

E-1566
No. A-22020/1/2019-Group B-CGA-Part(3)/ 173
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantak Bhawan
E-Block, GPO Complex, INA
New Delhi - 110023
Dated: 26th June, 2024

CIRCULAR

Please find enclosed herewith the vacancy circular issued by NHRC for filling up of posts of various grades as detailed below:

S. No	Letter No. Date & Organization	Deputation post with Scale	Eligibility
1	D. O. No. A-12019/01/2024-Estt. 2033/ dated 19 th June 2024. National Human Rights Commission, New Delhi	Sr. AO In the Pay Level-9	For eligibility criteria/ last date may refer to the Vacancy Notice (Copy enclosed). The application form is available on the website of NHRC (www.nhrc.nic.in)
2		Assistant Accounts Officer In the Pay Level-7	
3		Accountant In the Pay Level-6	
4		Junior Accountant In the Pay Level-4	

All willing and eligible officers may please convey their willingness for the post of Sr. AO (Pay Level-9) to this office latest by 28th June, 2024 and forward the application to this office through proper channel along with Vigilance Clearance Certificate/ Integrity Certificate by 4th July, 2024, failing which the application will be summarily rejected.

In respect of post of Pay Level -7, 6 & 4, the eligible officials may convey their willingness to this office latest by 28th June, 2024 and respected CCAs/ CAs being the Cadre Controlling Authority may forward their applications directly to NHRC under intimation to this office.

Encl: As above.


(Jyoti Vinod)
Senior Accounts Officer

To:
The Senior Accounts Officer (ITD), O/o CGA, Delhi for uploading on the O/o CGA's website.

Details of posts (Accounts Cadre) in NHRC
to be filled on deputation basis

S.No.	Nomenclature of Posts and Pay Scale	Number of posts	Eligibility Condition
1	Senior Accounts Officer Pay Matrix Level-9 (53100-167800)	01	Officers holding analogous posts in the Accounts Organizations. OR Officers in the scale of Rs. 2375-75-3200-EB-100-3500 (Pre revised) (now corresponding 8 of pay matrix) working in the accounts organization with 2 years regular service in the grade.
2	Assistant Accounts Officer Pay Matrix Level-7 (Rs.44900-142400)	01	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (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 regular basis in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and (b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government; (ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work.

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3	Accountant Pay Matrix Level-6 (Rs.35400-112400)	01	<p>Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; Or</p> <p>(ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level-4 (Rs.25500-81100) in the pay matrix; and</p> <p>(b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.</p>
4	Junior Accountant Pay Matrix Level-4 (Rs.25500-81100)	02	<p>Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions:</p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department.</p> <p>OR</p> <p>(ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management.</p> <p>(b) Possessing following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) B.Com with knowledge in computer applications.</p> <p>Desirable:</p> <p>(i) Experience in dealing with accounts and cash matters.</p>


 (Sanjay Kumar)
 Under Secretary (Estt)