

**No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI**

Dated, the 16th February 2016

CIRCULAR


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

S. No	Letter No. Date & Organization	Deputation post with scale	Number of Posts	Eligibility
(1)	(2)	(3)	(4)	(5)
1.	No.7-701/Estt/2015 dated 28.01.2016. National Book Trust India (NBT), New Delhi	Dy. Director (Cost & Finance) In the PB-3 with GP Rs. 6600	1(one)	(i) Holding analogous post on regular basis (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in PB-2/PB-3 with GP Rs. 5400 in the parent cadre or department. (ii) With Six years' regular service in PB-2 with GP-Rs. 4800 in the parent cadre or department.
2.	D.O. No. A-12024/1/2015-Estt dated 29.01.2016. National Human Rights Commission (NHRC), New Delhi	Sr. Accounts Officer In the PB-3 with GP Rs. 5400	1(one)	Officers holding analogous posts in the accounts organizations. Officers in the scale of Rs.7450-11500 (Pre-revised) working in the Accounts Organisation with 2 years regular service in the grade.
3.	No.V.IV/575/3/2016 dated 28.01.2016. Ministry of External Affairs, CPV Division, New Delhi.	Dy. Passport Officer In the PB-3 with GP Rs. 6600	8 (Eight) 2 post at Chandigarh 1 Post at Delhi 1 Post at Jalandhar 1 Post at Patna 1 Post at Lucknow 1 Post at Mumbai 1 Post at Panaji, Goa	(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 a regular basis in PB-2 (Rs. 15600-39100) with Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) one year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

(1)	(2)	(3)	(4)	(5)
	No.V.IV/575/3/2016 dated 28.01.2016. Ministry of External Affairs, CPV Division, New Delhi.	Assistant Passport Officer In the PB-3 with GP Rs. 5400	2(two) 1 Post at Panaji, Goa 1 Post at Thiruvananthapuram	(a) (i) holding analogous posts on regular basis in the parent cadre or department; or ii) With two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the PB-2 with GP Rs. 4800 or equivalent in the parent cadre or Department. b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) one year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

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

While forwarding applications for deputation, this office instruction 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.


 (Chander Prakash)
 Account Officer (Gr 'B')

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

BY HAND

F.No.7-701/Estt./2015
28th January 2016

Shri P L Sahu
Joint Controller General of Accounts (Group B)
Ministry of Finance
Govt. of India
Office of the Controller General of Accounts
7th floor, Lok Nayak Bhawan
Khan Market
New Delhi.

Subject: **Filling up of the post of Deputy Director (Cost & Finance)**
on deputation basis in the Pay Band-3, Rs.15600-
39100 + Grade Pay Rs.6600/-

Sir,

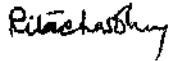
The Trust proposes to fill one vacant post of Deputy Director (Cost & Finance) in the Pay Band-3, Rs.15600-39100 + Grade Pay Rs.6600/-.

2. In this connection, please find enclosed the vacancy circular dated 28.01.2016, together with the prescribed Bio-data proforma (Annexure I). The selection will be made on the basis of nomination/panel received from your office and applications received in response to the circular through MHRD, quality of APARs, experience and performance in interview.

3. It is requested that the vacancy circular may be circulated among the departments and offices of the Govt. of India and a panel with APARs and vigilance clearance etc. may be sent to us at the earliest.

With regards,

Yours sincerely,


(Dr. Rita Chowdhury)
Director

Encl. As above

1022/ACGA(AFB)
28/1/16
129/BJCGA(PLS)
28/1/16
6062
29/1/16
प्रधान कार्यालय
नेहरु भवन
5 इंस्टीट्यूशनल एरिया
फेज - II, वसंत कुंज
नई दिल्ली - 110 070

HEAD OFFICE
Nehru Bhawan
5 Institutional Area
Phase - II, Vasant Kunj
New Delhi - 110 070



राष्ट्रीय पुस्तक न्यास, भारत

NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज ए नई दिल्ली-110070

F.No.7-701/Estt/2015
28th January 2016

VACANCY CIRCULAR

Subject: Filling up of the post of Deputy Director (Cost & Finance) in Pay Band-3 (Rs.15600-39100) + Grade Pay Rs. 6600/- in National Book Trust on deputation basis.

It is proposed to fill up one vacancy of Deputy Director (Cost & Finance) in Pay Band-3 (Rs. 15600-39100 + Grade Pay of Rs. 6600/- (Scale of Pay of Rs.10000-325-15600/- pre-revised) in National Book Trust, India HQrs Office, New Delhi (an autonomous body under the administrative control of Department of Higher Education, Ministry of Human Resource Development) on deputation basis as per the details given below:

(i) Field of Selection and Eligibility Conditions:

The field of selection and the eligibility conditions prescribed for deputation are as under:

Officers from any of the following Organized Accounts Services or Departments, namely:

- (i) Indian Audit and Accounts Service;
- (ii) Indian Civil Accounts Service;
- (iii) Indian Cost Accounts Service;
- (iv) Indian Defence Accounts Service;
- (v) Post and Telegraph Accounts and Finance Service;
- (vi) Indian Railway Accounts Service;
- (vii) Controller General of Defence Accounts under Ministry of Defence;
- (viii) Controller General of Accounts under Ministry of Finance;
- (ix) Officers under Accounts and Finance Wings of Department of Posts and Telecommunications;
- (x) The Indian Audit and Accounts Department under the Comptroller and Auditor General, or
- (xi) Any other equivalent Accounts Service of the Central Government.

- (a) Holding analogous post on regular basis in the parent cadre or department; or
- (b) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15600-39100) or Pay Band-2 (Rs.9300-34800) with Grade Pay of Rs.5400/- or equivalent in the parent cadre or department; or
- (c) With six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs.9300-34800) with Grade Pay of Rs.4800/- or equivalent in the parent cadre or department.

Note: For the purpose of computing minimum qualifying service for appointment on Deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 that is the date from which the revised pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation 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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

(II) Regulation of pay and other terms of deputation:

The pay and other terms of deputation will be regulated under the provisions contained in the Dep'tt. Of Personnel & Training O.M. No.2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time.

(III) Age-limit:

The maximum age limit for appointment by deputation shall not exceed **56 (fifty six) years** as on the closing date of receipt of applications.

(IV) Nature of duties:

The Dy. Director (Cost & Finance) will be responsible for preparation of Budgets and all expenditure statement connected with Budget work. He/She will be broadly responsible for all Accounts, Finance & Audit work in the NBT Offices. He/She shall report to the Joint Director (Admn. & Finance) and shall assist the Director and Chairman in Finance matters. He/She shall keep effective liaison with administrative Ministries and Offices with regard to Finance functions.

(V) Period of deputation:

1. The period of initial appointment will be for one year and extendable on year to year basis. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Govt. shall not ordinarily exceed three years.

2. Application along with Bio-data (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) Integrity certificate;
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the APARs for the last five years i.e., wef 2010-2011 to 2014-2015. (Attested on each page by an Officer not below the rank of an Under Secretary to the Govt. of India)

May be forwarded to the Deputy Director (Estt.), National Book Trust, India, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 within 15 days of issue of this Circular. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.



(Dr. Rita Chowdhury)
Director

Dr. Ranjit Singh
JOINT SECRETARY (P & A)



राष्ट्रीय मानव अधिकार आयोग
मानव अधिकार भवन, सी-ब्लॉक, जीपीओ
कम्प्लेक्स, आईएनए, नई दिल्ली-110 023 भारत
NATIONAL HUMAN RIGHTS COMMISSION
Manav Adhikar Bhawan, C-Block, GPO Complex, INA
New Delhi-110 023 India

D.O. No. A-12024/1/2015-Estt

29th January, 2016

Dear Shri Joseph,

I am writing to you to seek your assistance in connection with filling up of certain posts in the Commission. National Human Right Commission is a statutory body constituted under the Protection of Human Rights Act, 1993.

We have advertised one post each of Senior Accounts Officer (PB 3 G.P Rs. 5400/-), Assistant Accounts Officer (PB 2 G.P. Rs. 4800/-) and Junior Accountants (PB 2 G.P. Rs. 2800/-). The posts have been advertised earlier also but we have not had a good response.

I am, therefore, enclosing a copy of the advertisement (posts at serial nos. 3, 4 and 10) indicating the eligibility condition for filling up the posts on deputation basis. I would be grateful if you could kindly circulate the vacancies within your organization so that interested and eligible persons could apply for the posts through proper channel. The last date for receipt of applications is 22.2.2016.

With regards,

Yours sincerely,

Encls : As above

P. I. Singh
By due date

(Ranjit Singh)

140/11-CA(A)(PLS)
2/2/16
8/5/16
4/2/16
Shri M.J. Joseph
Controller General of Accounts
Ministry of Finance
Lok Nayak Bhawan
Khan Market, New Delhi-110051

M. J. Joseph
11/2

J+ (GA (Gr B))

3/2/16

ACGA (Gr B)



Phone (O) 91-11-24663217/18 Fax : 91-11-24651329, 24651351, 24651323
E-Mail : js-nhrc@nic.in, Website : www.nhrc.nic.in

No. V.IV/575/3/2016
Ministry of External Affairs
CPV Division

Patiala House Annex, Tlak Marg, New Delhi-110001,
Dated: 28.01.2016

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India, on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer (DPO)	8 (Eight): 2 Posts - Passport Office, Chandigarh 1 Post- Delhi (CPO Hqr), 1 Post- Passport Office, Jalandhar 1 Post - Passport Office, Patna 1 Post- Passport Office, Lucknow, 1 Post- Passport Office, Mumbai, 1 Post- Passport Office, Panaji, Goa	Pay Band 3, Rs. 15,600-39,100 Grade Pay Rs. 6,600/-	Officers under the Central Government including officers of All India Services: (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 a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 or equivalent in the Parent cadre or Department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

Assistant Passport Officer (APO)	2 (Two): 1 Post - Passport Office Panaji, Goa. 1 Post - Passport Office, Thiruvananthapuram.	Pay Band 3. Rs. 15,600- 39,100 Grade Pay Rs5,400/-	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band- 2(Rs.9300-34,800 and Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department; or (iii) with three year's service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800 and Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department; and (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.
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Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

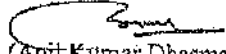
Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations 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 Pay 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK falling under the jurisdiction of respective Passport Offices.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma Annexure of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, latest by 1st March 2016.


(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

1. All Ministries/ Department of Government of India.
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn to : Joint Secretary (Admin)].
2. Director (XP), Ministry of External Affairs, Smastr Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.