.
- (v) Specimen copy of appointment letter is also enclosed for your ready reference.

5. In addition to above procedures, **other pre-appointment formalities of the candidate may also be completed at your end as per prevalent rules and regulations.** It is also requested to follow the guidelines issued vide DoPT O.M. No. 9/23/71 Estt.(D) dated 06.06.1978 and OM No. 35015/2/93-Estt.(D) dated 09.08.1995 in respect of issuing appointments by the Ministry/Department.

6. Further, the DOPT OM No. 35015/2/93-Estt(D) dated 09.08.1995 stated that an offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The instructions may be strictly adhered to in terms of DoPT's O.M. No. 1259494-Estt.(D) dated 09.08.2017. The extension of joining time to the candidates shall be granted in exceptional cases only but not beyond reasonable time. **The Appointing Authority shall ensure the joining of candidates well within stipulated six months period in any case in adherence to DoPT aforesaid O.Ms dated 09.08.1995 & 09.08.2017 respectively or otherwise the offer of appointment shall be lapsed automatically.**

7. If any candidate declines the offer of appointment or fails to report for duty or there is no response from him/her even after reminders (through speed post/registered post with acknowledgement due), the offer of appointment should formally be cancelled and the candidate be informed accordingly. The dossiers of such a candidate may thereafter be returned to this office for onward return to SSC after placing therein a copy of the offer of appointment, subsequent reminder(s) and the memorandum of cancellation of the offer of appointment.

8. The Appointing Authorities shall ensure that all formalities regarding issue of offer of appointment (already issued by CGA office), appointment letter, reminders, and correspondence for extension of time wherever granted in exceptional cases on genuine grounds as well as cancellation of offer of appointment letter may be completed within six month of issue of offer of appointment letter. On expiry of six months period from the date of issue of offer of appointment, the concerned Authorities shall have no power to revive or accept joining of any candidate. All such cases shall be dealt with strictly in accordance with DOPT OM No. 35015/2/93-Estt(D) dated 09.08.1995.

3

9. The letter to the Candidate(s) for appointment to the post of MTS on provisional basis should be issued at the earliest possible, however, **not later than fifteen days period from the date of receiving dossiers** so as to expedite the filling up of vacancies without delay.

10. In case of any doubts, concerned Regional Director (SSC), or SSC (HQ) New Delhi or this office may be contacted immediately.

This issue with the approval of competent Authority.

Yours faithfully,

Encls:- as above.


(Suresh Kumar Gupta)
Senior Accounts Officer

To,
Pr.CCAs/CCAs/CAs,

(It is requested to depute concerned Sr.AO/AAO/Accountant immediately for obtaining dossiers from Group 'B' section, O/o the CGA).

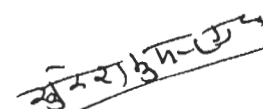
Copy to:-

Sr. AO (ITD), O/o CGA - with the request to upload on website of CGA.

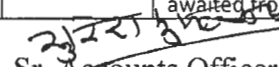
ANNEXURE

**ALLOCATION OF DOSSIERS OF MTS SELECTED THROUGH SSC MTS (NON-TECH.) - 2016
TO THE MINISTRIES/DEPARTMENTS UNDER OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS**

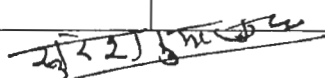
Sl. No.	Name of the Candidate (Sh./Ms./Mrs.)	Roll No. and Rank No.	Ctg./Ctg. Selected	Allocated Min./Dept.		SSC Remarks	Remarks, if any
				Station allocated to the candidates for posting	Ministry/Deptt.		
1	PRADEEP DUDAWET	2403024944 SL/1069	ST	DELHI	Commerce		
2	DINESH KUMAR MEENA	2405147746 SL/8772	ST	DELHI	CAPD		
3	RAJ KUMAR MEENA	2201609475 SL/8971	ST	DELHI	HRD		3 copies of Attestation forms awaited from candidate
4	RAHUL KUMAR MEENA	2201575525 SL/9123	ST	DELHI	Health		
5	RAM NIWAS MEENA	2405091416 SL/9155	ST	DELHI	Home		
6	UMA SHANKAR MEENA	2405128394 SL/9180	ST	DELHI	I&B		
7	SUJIT KUMAR	2201501288 SL/9193	ST	DELHI	Law		
8	VIJENDRA KUMAR MEENA	2405281491 SL/9205	ST	DELHI	UD		
9	RAHUL KUMAR MEENA	2201327705 SL/9214	ST	DELHI	WR		
10	ANIL KUMAR	3001121460 SL/0248	SC	DELHI	Finance		
11	DEEPAK KUMAR	2201085688 SL/2244	SC /UR	DELHI	HRD		
12	SUMER SINGH	1803004640 SL/2267	SC	DELHI	Home		
13	SUBHASH CHANDRA	3003075673 SL/3699	SC	DELHI	Home		
14	RITIKA DUGGAL	2201004708 SL/4639	SC	DELHI	Labour		
15	SUBHASH	2201645190 SL/0260	OBC	DELHI	Agriculture	Provisional	
16	NANDLAL PAL	3009002511 SL/0430	OBC /UR	DELHI	Agriculture	provisional	
17	NITISH KUMAR	3206081549 SL/0732	OBC /UR	DELHI	Agriculture	Provisional	
18	AKHILESH KUMAR	3205000213 SL/0846	OBC /UR	DELHI	CBDT	Provisional	
19	CHANDAN KUMAR	3206038483 SL/0948	OBC /UR	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
20	RAHUL NAGAR	2201303766 SL/1067	OBC /UR	DELHI	CPAO	Provisional	
21	VIKASH KUMAR	3203042128 SL/1349	OBC /UR	DELHI	Civil Aviation	Provisional	
22	SUMIT KUMAR	3003043786 SL/1515	OBC /UR	DELHI	CPAO	Provisional	
23	LAKHAN SAINI	2201238663 SL/1595	OBC /UR	DELHI	Commerce	Provisional	


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24	SANJEEV KUMAR PRAJAPATI	2201303294 SL/1637	OBC /UR	DELHI	Commerce		
25	SHILPI KUMARI	3206186003 SL/1706	OBC /UR	DELHI	Commerce	Provisional	
26	BRAJESH KUMAR	2201380618 SL/1753	OBC /UR	DELHI	CAPD		
27	MONIKA	2201049366 SL/1784	OBC	DELHI	Agriculture	Provisional	
28	RUCHI KUMARI	3206037801 SL/1817	OBC /UR	DELHI	CAPD	Provisional	
29	VIJAY VERMA	3206061933 SL/1845	OBC /UR	DELHI	CAPD	Provisional	
30	AJIT KUMAR YADAV	2201067710 SL/1909	OBC /UR	DELHI	Earth Science		
31	PRITAM	2405002370 SL/2009	OBC /UR	DELHI	Health		
32	AMIT KUMAR	3203020999 SL/2031	OBC /UR	DELHI	Health	Provisional	
33	RAHUL SINGH	2201278635 SL/2067	OBC /UR	DELHI	Home		
34	AMARJEET KUMAR	3205042577 SL/2194	OBC /UR	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
35	NITESH KUMAR GUPTA	3206031602 SL/2307	OBC /UR	DELHI	Home	Provisional	
36	AYU RAJ	2201390737 SL/2361	OBC /UR	DELHI	Industry		3 copies of Attestation forms awaited from candidate
37	ANUJ KUMAR YADAV	2201001418 SL/2382	OBC /UR	DELHI	I&B		
38	DEVENDER KUMAR	2201615783 SL/2388	OBC /UR	DELHI	I&B	Provisional	
39	ABHISHEK KUMAR	3013160172 SL/2419	OBC /UR	DELHI	UD	Provisional	
40	MANISH TEJNARAYAN	3203039539 SL/2471	OBC /UR	DELHI	UD	Provisional	
41	RANJEET	6015003374 SL/2949	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
42	AMARJEET KUMAR	3206161494 SL/3517	OBC	DELHI	CBEC	Provisional	
43	ANSHU KUMARI	2405095140 SL/4215	OBC	DELHI	CPAO		
44	RANJEET KUMAR	8201003070 SL/4743	OBC	-	-		Attestation and other requisite documents are awaited from candidate
45	AJAY KUMAR VERMA	3003001035 SL/4823	OBC	DELHI	CPC	Provisional	
46	SANDEEP SHARMA	3001035509 SL/4926	OBC	DELHI	Commerce	Provisional	
47	ANKIT KUMAR PAL	3003008052 SL/5043	OBC	DELHI	CAPD	Provisional	
48	ADITYA KUMAR YADAV	3013014134 SL/5173	OBC	DELHI	CAPD	Provisional	
49	MANISH	2201269490 SL/5268	OBC	-	-		Attestation and other requisite documents are awaited from candidate
50	ADARSH KUMAR KANDHWAY	4205001290 SL/5343	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate


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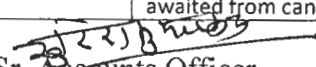
51	DIWAKAR KUMAR	3206086689 SL/5407	OBC	DELHI	Finance	Provisional	
52	SONU	2201442250 SL/5478	OBC	DELHI	Finance		
53	BRAJDEEP MAURYA	3009029183 SL/5514	OBC	DELHI	HRD	Provisional	
54	RAKESH KUMAR SONI	3007018443 SL/5560	OBC	DELHI	HRD	Provisional	
55	ABHISHEK KUMAR RAJ	3206049472 SL/5594	OBC	DELHI	Health	Provisional	
56	ANAND KUMAR YADAV	2201028236 SL/5618	OBC	DELHI	Home		
57	RAVI KANT VERMA	3010028014 SL/5641	OBC	DELHI	Home	Provisional	
58	PAWAN KUMAR	3206288028 SL/5655	OBC(OH)	DELHI	INGAF	Provisional	3 copies of Attestation forms awaited from candidate
59	CHUMKI MONDAL	4405039077 SL/5689	OBC	DELHI	INGAF		
60	MOND ASHIK	3003060861 SL/5713	OBC	DELHI	I&B	Provisional	
61	ROSHAN KUMAR	4205021010 SL/5732	OBC	DELHI	I&B		
62	BABLU KUMAR SAN	3201055404 SL/5758	OBC	DELHI	I&B	Provisional	
63	VISHNU P	9206034244 SL/5794	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
64	SANDHYA KUMARI	2201201466 SL/5828	OBC	DELHI	Law	Provisional	
65	PARVEEN KUMAR	2201278218 SL/5859	OBC	DELHI	Mines	Provisional	
66	KM MINAKSHI	2201004163 SL/5881	OBC	DELHI	Planning		
67	DEENCHANDRA	3003042259 SL/5897	OBC	DELHI	UD	Provisional	
68	SANDEEP KUMAR	3205054883 SL/5912	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
69	LALIT	2201281703 SL/5921	OBC	DELHI	UD		
70	SUMIT KUMAR SHEEL	4205172343 SL/5935	OBC	DELHI	UD		
71	ANIKET KUMAR	3203014721 SL/5959	OBC	DELHI	UD	Provisional	
72	ANKUR KUMAR	2003001990 SL/5967	OBC	-	-		Attestation and other requisite documents are awaited from candidate
73	APARNA KUMARI	3205000837 SL/5981	OBC	DELHI	WR	Provisional	
74	PARVEEN	1803013230 SL/0037	UR	DELHI	Agriculture		
75	GEETANJALI	2201256821 SL/0245	UR	DELHI	Agriculture		
76	ANKUR KUMAR	2201570257 SL/0559	UR	DELHI	Agriculture		
77	AMRIT KUMAR	3201091789 SL/1181	UR	DELHI	CBDT		


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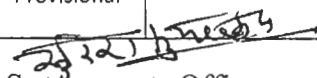
78	SANJAY	2201370086 SL/1260	UR	-	-	Attestation and other requisite documents are awaited from candidate
79	SATYA DEV	2201615865 SL/1414	UR	-	-	Attestation and other requisite documents are awaited from candidate
80	RAVI SHARMA	3203059935 SL/1463	UR	DELHI	CPAO	
81	BISHVENDRA MISHRA	3009022509 SL/1556	UR	DELHI	Coal	
82	SHUBHAM KUMAR	3205001442 SL/1669	UR	DELHI	Commerce	
83	ANKIT MISHRA	3013020200 SL/1792	UR	DELHI	Commerce	
84	TEJINDER	2201150051 SL/1882	UR	DELHI	CAPD	
85	MANJEET KUMAR	1601019864 SL/1935	UR	DELHI	Commerce	
86	VINEET KUMAR	3001119010 SL/1960	UR	DELHI	Commerce	
87	AKSHAY	2201007873 SL/1983	UR	-	-	Attestation and other requisite documents are awaited from candidate
88	MONIKA	2201056794 SL/2045	UR	DELHI	Earth Sciences	
89	MOHIT TUSH1R	2201229866 SL/2085	UR	DELHI	Env. & Forest	
90	SANTOSH KUMAR	3013000730 SL/2097	UR	-	-	Attestation and other requisite documents are awaited from candidate
91	KULDEEP KUMAR	2201291242 SL/2123	UR	DELHI	Finance	
92	GAURAV SHARMA	2405000981 SL/2142	UR	DELHI	HRD	
93	ASHISH KUMAR JOSHI	2201440623 SL/2169	UR	DELHI	HRD	
94	RUMIT SEHRAWAT	2201248761 SL/2182	UR	-	-	Attestation and other requisite documents are awaited from candidate
95	ASHISH SHARMA	2201400051 SL/2210	UR	DELHI	Health	
96	YOGESH CHOWDHARY	2201009310 SL/2221	UR	DELHI	Home	
97	NITIN KUMAR	2201138722 SL/2238	UR	DELHI	Home	
98	ANKITA ARORA	2201070191 SL/2255	UR	DELHI	Home	
99	ABHAY SINGH	1601023067 SL/2278	UR	DELHI	IGNAF	
100	SHUBHAM	2201204833 SL/2288	UR	DELHI	INGAF	
101	ARUN KUMAR GAHLAWAT	2201148368 SL/2296	UR	DELHI	Industry	
102	GAURAV SOLANKI	3011033233 SL/2322	UR	DELHI	Industry	
103	SOURISH BELEL	4410064358 SL/2329	UR	DELHI	I&B	
104	RAVINDER	2201510142 SL/2336	UR	DELHI	I&B	


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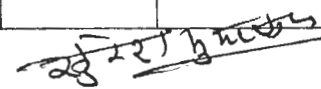
105	DEEPAK	2201449515 SL/2346	UR	DELHI	Labour		
106	MANJIT KUMAR SHARMA	2201350680 SL/2376	UR	DELHI	Labour		
107	NEERAJ	2201093892 SL/2398	UR	DELHI	Law		
108	AMAN ABHISHEK	3206029517 SL/2407	UR	DELHI	Mines		
109	PRIYANKA	2201237231 SL/2430	UR	DELHI	Planning		
110	RAVI	2201253394 SL/2438	UR	DELHI	RD		
111	AMIT	1402009953 SL/2448	UR	DELHI	SRTH		
112	ASHOK	2201286775 SL/2455	UR	DELHI	UD		
113	PRAMOD KUMAR	4205003125 SL/2463	UR	DELHI	UD		
114	SUMIT VATS	2201010854 SL/2478	UR	DELHI	UD		
115	AMIT KUMAR	2201168582 SL/2505	UR	DELHI	UD		
116	AMIT KUMAR	2201257347 SL/2512	UR	DELHI	UD		
117	NITISH AGGARWAL	2201117047 SL/2524	UR	DELHI	WR		
118	KUNDAN KUMAR	3206103074 SL/9141	ST	Nagpur	Finance		
119	LAKSHMI BAI MEENA	2405147850 SL/9609	ST	Nagpur	Mines		
120	AHIRWAR SIDDHANT SITARAM	7205704973 SL/3514	SC	Nagpur	Finance		3 copies of Attestation forms awaited from candidate
121	SHIRSATH SACHIN JAGAN	7204703304 SL/8233	SC	Mumbai	CBEC		
122	SUNNY KUMAR	3206179824 SL/2817	OBC	Pune	WR	Provisional	
123	RAJA RAM RAJ	2201247549 SL/3550	OBC /UR	Mumbai	Commerce	Provisional	
124	ASALAM ANSARI	3003023899 SL/5235	OBC /UR	Mumbai	CAPD	Provisional	
125	ROHIT KUMAR	2201005730 SL/7111	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate
126	VISHWAJEET	3201050753 SL/7911	OBC	Nagpur	Mines	Provisional	
127	MANISH YADAV	3003035659 SL/8055	OBC	Nagpur	CBDT	Provisional	3 copies of Attestation forms awaited from candidate
128	ANKIT TOMER	3011015821 SL/8171	OBC	Mumbai	I&B	Provisional	
129	ANKIT KUMAR SHARMA	3206000924 SL/8232	OBC	Nagpur	Mines	Provisional	3 copies of Attestation forms awaited from candidate
130	DHANANJAY SINGH	3010021358 SL/0797	UR	Nagpur	Agriculture		
131	PRAKASH RAKSHIT	3205010776 SL/4723	UR	-	-		Attestation and other requisite documents are awaited from candidate


 Sr. Accounts Officer
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132	KRISHNA KUMAR ROY	2201016874 SL/5030	UR	Mumbai	CBEC		
133	ASHISH	2201238385 SL/5350	UR	Nagpur	CBEC		
134	RITESH KUMAR TIWARY	4413002380 SL/5473	UR	Nagpur	Mines		
135	MINTU KUMAR JHA	3201024872 SL/5624	UR	Mumbai	CBEC		
136	LOVELY	3205052183 SL/5708	UR	Mumbai	Civil Aviation		
137	CHAUDHARY SACHIN	7002706048 SL/5782	UR	Pune	Earth Sciences		
138	JITENDRA KUMAR	3205009799 SL/5846	UR	Nagpur	Mines		
139	ROHIT	2201158826 SL/5943	UR	Mumbai	Health		
140	HIMANSHU GAMBHIR	2201009847 SL/6003	UR	Mumbai	I&B		
141	SOUMITRA HALDAR	4410004086 SL/6092	UR	-	-		Attestation and other requisite documents are awaited from candidate
142	ANUJ GUPTA	2201024040 SL/6124	UR	Pune	WR		
143	CHUNNU KUMAR SINGH	3206256486 SL/6157	UR	Mumbai	UD		
144	KAMAL NAYAN	2201301351 SL/6196	UR	Nagpur	Finance		
145	SHIVANSHU SINGH	3009024497 SL/6215	UR	Nagpur	Planning		
146	RAHALA HANSDA	4410002519 SL/8004	ST	Kolkata	Commerce		
147	ARUN KUMAR	3201004323 SL/9321	ST	Kolkata	HRD		3 copies of Attestation forms awaited from candidate.
148	OM PRAKASH MANDAL	3206015689 SL/9506	ST	Farakka	WR		
149	AMARNATH KUMAR	3206209952 SL/1262	SC	Kolkata	Commerce		
150	ANIRBAN SARKAR	4410023172 SL/1699	SC /UR	-	-		Attestation and other requisite documents are awaited from candidate
151	ADITYA BISWAS	4410000255 SL/2134	SC /UR	Kolkata	Commerce		
152	BIKRAM BAHADUR DAS	4410022951 SL/3504	SC	Kolkata	Mines		
153	ARPAN RAI	4415011727 SL/0692	OBC	KOLKATA	CBEC		
154	RAUSHAN KUMAR	3203012164 SL/1016	OBC /UR	KOLKATA	Health	Provisional	
155	SAPNA KUMARI	3206069353 SL/1795	OBC /UR	KOLKATA	Mines	Provisional	
156	RANI KUMARI GUPTA	4405003430 SL/1843	OBC /UR	KOLKATA	Mines	Provisional	
157	BINOD KUMAR	3201031329 SL/2262	OBC	KOLKATA	CAPD	Provisional	
158	RAM JEEVAN KUMAR	3205020216 SL/2351	OBC /UR	KOLKATA	Mines	Provisional	
159	ANUJ KUMAR	3206076641 SL/2667	OBC /UR	KOLKATA	Mines	Provisional	


 Sr. Accounts Officer
 O/o the CGA

160	UMESH YADAV	3203012360 SL/2793	OBC /UR	KOLKATA	Mines	Provisional	
161	SURAJIT MAJI	4410049960 SL/2940	OBC	KOLKATA	CAPD	Provisional	
162	RAHUL KUMAR	4205044513 SL/3027	OBC /UR	KOLKATA	UD		
163	ASHIS SARKAR	4408025929 SL/3308	OBC	KOLKATA	HRD	Provisional	
164	AMARJEET KUMAR	3206225147 SL/3515	OBC	KOLKATA	HRD	Provisional	
165	SHAMBHU DEBNATH	4402002914 SL/3579	OBC	KOLKATA	Health		Character certificate awaited from candidate
166	RANJEET KUMAR	3003128199 SL/3763	OBC	FARAKKA	WR	Provisional	
167	SATWIK WARDHAN	4410077771 SL/3938	OBC	KOLKATA	I&B		
168	SURUCHI BHARTI	3206078374 SL/4001	OBC	KOLKATA	Law	Provisional	
169	PRITAM KARMAKAR	4405002550 SL/4097	OBC	KOLKATA	Mines		
170	ANUJ KUMAR	3203068635 SL/4211	OBC	KOLKATA	Mines	Provisional	
171	NIRAJ KUMAR	2201156998 SL/4298	OBC	KOLKATA	Mines		
172	PUJA KUMARI GUPTA	4405003441 SL/4339	OBC	KOLKATA	Mines		
173	NARENDRA PRASAD YADAV	4410080962 SL/4468	OBC	KOLKATA	Mines		
174	TILOTTAMESH MONDAL	4402007729 SL/4511	OBC	KOLKATA	Planning		
175	OM PRAKASH KUMAR	3203027599 SL/4584	OBC	KOLKATA	Sci. & Tech.	Provisional	
176	SIBHAM RAM	4410034614 SL/4689	OBC	KOLKATA	UD		
177	DEBABRATA KUNDU	4410001487 SL/4814	OBC	KOLKATA	UD		
178	SUNNY KUMAR	3203003920 SL/4900	OBC	KOLKATA	UD	Provisional	
179	RAHUL KUMAR	3203000484 SL/4993	OBC	KOLKATA	UD	Provisional	
180	ABHISHEK KUMAR	4415002487 SL/5020	OBC	KOLKATA	Health		
181	PRITAM BANERJEE	4410038330 SL/0233	UR	KOLKATA	Agriculture		
182	SOURAV PURKAIT	4410025116 SL/0730	UR	KOLKATA	CBEC		
183	MD SAMSHAD HUSSAIN	4410029332 SL/1116	UR	KOLKATA	Commerce		
184	PRAMIT GIRI	4410021959 SL/1219	UR	KOLKATA	CAPD		
185	DEBRAJ BHATTACHARYYA	4410082464 SL/1325	UR	KOLKATA	Earth sciences		
186	MOHANA MAJUMDAR	4410017171 SL/1937	UR	KOLKATA	Env. & Forests		
187	SANGSAPTA BAGCHI	4408029862 SL/2073	UR	KOLKATA	Health		
188	WASIM AKRAM	4410218460 SL/2214	UR	KOLKATA	Home		


Sr. Accounts Officer
O/o the CGA

189	MONIKA KUMARI	3206043894 SL/2530	UR	KOLKATA	Industry		
190	SOUMIK MUKHERJEE	4405003830 SL/2645	UR	KOLKATA	I&B		
191	DEBABRATA SARKAR	4410055030 SL/2746	UR	KOLKATA	Law		
192	SHRAMANA PAL	4410000400 SL/2855	UR	KOLKATA	Mines		
193	SUBHOM DHAR	4403002811 SL/2901	UR	KOLKATA	SRTH		
194	POUSALI MAJUMDER	4403003183 SL/2958	UR	KOLKATA	UD		
195	SANDEEP KUMAR	4205096028 SL/0334	UR	Dhanbad	Labour		
196	RANJEET KUMAR	4205099856 SL/0448	OBC	Indore	CBEC	Provisional	
197	ASHIQ MOHAMMED A N	9211013040 SL/0392	OBC /UR	Cochin	CBEC		
198	JISHNU C R	9212009734 SL/8213	OBC	Banglore	Health	Provisional	
199	SANOJ KUMAR	3003058158 SL/2282	OBC(OH)/ UR	Banglore	Mines	Provisional	
200	DEEPAK KUMAR*	3203052856 SL/4950	OBC	Banglore	Health	Provisional	
201	SAMRAT KUMAR DAS	4402011219 SL/4433	UR	Shillong	Mines		
202	SHAHNWAZ ALAM	3206110488 SL/5516	UR	Shillong	Home		
203	SATENDRA KUMAR	2201242617 SL/8736	SC	Shillong	CBEC		
204	PRINCE KUMAR	3201039078 SL/6795	OBC	-	-	Provisional	Attestation and other requisite documents are awaited from candidate


Note:

The candidates may contact to the respective Principal Accounts Office of the Ministry/Department to which their dossiers have been allocated, for further information. The address as well as contact details of Principal Accounts Offices of the Ministries/Departments under Office of the Controller General of Accounts, are available in Civil Accounts Organization Directory at the following links

http://cga.nic.in/writereaddata/Directory%20of%20CAO_A4.pdf

OR

<http://cga.nic.in/Directories.aspx>


 Sr. Accounts Officer
 O/o the CGA

No. F.

GOVERNMENT OF INDIA
MINISTRY OF _____
PRINCIPAL ACCOUNTS OFFICE

Dated: August, 2018

SPECIMEN APPOINTMENT LETTER

On the recommendation of Staff Selection Commission (SSC) consequent upon passing Multi Tasking Staff (Non-Technical) Examination 2016 conducted by SSC and the acceptance/willingness submitted by the candidate in response to the Offer of Appointment issued by Office of the Controller General of Accounts vide O.M. No. 12018/3/2016/MF.CGA(A)/MTS/SSC/2016/243 dated 06.07.2018, Mr./Ms./Mrs.----- (SSC, MTS (Non-Technical) Examination -2016 Roll No.-----, Rank No.-----) S/o Shri ----- is hereby appointed to the post of MTS (Central Civil Accounts Service) in O/o----- M/o----- in the pay level-1 (Rs.18000-56900) plus such allowances (i.e. DA/HRA/Transport Allowance etc.) as may be sanctioned by the Government of India from time to time and on the following terms and conditions:-

- (i) The appointment to the post of MTS is purely temporary in nature and shall be governed by the provisions of the Central Civil Service (Temporary Service) Rules, 1965 and regulations made there under.
- (ii) The appointment is provisional and subject to verification of character and antecedents from concerned authorities as per laid down procedure. Furnishing of false information or suppression of any factual information would be disqualification and would render the candidate unfit for employment under the Government with resultant cancellation of provisional appointment or dismissal from service as the case may be as well as liable for criminal/legal action under relevant rules.
- (iii) As per declaration furnished in Attestation form, if anything adverse comes out in the character and antecedents verification that would make the appointee ineligible for appointment in the first instance, the appointee will be liable to be discharged from Government service forthwith without any further notice.
- (iv) The services of appointee are temporary and may be terminated at any time by giving one month notice by either side namely appointee or the appointing authority without assigning any reason thereof. The Government, however, reserves the right of terminating services of appointee forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent the pay and allowances for the period of notice or the un-expired portion thereof.
- (v) The appointee will be on probation for two years, which may be extended or curtailed at the discretion of the Competent Authority but the total period of extension of probation shall not, except where it is necessary, by reason of any departmental or legal proceeding against him/her, exceed one year.
- (vi) During the period of probation, the appointee will be liable to be discharged from service at any time without any notice, if (a) on the basis of performance or conduct, he/she is considered unsuitable for further retention in service, or (b) If he/she otherwise not found eligible or suitable for being retained in the service.
- (vii) The appointment carries with it the liabilities to serve in any part of India.
- (viii) The appointee will be covered under New Pension Scheme notified by the Ministry of Finance No.5/7/2003-ECB&PR dated 22.12.2003.
- (ix) The appointee will not be entitled to any travelling allowances for joining the post on appointment as MTS. In case of candidates already in Central or State Government service, he/she will be entitled for travelling allowances as per existing rules if admissible.

- (x) If the appointee is already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc., his/her appointment shall be subject to vigilance clearance and relieving by the present employer.
- (xi) The appointment will be subject to taking an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form at the time of joining the post.
- (xii) In accordance with orders in force in regard to recruitment to service under the Government of India, no person who has entered into or contract a marriage with any person having, a spouse living or who having a spouse living has entered into or contracted marriage with any person, is eligible for appointment under the Government of India, provided, the Government may, if they are satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this office a declaration to the effect in the prescribed proforma at the time to joining the post.
- (xiii) If the appointee claims to belong to a SC/ST/OBC or a person with disability, he/she will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that the appointment is provisional and subject to verification of the relevant certificate(s) through proper channels. If the verification reveals that the claim of appointee with regard to belonging to SC/ST/Other Backwards Classes/PwD or not belonging to creamy layer is false, his/her services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of India penal Code for production of false certificate.
- (xiv) The appointee shall intimate the change in religion after appointment, if any, to the Appointing/Administrative Authorities concerned immediately.
- (xv) Other terms and conditions of appointment will be governed by relevant rule and orders of Government of India in force from time to time.
- (xvi) In accordance with the relevant rules in force in regard to the recruitment to the service under the Government of India, if any declaration or information furnished by the appointee prove to be false or if appointee found to have wilfully suppressed any material information, he/she shall be liable to be removed from service and liable to any such other action as the Government may deem fit.
- (xvii) At the time of joining the post, the appointee is requested to furnish the following documents:-
- (a) Declaration regarding marital status;(provided at the time of joining)
 - (b) Original Caste Certificate (ST/SC/OBC); Certificate of Ex-Servicemen/PwD;
 - (c) Original educational certificates;
 - (d) Certificate relating to date of birth; age relaxation, if any;

In case the above terms and conditions are acceptable, Sh./Ms./Mrs. _____ is requested to join the post within fifteen days of the receipt of appointment letter. However, the appointment would lapse automatically in accordance with DOPT OM No. 35015/2/93-Estt.(D) dated 09.08.1995 in case you fail to join the post.

Controller of Accounts

To,

Sh./Ms./Mrs.