No.A-35018/10/circular/2016/MF.CGA(A)/Gr.B/Government of India Ministry of Finance Department of Expenditure O/o Controller General of Accounts Mahalekha Niyantrak Bhavan, E-Block, GPO Complex, I.N.A., NEW DELHI

Dated, the 20th Sep, 2017

CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

S.	Letter No. Date &	Deputation post	Eligibility
No	Organization	with scale	
1.	No.Admn./Pr.CCA /MEA/2(78)/2013- 14/426 dated	Assistant Accounts Officer.	For eligibility criteria may refer the MEA letter dated 19.09.2017.
	19.09.2017 M/o External	In the Pay Scale of Rs.9300-34800 with GP Rs. 4800/	
	Affairs.	Level-8.*	· ·
2.	No.Q/PF/586/2/2 017 Dated 31.08.2017	Section Officer In the level-10 of Pay Matrix.	For eligibility criteria may refer the MEA letter dated 31.08.2017.
	M/o External Affairs.		
3.	No.SJM/Estt./Dir.P eshi/Deputation of A&A.O 2017 Corr. Dated 31.08.2017	Administrative- cum-Accounts Officer In the level-09 of	For eligibility criteria may refer the Salar Jung Museum letter dated 31.08.2017
	Salar Jung Museum, Hyderabad.		
4.	No.G- 27030/3/2014-15- Admin/1317-1325 dated 04.09.2017	Accounts Officer In the level-09 of Pay Matrix.	For eligibility criteria may refer the Godavari River Management Board letter dated 04.09.2017
	Gadavari River Management Board, Hyderabad.		

The applications of willing and eligible Sr. AOs/AOs may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instructions contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 and even O.M. No. 1064 dated 11th Feb 2016 may be kept in view.

Encl: As above

Sr. Account Officer (Gr. 'B')

To,

Sr.AO (ITD)-For website.

No.Admn./Pr.CCA/MEA/2(78)/2013-14

426

O/o Principal Chief Controller of Accounts
Ministry of External Affairs
Jawaharlal Nehru Bhawan
23-D, Janpath Road, New Delhi – 110011.

Dated: 19 9 17

CIRCULAR

Subject: Selection of Assistant Accounts Officer (AAO) for posting in Embassy of India, Washington.

This Ministry is in the process of selecting suitable substitutes of Assistant Accounts Officer (AAOs) posted in Embassy of India Washington.

2. The Essential and Desirable Qualifying requirements are as under:-

(A) Essential Qualifying Requirements

- (i) Serving Sr.AO/AO/AAO of the Central Civil Accounts Service(CCAS) Cadre of the Controller General of Accounts(CGA), Ministry of Finance, Department of Expenditure, who
- (a) has completed a minimum of one years of service as on 30.09.2017 as Sr.AO/AO/AAO and continues to be posted in the office of Pr.CCA, MEA; or
- (b) is presently on deputation in the Ministry of External Affairs having proceeded to this deputation from the Office of Pr.CCA, MEA and has completed a minimum of one year of service as on 30.09.2017 in the MEA including the service as Sr.AO/AO/AAO in the Office of Pr.CCA, MEA; or
- (c) had served either as Sr.AO/AO/AAO in the Office of Pr.CCA, MEA for a minimum period of one year or he had completed his tenure in MEA not earlier than 30.09.2012.
- (ii) Should have the requisite experience of working in MEA so that he is familiar with the specific functioning of the Ministry and the Missions, particularly in accounting matters
- (iii) Should have a sound grounding in Govt. accounting rules and General Financial Rules.
- (iv) Should have proficiency in handling the IMAS software implemented in the Missions/Posts for payment and accounting functions.

(v) Should have proficiency in the PFMS implemented in the Pr.CCA office into which the monthly cash accounts generated by IMAS are finally incorporated.

(vi)Should possess positive personality attributes and outstanding service record.

- The selected Officer would be posted against posts of Attaches in the Embassy which normally carries pay scale in PB-II with GP of Rs.4800/-(old scale), in pay matrix level 8 as per 7th CPC. In case Sr.AO/AO or AAO in Grade Pay of Rs.5400/- is selected his pay shall be protected in the manner laid down vide Department of Expenditure OM No.1/1/2008-IC dated 13th September, 2013.
- Names of eligible officer willing to be considered for selection for the post may be forwarded to the undersigned along with their Blo-Data, vigilance clearance report and CR grading in the enclosed pro-forma before 27.10.2017.

(PANKAI SHARMA) Controller of Accounts

To:

- 1. Controller General of Accounts, Ministry of Finance, Department of Expenditure, O/o the CGA Maha lekha Niyantrak Bhawan, Ministry of Finance GPO Complex Block-E INA, New Deihi with respect to Para 2(1)(c).
- 2. JS(AD), M/o External Affairs, South Block, New Delhi with respect to 2(1)(b).
- 3. Sr.AO (Admn.), O/o Pr.CCA, MEA, Jawaharlal Nehru Bhawan, New Delhi with respect to para 2(i)(a) & 2(i)(b).

Copy for Information to:

- 1. Sr.PS to AS(AD), MEA
- 2. Sr. PS to Pr.CCA, MEA



PROFORMA 1A

(FOR Sr.AOs/AOs/AAOs PRESENTLY POSTED IN O/o PR.CCA, MEA OR PRESENTLY ON DEPUTATION IN MEA HAVING PROCEEDED TO THIS DEPUTATION FROM O/o PR.CCA MEA para 2(i)(a)& 2(i)(b) refers)

Panel of Sr.AOs/AOs/AAOs for consideration for posting at EOI Washington

S.No	NAME OF THE OFFICER	WHETHER PRESENTLY Sr.AO or AO or AAO	PRESENT POSTING	PERIOD OF SERVICE AS Sr.AO/AO/AAO IN O/O Pr.CCA,ME A	PERIOD OF SERVICE ON DEPUTATION IN MEA HAVING PROCEEDED TO THIS DEPUTATION FROM THE O/O PR.CCA,ME A	TOTAL LENGTH OF SERVICE IN COL.5 & 6 TAKEN TOGETHER

Date:			
	•	1	
			(Signature of the competent authority with
			Name designation and office seal)

PROFORMA 1B

(FOR Sr.Ao/AO/AAO WHO HAD SERVED IN THE O/o Pr.CCA, MEA NOT EARLIER THAN 30.11.2015, Para 2(i)(c) refers)

Panel of Sr. AOs/AOs/AAOs for consideration of positing at EOI, Washington & Kathmandu

S.No.	Name officer	of	the	Whether presently Sr.AO or AO or AAO	Present Posting	Period of service as Sr.AO/AO/AAO in o/o Pr.CCA, MEA	Sr.AO/AO/AAO
			_				

(Signature of the Competent Authority with name, designation and official seal)



PROFORMA 2

ACRs/APARs Appraisal Grading of Sr. Aos/Aos/AAOs who are eligible for consideration for posting at E.O.I. Washington

					:
	1			i	i :
	1		l*	1	
	1	l		1	
l E	!	!			
				Ĭ	1
	1		ļ.		
	,	l .	1	i	i .
	i .	f .			
		i			
1	1		Į.	1	1
1	1	L	i e		1
1	ļ				
			1		1
	1				
l k	1	!	l .	1	1
1	1	1			
			· · · · · · · · · · · · · · · · · · ·		
	1	I .	1	1	
	1	i		1	l .
	1	1	t .	1	
	1	1	Į.	·	
	<u> </u>			1	1
	1	1	I	1	I .
1	1				l .
1	ſ	1	1	1	1
	i	i			

Date:

(Signature of the Competent Authority with Name, Designation and Office Seal)

PROFORMA 3

(BIO-DATA FOR THE PERIOD IN MEA INCLUDING O/o Pr. CCA, MEA)

Name of the Office:

S. No.	Period	Posting	Job Profile

Date: Signature of Applicant

Date: Countersigned:

Signature of competent Authority With name, designation & Office Seal

PROFORMA 4

CERTIFICATE

lt		certified							or	contemplated
agai	nst _.		(N	lame)	 	_(Des	ignation)	•		
							C:	ra of tha C	omno	etent Authority
Dat	e:						-			
							with na	ıme, desigr	ıatior	ո & Office Seal

No. Q/PF/586/2/2017 Government of India Ministry of External Affairs (Administration Division)

> Jawaharlal Nehru Bhawan, Janpath, New Delhi, the 31st August, 2017

Office Memorandum

Subject: Filling up of post of Section Officer (SO) and Assistant Section Officer (ASO) in the Ministry of External Affairs on deputation – reg.

The Ministry of External Affairs requires the services of qualified Sr. AOs/AOs/AAOs and Sr. Accountants/Sr. Auditors, who have experience in finance, budget, project management and monitoring of Government projects, at Section Officer and Assistant Section Officer levels respectively.

- 2. In order to fill these posts, it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from the officers of Sr. AO/AO/AAO level for the post of Section Officer (in the Level-10 of Pay Matrix) and from the officials of Sr. Accountant/Sr. Auditor level for the post of Assistant Section Officer (in the Level-7 of Pay Matrix) with specialisation in the above-mentioned areas. The duties involve examination and processing of financial proposals, monitoring financial evaluation and accounting of Government of India projects, consultancy agreements, and procurements training courses etc. Detailed QRs relating to the assignment is enclosed.
- 3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices. Interested officers may be instructed to apply by 6th October, 2017 as per the pro-forma enclosed with the QRs.

State Callan

(S. D. Moorthy)

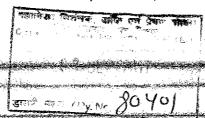
Deputy Secretary (PF & PG)

Tel: 49015360

Copy to:

1) Office of C&AG, New Delhi.

- 2) Office of CGA, New Delhi.
- 3) All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to Attached/Subordinate Offices as well.
- 4) All Notice Boards in the Ministry of External Affairs.
- 5) US(XP), MEA with the request to upload the circular on Ministry's website.





(1)

MINISTRY OF EXTERNAL AFFAIRS, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001

Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up of posts of **Section Officer** on deputation basis in the Ministry of External Affairs, New Delhi as per details given below:-

1.	Name of the Post	:	Section Officer
2.	No. of Posts	1	02 (Two)
3.	Qualification	:	Graduation
4.	Level in the Pay Matrix	:	Level-10 of Pay Matrix
5.	Period of	-	The Deried of deputation is initially for three years
Э.	Deputation		The Period of deputation is initially for three years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant DoP&T guidelines.
6.	Eligibility/Essential Requirements		 a) Officers holding posts of Sr. AO/AO/AAO or analogous post for at least three years; Sr. Auditor/Sr. Accountant/or analogous post for at least five years.
		14	b) Officers should be conversant with Govt. of India financial rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Govt. Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc till
1. 1.			final booking thereof, and related instructions issued by
· [interioring of the state of the		Ministry of Finance from time to time;
ļ			
			c) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.
7.	Work Experience	•	Financial evaluation and accounting of Government of India
	(at least three		projects, consultancy agreements, procurements training
	years in any or all		courses etc.
	the areas is		 Settlement of Running Account bills and other claims of
	desirable)		project implementing agencies from time to time.
			 Scrutiny and evaluation of Tender Documents,
	***	-	Memorandum of Understanding, Agreements/Contracts to
			be signed with implementing agencies.Evaluation of Financial/Service Regulations of
			Institutions/agencies.
			• Formulation of Budget of Ministries/Departments.
			Audit of Ministries/Departments
			Handling Parliamentary matters, especially those with
		·	financial implications.
8.	How to apply	:	Completed application should be sent to Shri S. D. Moorthy,
			Deputy Secretary (PF & PG), Ministry of External Affairs,
			Room No. 4071, Jawaharlal Nehru Bhawan, Janpath, New
	:		Delhi-110001 Phone No. 011-49015367 in the prescribed proforma (Annexure A) alongwith up-to-date attested copies of
			APARs for the last three years and Vigilance Clearance
	·		Certificate, Integrity Certificate, Statement of Major/Minor
			Penalty, if any, imposed on the officer during the last 10 years
			(or as the case may be) of the officers from the present
<u> </u>			employer.
	A Company of the Comp		and the control of th

MINISTRY OF EXTERNAL AFFAIRS Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001



Applications in the prescribed proforma (as per Annexure-A of the advertisement) are invited from suitable and eligible candidates for filling up of posts of **Assistant Section Officer** on deputation basis in the Ministry of External Affairs, New Delhi as per details given below:

1.	Name of Post	:	Assistant Section Officer
2.	No. of Posts		05 (Five)
3.	Qualification	:	Graduation
4.	Level in the Pay		Level-7 of Pay Matrix
	Matrix		
5.	Period of Deputation	:	The period of deputation is initially for three years.
			However, the period may be extended or curtailed on performance basis,
			functional requirements and relevant DoP&T guidelines.
6.	Eligibility/Essential	:	a) Officials holding posts of Sr. Auditor/Sr. Accountant or analogous post
	Requirements		for at least two years.
			OR
	1.1		Successful completion of training in the Cash and Accounts Work in
			the Institute of Secretariat Training and Management (ISTM) or
			equivalent and a minimum of two years' experience in Cash,
			Accounts and Budget Work.
			b) Officers should be conversant with Government of India financial rules
			such as General Financial Rules (GFR), Delegation of Financial
	:		Powers Rules (DFPR), Government Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring
			expenditure out of allocations such as securing regulatory approvals.
-			issue of sanctions etc. till final booking thereof, and related
-	The second secon	0777	instructions issued by Ministry of Finance from time to time;
	eng ing mengangan di personah <u>ang mengangan</u>	maj wi	c) Officer should be fully conversant with the TDS system of the IT
1			Department as applicable to Government Departments.
	And the second s		d) Officers should have working knowledge of computer operations,
	en e		particularly MS Excel and MS Word
7.	Work Description (at	3°70°	Applicants would have the following broad responsibilities, among others
'	least two years in		Examination and Processing of Financial Proposals
	any or all the areas		Formulation of Budget
	is desirable)		Audit procedures and reports
			Financial evaluation and accounting of Government of India projects,
			consultancy agreements, procurements training courses etc.
			Scrutiny and evaluation of Tender Documents, Memorandum of
			Understanding, Agreements/Contracts to be signed with
	-		implementing agencies.
			Evaluation of Financial/Service Regulations of Institutions/agencies.
			Handling Parliamentary matters, especially those with financial
	9		implications
			General work of administrative/financial nature
			It may be noted that the above duties may involve short travels outside of
			the country for brief durations. Accordingly, only those officers who are
			open to travelling abroad occasionally need apply.
8.	How to apply	:	Completed application should be sent to Shri S. D. Moorthy,
			Deputy Secretary (PF & PG), Ministry of External Affairs, Room No.
			4071, Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110 001,
			Phone No. 011-49015367 in the prescribed proforma (Annexure-A)
			alongwith up-to-date attested copies of APARs for the last two years and
		-	Vigilance Clearance Certificate, Integrity Certificate, Statement of
			Major/Minor Penalty, if any, imposed on the officer during the last 10 (or
L			as the case may be) years of the officials from the present employer.

your

Paste

(12

APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER AND ASSISTANT SECTION OFFICER (ON DEPUTATION)

. Name & Designation. Post applied for	;					passport photo here	size	
. Date of Birth			- - -			-		
. Gender: Male/Fem	ale :							
. Date of Retiremen	t :				. [
. Educational Quali	fications:							
•								
. Mobile No. & e-m . Details of employm	ent in the chro	nological	order.	Enclose a se	eparat	e sheet duly	authentic	cat
. Details of employm by the Department, if s	ent in the chro space below is	insufficie	ent.		<u> </u>		authention	_
. Details of employm y the Department, if s	ent in the chro	nological insufficie	order.	Scale of	Pay	Nature o		_
Details of employm y the Department, if some Department/Office/Institution/	ent in the chro space below is	insufficie	ent.		Pay			
. Details of employm y the Department, if s Department/	ent in the chro space below is	insufficie	ent.	Scale of and basic	Pay	Nature o		
Details of employm y the Department, if s Department/ Office/Institution/	ent in the chro space below is	insufficie	ent.	Scale of and basic	Pay	Nature o		
Details of employm y the Department, if s Department/ Office/Institution/	ent in the chro space below is	insufficie	ent.	Scale of and basic	Pay	Nature o		
Details of employm y the Department, if s Department/ Office/Institution/	ent in the chro space below is	insufficie	ent.	Scale of and basic	Pay	Nature o		
Details of employm y the Department, if s Department/ Office/Institution/	ent in the chro space below is	insufficie	ent.	Scale of and basic	Pay	Nature o		-

- 9. Nature of present employment: Temporary / Permanent
- 10. Basic pay, Level of Pay Matrix:
- 11. 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.
- 12. Whether belongs to SC/ST/OBC/Physically handicapped:
- 13. Remarks

(Signature of the candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 5 years and his integrity is beyond doubt.

Signature of the Head of Department (With Stamp)





सालार नंग संग्रहालय

SALAR JUNG MUSEUM

हैदगबाद - 500 002, औं.प्र.. HYDERABAD - 500 002.

दिनांक :

Date:

No.SJM/Estt./Dir. Pe.shi/Deputation of A&A.O 2017 Corr.

Dt.31.08.2017

To

1).The Comptroller & Auditor General of India Pocket -9 Deen Dayal Upadhyay Marg New Delhi-110124

2).Office of the Controller General of Accounts
MahaLekha Niyantrak Bhawan
Ministry of Finance
GPO Complex, Aviation Colony
INA Colony
New Delhi-110023

3).The Controller General of Defence Accounts Ulan Batar Road Palam, Delhi Cantt.-110010

4).The Financial Advisor & Chief Accounts Officer IIIrd Floor
Rail Nilayam
South Central Railway
Secunderabad-500025

5).The Principal Accountant General Andhra Pradesh and Telangana Saifabad, Lakdi ka Pool Hyderabad -500004

6). The Principal Director of Audit South Central Railways Secunderbad -500025

7). The Pr. Controller of Accounts, (Factories), 10-A Shaheed Kundan Bose Sarai (Opposite Netaji In door Stadium) Kolkata-700001

नार पता : सालारमस दरभाष / Pho

दूरभाष / Phone : Office : 24523211/212/213

Gram : SALARMUS फैक्स / Fax : 040-24572558

E-mail: salarjung@hotmail.com

Saifaba Hydera





Charles 1

इं-केस (



9).The Controller of Defence Accounts Secunderabad No.1 Staff Road Secunderabad -500009

10). The Controller of Defence Accounts(R&D)
Opposite DRDL Gate
Kanchan Bagh
Hyderabad -500058

सालार जंग संग्रहालय SALAR JUNG MUSEUM

हैदराबाद - 500 002, ऑ.प्र. HYDERABAD - 500 002.

दिनांक : Date :

Sir/Madam

Sub: Filling up of one post of Administrative —cum-Accounts Officer Rs.9,300-34,800 + G.P. Rs.5,400 (Level 9 in VIIth CPC) on Deputation (including short term Contract) basis in the Salar Jung Museum, Hyderabad

The Salar Jung Museum proposes to fill one post of Administrative –cum-Accounts Officer in the scale of.Rs.9,300-34800 with grade pay 5,400 (Level 9 in VIIth CPC) on Deputation (including short term contract) basis. A copy of the notification along with format of application is enclosed for your kind reference. An indicative note to the above effect is also notified in the Employment News. The format of applications is also available in the Museum's website www. salarjungmuseum.in

Encl(as above)

Yours Sincerely

(Dr. A. Nagender Reddy)

Joint Director

तार पता : सालारमस

दूरभाष / Phone : Office : 24523211/212/213

ई-मेल /

Gram: SALARMUS

फैक्स / Fax : 040-24572558

E-mail: salarjung@hotmail.com







SALAR JUNG MUSEUM HYDERABAD

No.SJM/Estt./Dir.Peshi/Deputation A&AO -2017/Corr.2017

SITUATION VACANT

Applications are invited from eligible candidates for appointment to the following Group 'B' Post which is vacant in the Salar Jung Museum, Hyderabad.

Vacancy-01 (one pos

1.Name of the post	2.No.of vacant posts	3.Whether reserved or unreserved.	4.Classification
Administrative –cum-	1.(One post)	U.R	Gp. 'B' Non-Ministerial
Accounts Officer 5.Scale of pay (Revised)	P.B.3.Rs.9,300-348	1 300 with grade pay 5,400 (Level 9 in VII th CPC)
6.Method of recruitment		ling short term contract).	
7.Agelimit for office applying for deputation.	ers Not exceeding 56	years.	
8.Educational and oth qualifications			
9.In case recruitment deputation or absorpti grades from wh deputation or absorption be made	on Officers under ich Universities and to Organizations Aut	Recognized Research onomous bodies.	Governments/Recognized Institutions/ Statutory
be made	-34800 with Grad (ii) With 5 years re Assistant Audit O	ous post on regular basis in e Pay of Rs. 5400 (Level 9 OR egular service as SAS Assist fficers in the Post in the Pa f Rs.4800 (Level 8 in VII th C	in VII th CPC). ant Accounts Officers/SAS y Band of Rs. 9300-34800

Note 1 Period of deputation or contract including the 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

Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission Recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised Scale of Pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the post (s) for which that Grade Pay or Pay Scale is the normal replacement grade without any up gradation

All applications, shall be addressed to "The Director, Salar Jung Museum, Hyderabad – 500002". The applications should be sent under registered post with A/D indicating clearly on the top of the envelope, the post for which the application is sent. The Last date for receipt of applications is 16th October, 2017.

Application form and Further details are available on museum website: salarjungmuseum.in

Sd/-DIRECTOR भारत सरकार जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय गोदावरी नदी प्रबंधन बोर्ड ५ वी मंजिल, जलसौधा एररुम मंजिल, हैदराबाद- ५०० ०८२



Government of India

Ministry of Water Resources
River Development & Ganga Rejuvenation
Godavari River Management Board

5th Floor, Jalasoudha, Errum Manzil Hyderabad- 500 082

F. No. G-27030/3/2014-15-Admin/ 1317-1325

Date: 4.09.2017

To,

- The Controller General of Accounts, O/o Controller General of Accounts, Mahalekha Niyantrak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi 110023.
- Controller of Accounts, MoWR, RD & GR, Room No. 241, 2nd floor, A –Wing, Shastri Bhawan, New Delhi-1100001.
- 3. The Principal Account General (Audit) Delhi, AGCR Building, IP Estate, New Delhi-110002.
- 4. The Principal Accountant General (G&SSA), Andhra Pradesh and Telangana, Saifabad, Hyderabad, 500004.

Sub: Circular for filling one post of Accounts Officer in Godavari River Management Board, Hyderabad – reg.

Sir,

Please find enclosed herewith the circular for filling one post of Accounts Officer in Godavari River Management Board, Hyderabad, with a request to upload this circular in departmental websites for wide publicity. It is further requested that suitable selection procedure may be followed by the parent department and suitable candidate may be nominated for deputation to GRMB, Hyderabad before 31.12.2017 positively. GRMB reserves the right to accept/ reject any of the nominations without assigning any reason.

Encl: Circular

(Dr. Samir Chatterjee) Member Secretary

Copy for information to:

- 1. Senior PPS to Secretary, Ministry of Water Resources, RD & GR, New Delhi.
- 2. Spl. Chief Secretary, I & CAD, 5th floor, B Block, R/No: 511, Government of Telangana, T.S. Secretariat, and Hyderabad 500022.
- 3. Secretary to Government, Water Resources Department, 4th Block, 1st Floor, Room No: 216, AP Secretariat, Velagapudi-522503.

Copy for information with request to upload the circular on the Ministry's website to:

- 1. Joint Secretary (PP & Pen. River), Ministry of Water Resources, RD & GR, 404, Shram Shakti Bhawan, Rafi Marg, New Delhi 110001.
- 2. Technical Director (Tech), NIC, Ministry of Water Resources, RD & GR, New Delhi.

(Sur

Tel: 040-23313163/64; Pax: 040-23313162/64

e-Mail: chairman-grmb@gov.in; membersecy-grmb@gov.in

भारत सरकार जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय गोदावरी नदी प्रबंधन बोर्ड ५ वी मंजिल, जलसौधा एररुम मंजिल, हैदराबाद- ५०० ०८२



Government of India Ministry of Water Resources River Development & Ganga Rejuvenation Godavari River Management Board 5th Floor, Jalasoudha, Errum Manzil Hyderabad- 500 082

CIRCULAR

No. CIR/ADMIN/GRMB/ 1/2017

September 01, 2017

Circular for filling one post of Accounts Officer, Godavari River Management Board (GRMB), Hyderabad, an autonomous body under the Ministry of Water Resources, River Development and Ganga Rejuvenation, on transfer on deputation basis by nomination of officers from the Central Government/ Autonomous Bodies/ Public Sector Undertakings.

1. Eligibility:

Holding analogous posts on regular basis in the parent cadre or Department in the Pay Level- 09.

2. Experience:

With two years regular service in dealing with Budget, Audit, Cash & Accounts etc.

- 3. **Duties:** The officer may be assigned the duties of all financial matters including:
 - (i) Preparing bills of expenditure.
 - (ii) Examination of works related matters purely from financial angle.
 - (iii) Compilation of the Accounts.
 - (iv) Auditing of Accounts.
 - (v) Preparing the Annual Accounts, Audited Account Statement etc.
 - (vi) Verification of bills.
 - (vii) Preparation of Budget.
 - (viii) Handling of Cash & Accounts.
- 4. Period of deputation shall ordinarily be 3 years extendable up to 5 years. The maximum age limit is 56 years as on 1st September, 2017.
- 5. The pay of the selected officers will be on par with his/ her own pay in accordance with Last Pay Certificate issued by the parent department and deputation allowance as per GoI norms.
- 6. The nominated candidate should be cleared from Vigilance angle, should have Integrity beyond doubt and should not have been imposed any minor/ major penalties.
- 7. The deputed officer will be posted in GRMB (HQs.), Hyderabad.
- 8. All benefits granted by the parent department as per Government of India norms shall be protected.
- 9. GRMB reserves the right to accept/ reject any of the nominations without assigning any reason.

10. The last date of receipt of nomination is 31.12.2017.

(Dr. Samir Chatterjee) Member Secretary