

**No.A-35018/10/circular/2017/MF.CGA(A)/Gr.B/198**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**O/o Controller General of Accounts**  
**Mahalekha Niyantarak Bhavan, E-Block, GPO Complex,**  
**I.N.A., NEW DELHI**

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Dated, the 31<sup>st</sup> May, 2018

**CIRCULAR**

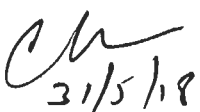
Please find enclosed herewith the following vacancy circulars regarding filling up of post as detailed below:-

S. No.	Letter No. Date & Organization	Deputation post with scale	Eligibility
1.	No.Admn.A/A5/201849 dated 04.05.2018  National Institute of Rural Development & Panchayati Raj (NIRDPR), Hyderabad	<b>Accounts Officer</b>  In the scale of PB-2 (Rs.9300-34800) with GP Rs. 5400/Level-09.	For eligibility criteria may refer the NIRDPR letter dated 04.05.2018
2.	No.88/CUS/ADMN/APTT/DPTN/2013 (5569) Vol.XIV dated 21.05.2018  Office of the Custodian, M/o Finance, New Delhi	<b>Under Secretary</b>  In the scale of PB-3 (Rs.15600-39100) with GP Rs. 6600/Level-11.  <b>Sr.AO/OSD</b>  In the scale of PB-2 (Rs.9300-34800) with GP Rs. 5400/Level-09.  <b>Private Secretary</b>  In the scale of PB-2 (Rs.9300-34800) with GP Rs. 4600/Level-07.	For eligibility criteria may refer the O/o the Custodian letter dated 21.05.2018

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.1064 dated 11<sup>th</sup> Feb 2016 may be kept in view.

Encl: As above

  
 31/5/18  
 (Chander Prakash)  
 Sr. Account Officer (Gr.'B')

To,  
 Sr.AO (ITD)-For website.



# राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान

(ग्रामीण विकास मंत्रालय, भारत सरकार)

राजेन्द्रनगर, हैदराबाद - 500 030 (भारत)

## NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad - 500 030 (India)

Dr.A.Debapriya

Assistant Registrar (E) i/c

No.Admn.A/A5/2018/49

May 04, 2018

To

The Controller General of Accounts

Office of the Controller General of Accounts

Department of Expenditure

Ministry of Finance, Govt. of India

AGCR Building,

ITD, New Delhi

Sir,

Sub: Appointment of **Accounts Officers (2 Nos.)** on deputation basis at NIRD&PR, Hyderabad – reg.

The National Institute of Rural Development & Panchayati Raj, Hyderabad, an autonomous organisation under Ministry of Rural Development, Government of India desires to fill up two posts of **Accounts Officers** on deputation basis in the **Pay Matrix as per 7<sup>th</sup> CPC: Level 9 : Rs.53100** (pre-revised 6<sup>th</sup> CPC Rs.9300-34800 plus Grade Pay of Rs.5400/-).

2. The job description of the **Accounts Officers** is as follows :

### A) Accounts Officer (Claims), who is the Drawing and Disbursing Officer (DDO) -

- Preparation of Pay bills of the Institute and passing the payments;
- All payments related to contingent nature;
- Pre-check and payment of maintenance;
- Verification and confirmation of pensions and release of monthly pensions and maintenance of relevant records;
- Maintenance of broad sheets related to long term and short term **loans** and advances and calculation of interest thereon;
- Personal claims of staff who are regular employees of the Institute and
- Other duties as assigned by the superiors from time to time as per the requirements of the Institute.

### B) Accounts Officer (Accounts) -

- Preparation of Annual Accounts of the Institute
- Preparation of budget
- Maintenance of fund accounts and investment accounts.
- Internal audit and coordinating the statutory audit of the Comptroller and Auditor General of India.
- Costing and maintenance of ledger accounts and including compilation and
- Overall charge of cash and banking transactions.
- Preparation of receipt and payment of accounts ;
- Income and expenditure account and balance sheet ;



फोन : 91-40-24008526, फैक्स : 91-040-24016500 / 24015277

Phone : 91-40-24008526, Fax : 91-040-24016500 / 24015277

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- ix) Work relating to, training programmes, research studies, consultancy accounts of the Institute ;
- x) Provident Fund, Benevolent Fund and Development Fund;
- xi) Other duties as assigned from time to time as per the requirements of the Institute.

3. The **Pay Matrix in the Level 9 - Rs.53100** (pre-revised 6<sup>th</sup> CPC: Rs. 9300-34800 plus Grade Pay of Rs.5400/- in PB-2 ) will be applicable to those officers who are deputed from offices of Organised Accounts Department. The selection will be amongst Audit Officers/ Assistant Audit Officers/ Section Officer (Commercial) or (Civil) with knowledge of accountancy and computer operation, working in Central Accounts/ Audit organizations. The candidate selected will be appointed on standard terms and conditions of deputation. The tenure of deputation on deputation terms will be initially for a period not exceeding three years in terms of GOI, O.M. No. 6/8/2009-Estt. (Pay), dt. 17.06.2010 issued by the Govt. of India.

4. As per the Recruitment Rules, the prescribed qualifications for the post of Accounts Officer on deputation in the Institute are as follows:

- i) A Degree from recognized university, preferably in Commerce.
- ii) Employee of the Audit & Accounts Department, Civil Accounts Organisation of the Ministries of the Government of India, Defence Accounts Department, Department of Railway Accounts, or Department of Posts and Telegraphs who have passed the SAS (SOGI) or equivalent examination conducted by the respective organisations.

5. Preference will be given to applicants who are having minimum of five years' experience in a supervisory capacity and knowledge of commercial accounting and computer operation.

6. It is requested that a panel of eligible and willing officers of your organisation at the level of Assistant Audit Officer or equivalent or higher having required qualifications and experience may please be drawn and forwarded to this office at the earliest of your convenience, enabling us fill up the post with the approval of Competent Authority. Keeping in view of urgency for accounts related work of the Institute, it is requested that names of only those willing and suitable officials who can be relieved immediately, may be forwarded. Attested copies of ACRs for the last five years and Vigilance/Disciplinary Clearance Certificate may also be enclosed along with the panel. We request that the same may be done latest by **10.06.2018**.

Yours faithfully,

  
Assistant Registrar (E) i/c



सत्यमेव जयते

**Office of the Custodian**  
**The Special Court (TORTS) Act, 1992**  
**Department of Financial Services**  
**Ministry of Finance, Government of India**

3rd Floor, Bank of Baroda Bhawan,  
16, Parliament Street, New Delhi-110 001  
Phones 23326836, 23320476, 23327279, 23318242  
Fax : 011-23311665

E-mail : custodian.delhi@yahoo.com

No. 88/CUS/ADMN/APTT/DPTN/2013 (5569) Vol. XIV

Dated: 21.05.2018

To

Controller General of Accounts,  
8th Floor, Lok Nayak Bhawan,  
Khan Market,  
New Delhi- 110003

**Sub.: Vacancies of various posts at Delhi & Mumbai to be filled up.**

Sir/Madam,

I am directed to refer to the subject and to say that the Office of the Custodian, set up under the provisions of the Special Court (Tort of Offences Relating to Transactions in Securities) Act, 1992, and under the Administrative control of Department of Financial Services, Ministry of Finance, Government of India has published vacancies for various posts lying vacant at New Delhi and Mumbai. These posts will be filled up on deputation basis initially for a period of three years, which may be extended for a further period or till further orders, whichever is earlier.

2. An advertisement for vacancies has been published in the Hindustan Times, Delhi and Times of India, Mumbai edition on 05/05/2018 (copy enclosed) . Application should reach this office within 60 days from the date of publication of Advertisement. Details of vacancies eligibility criteria, proforma of Application etc. are available on website of Custodian's Office (financialservices.gov.in/banking-division/Office-of-the-Custodian).

3. The vacancy circular (copy enclosed) may please be widely circulated in your office and the offices under your control. You are also requested to forward the Application of suitable and willing officers/officials, who fulfills the eligibility criteria before last date, with Vigilance clearance and APAR's for the last five years, to the undersigned.

Encl.: Copy of Advertisement.

Yours faithfully,

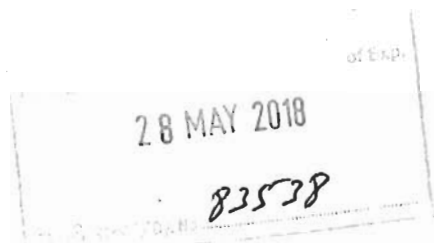
(Alok Jagdharia)  
Under Secretary  
Ph. 011-23327279  
Mob. 9868281133

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NIT No. 03/EE/NSD/PWO/2018-19  
(Tender ID No. 2018\_PWD\_149727\_1)  
Estimated Cost: Rs. 6,50,980/- EMD:  
Rs. 17,020/- Period of completion: 02  
Months  
Last date & time for receipt of tender  
through e-procurement solution 07.05.2018  
at 3.00 PM and will be open on same day at  
3.30 PM.  
The tender forms and other detailed can be  
obtained from the website (<https://govt-procurement.delhi.gov.in>).  
Executive Engineer  
North Building Division  
DIP/Shabdarth/0246/18-19 PWD, Delhi

#### PRESS NOTICE

The Executive Engineer, PWD Division M-321 (GNCTD), Delhi invites on behalf of President of India, online Paragiggle rate tenders from (i) CPWD registered contractors enlisted in appropriate category (ii) Those of appropriate list of MES, BSNL and other state Govt. Departments dealing with buildings and roads and other experienced contractors. Should have satisfactorily completed the eligible similar works as mentioned below during the last Seven years ending previous day of last date of submission of bids. Three similar eligible works each costing not less than 40% of the estimated cost put to tender. Or Two similar eligible work each costing not less than 60% of the estimated cost put to tender. Or One similar eligible work costing not less than 80% of the estimated cost put to tender for the following work through e-procurement solution:

1. NIT No. 16/EE/CBMD M-321/2018-19 (Tender ID No. 2018\_PWD\_149587\_1), Name of Work: Renovation of Five (5) Nos. Court Rooms at Tis Hazari Courts Building, Delhi, SH: Civil Work, Estimated Cost: Rs. 45,00,251/-, Earnest Money: Rs. 90,005/-, Time for completion: 180 days. The last date to fill/upload the tender through e-tendering is 09.05.2018 upto 3.00 PM. 2. NIT No. 17/EE/CBMD M-321/2018-19 (Tender ID No. 2018\_PWD\_149588\_1), Name of Work: Up gradation of Type-I, 48 Nos quarters at Police Colony, Civil Line Delhi-110054 (SH: Misc. repair & upgradation work in F-1, F-2, F-3, F-4 Type-II Cms), Estimated Cost: Rs. 11,29,860/-, Earnest Money: Rs. 22,597/-, Time for completion: 120 days. The last date to fill/upload the tender through e-tendering is 09.05.2018 upto 3.00 PM. Further details can be seen at 3. NIT No. 18/EE/CBMD M-321/2018-19 (Tender ID No. 2018\_PWD\_149589\_1), Name of Work: Construction of lift room (0+3 upper floors) at Court Yard near CR-38, Tis Hazari Courts, Delhi, SH: Construction of lift well with machine room, diverting of drainage lines and other related works, Estimated Cost: Rs. 13,28,372/-, Earnest Money: Rs. 26,567/-, Time for completion: 90 days. The last date to fill/upload the tender through e-tendering is 09.05.2018 upto 3.00 PM. 4. NIT No. 19/EE/CBMD M-321/2018-19 (Tender ID No. 2018\_PWD\_149590\_1), Name of Work: A/R & M/O to Delhi Vidhan Sabha old Secretariat, Delhi, during 2018-19. (SH: Chemical cleaning of furniture items and repair of msc. durable & non durable furniture items at different locations at Delhi Vidhan Sabha.) Estimated Cost: Rs. 5,24,805/-, Earnest Money: Rs. 10,496/-, Time for completion: 180 days. The last date to fill/upload the tender through e-tendering is 09.05.2018 upto 3.00 PM.

Note for S.No. 4 Work mentioned at S.No. - 4 is invited on behalf of the President of India from (i) approved and eligible registered contractors of CPWD enlisted in appropriate category (ii) those of appropriate list of MES, BSNL and other State Govt. Department dealing with Furniture (iii) other experienced contractors who satisfy the criteria of execution of similar work (Similar work shall mean "Modular Furniture/Furniture Works in Central Government Department, State Government Department/Central Autonomous Body/ State Autonomous Body").

further details can be seen at <https://govtprocurement.delhi.gov.in>  
DIP/Shabdarth/0284/18-19



### OFFICE OF THE CUSTODIAN THE SPECIAL COURT (TORTS) ACT, 1992 MINISTRY OF FINANCE, 3rd FLOOR BANK OF BARODA BHAWAN 16, PARLIAMENT STREET, NEW DELHI - 110001

Applications are invited for various posts in the Office of the Custodian, an office under the administrative control of Ministry of Finance, Department of Financial Services, located at Delhi and branch office at Mumbai. The posts are to be filled up by transfer on deputation basis. The appointment will be initially for a period of three years, extendable as per extant rules. Applications from eligible candidates should be sent through proper channel along with the Annual Performance Reports for the last three years with Vigilance Clearance in the prescribed proforma, available on website, to the undersigned within sixty days from the date of publication in Employment News. The pay of the officials, selected on deputation, will be regulated in accordance with the relevant instructions of the Department of Personnel and Training issued from time to time. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Applications received after the last date and incomplete in any respect or not received through proper channel are liable to be summarily rejected. For any query, please contact Shri Alok Jagbharia, Under Secretary on Tel. No. 011-23327279. The details of posts are given below:-

Name of Post	No. of vacancies/ likely vacancies & Place of Posting	Pay matrix/Pay Band and Grade Pay (Pre-revised)
Under Secretary	01-Mumbai	Level-11 PB-3: Rs. 15600-39100+ Grade Pay - Rs. 6600 (Pre-revised)
Sr. AO/OSD (Group- "B" Gazetted)	03-Delhi 05-Mumbai	Level-9/PB-2: Rs. 9300-34800+ Grade Pay Rs. 5400 (Pre-revised)
P.S.	01- Delhi	Level-7/PB-2: Rs. 9300-34800+ Grade Pay Rs. 4600 (Pre-revised)
Assistants (Group "B" Non-Gazetted)	3- Mumbai 2- Delhi	Level-6/PB-2: Rs. 9300-34800+ Grade Pay Rs. 4200 (Pre-revised)

The Application format, eligibility criteria and other terms and conditions are available on our website [www.finmin.nic.in](http://www.finmin.nic.in) >Department of Financial Services> Office of the Custodian, Special Court (TORTS) Act, 1992.

Sd/-  
(Alok Jagbharia)  
Under Secretary

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