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Dated: 22/12/2023

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक लोक शिकायत और पेंशन मंत्रालय
प्रतिष्ठा भवन, ओल्ड सी। जी। ओ। बिल्डिंग
101, महर्षि कर्वे रोड, मुंबई - 400 020.

Government of India
Staff Selection Commission (WR)
Ministry of Personnel, Public Grievances & Pensions,
Pratishtha Bhavan, Old C.G.O. Building, 101,Maharshi Karve Road, Mumbai – 400 020.

VACANCY CIRCULAR

Subject: Inviting applications for various posts in the Staff Selection Commission (Western Region), Mumbai, on deputation basis.

SSC (WR), a Regional Office of the Staff Selection Commission under Department of Personnel and Training (DoP&T), Ministry of Personnel, Public Grievances and Pensions, Government of India, invites applications from amongst suitable and eligible candidates for filling up of the vacant posts of Accounts Officer on deputation basis, in its office located at Pratishtha Bhavan, Old C.G.O. Building, 101, Maharshi Karve Road, Mumbai – 400 020.

2. Details of the Posts and Eligibility Criteria:

Sl. No.	Name of the Post	Pay Matrix Level	No. of Vacancy	Eligibility Criteria (Essential)
1.	Accounts Officer	Level-7	01	(i)Officers under the Central Government holding analogous posts on regular basis in the parent cadre/department or with at least two years' service in the grade rendered after appointment there to on regular basis in Pay Matrix Level-6 or equivalent in the parent cadre/ department; and having passed in the Subordinate Accounts Services (SAS) or equivalent examination conducted by the Accounts Department of the Central Government or having successfully completed training in Cash and Accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent ;and With at least five years' experience n Cash, Accounts and Budget work; OR
				(ii) Junior Accounts Officers or Accountants under the Central Government in Pay Matrix Level-6 or equivalent with at least five years' service in the grade rendered after appointment there on regular basis

3. **Age Limit:** For all the posts mentioned above, the maximum age limit shall not be exceeding 56 years as on the closing date of the receipt of applications.

4. **Tenure:**

4.1 The 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 exceed three years.

4.2 The period of deputation may be extended by SSC, subject to the extant rules/guidelines/instructions issued by the Government India from time to time.

5. **Other Terms and Conditions:**

5.1 The Terms and Conditions of the deputation will be governed by the instructions issued vide the Department of Personnel and Training (DoP&T) O.M. No. 6/8/2009- Estt.(Pay II) dated 17.06.2010,as amended from time to time.

5.2 The Pay and Allowances will be regulated in accordance with the instructions issued by the Government of India from time to time.

6. **How to Apply:**

6.1 Eligibility and willing candidates may apply for the above mentioned deputation posts in the prescribed proforma (Annexure-I), through proper channel. Applications not forwarded through proper channel shall not be considered.

6.2 The Cadre controlling Authorities/Head of Departments may forward the applications of the eligibile and willing candidates, whose services can be spared immediately on their selection for the deputation to 'The Regional Director, Staff Selection Commission (WR), First Floor, Pratishtha Bhavan, Old C.G.O. Building, 101, Maharshi Karve Road, Mumbai – 400 020 along with the following documents:-

i. Duly verified copy of the application in the prescribed proforma (Annexure-I)
ii. Cadre Clearance from the Competent Authority (Annexure- II)
iii. Certificate of verification of the particulars furnished in the application (Annexure-II).
iv. Vigilance Clearance, Integrity Certificate and Major/Minor Penalty Statement (Annexure-II)
v. Photocopies of the ACRs/APARs for the last five years duly attested on each page by an officer not below the level of Under Secretary to the Government of India.

6.3 Candidates willing to apply for the post of Accounts Officer may submit separate applications, along with the requisite documents/certificate

6.4 Candidates who apply for the said posts will not be allowed to withdraw their applications subsequently.

6.5 As the vacancies are to be filled on deputation basis, **Private candidates are not eligible.**

7. **Closing date for receipt of Applications:**

7.1 Applications, complete in all respects along with all the requisite documents, as mentioned in the preceding paras, should reach SSC (WR) within 30 (thirty) days from the date of publication of the Vacancy Notice in the Employment News.

7.2 Incomplete applications and applications received after the closing date shall not be considered.

(Chintha Anna Issac)
Regional Director.

ANNEXURE-I

APPLICATION PROFORMA

[For the post of Accounts Officer in SSC (WR), Mumbai]

Please paste a recent passport sized photograph here

1.	POST APPLIED FOR:					
2.	Name & Address (in BLOCK LETTERS):					
3.	Date of Birth (DD/MM/YYYY):					
4.	Residential Address:					
5.	Mobile No. And Email ID:					
6.	(i)Date of entry into Service:					
	(ii)Date of Superannuation (DD/MM/YYYY):					
7.	Name of the present employer (Please specify whether Central Government/ State Government/ Autonomous Body/Statutory Body/PSU/Others):					
8.	Office Address with Telephone No. And Email ID:					
9.	Educational Qualification:					
10.	Whether educational and other qualifications Required for the post are satisfied? (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority of the same)					
	Qualifications/Experience required as Mentioned in the Vacancy Circular:-				Qualifications/Experience Possessed by the applicant:-	
	Essential				Essential	
	(A)Qualification (as per para 2 of the Vacancy Circular).					
	(B)Experience (as per para 2 of the Vacancy Circular).					
11.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.					
12.	Details of Employment, in chronological order:- (A separate sheet duly authenticated/signed by the space below is insufficient)				The applicant may been closed, if	
	Office/Institution	Post held (Please mention whether regular or adhoc)	From	To	Pay Scale/Pay Band & Grade Pay/Pay Level	Nature of Duties (in detail)

13.	Details of ACP/MACP/other non-functional financial upgradation drawn by the applicant, if any:-			
	Whether ACP/MACP/other financial upgradation (please specify)	**Pay Scale/Pay Band & Grade Pay/Pay Level drawn by the applicant under such financial upgradation scheme**	**From**	**To**
14.	Nature of present employment i.e. adhoc or temporary or quasi-permanent or permanent.			
15.	(i) Present post held:			
	(ii) Pay Level:			
	(iii) Date of appointment to the post:			
	(iv) In case the applicant is holding the post on adhoc basis, please give the details of the post held by the applicant on regular basis:- (a) Name of the post held on regular basis. (b) Pay Level of the post held on regular basis. (c) Date from which the applicant is holding the post on regular basis.			
	(v) In case the present employment is held on deputation/contract basis, please state:- (a) Name of the organization in which the applicant is posted on deputation. (b) Date of initial appointment to the deputation post. (c) Period of appointment on deputation/ contract. (d) Name of the parent office/organization to which the applicant belongs. (e) Name of the post held in substantive capacity in the parent organization. (f) Pay Level of the post held in substantive capacity in the parent organization. **(The applications of the officers/officials who are already on deputation should be forwarded by the parent cadre/department along with Cadre Clearance and other requisite certificates/documents mentioned in the Vacancy Circular))**			
16.	Whether any post held on deputation in the past by the applicant? If so, the details of the last deputation may be given as under:- (i) Name of the organization where the applicant was posted on deputation. (ii) Period during which the applicant was on deputation (From/To)			

	(iii) Date of repatriation to parent cadre/department. (iv) Whether the applicant has completed the prescribed cooling off period, as per the extant rules? **(If any relaxation for waiving of the cooling off period has been granted, details of the same, including the authority granting the relaxation, may be furnished)**	
17.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.	
18.	Are you in revised scale of pay? If yes, please give the date from which the revision took place and indicate the pre-revised scale.	
19.	Total emoluments drawn by the applicant per month, as on date.	
20.	Additional information, if any, which the applicant would like to mention in support of his/her suitability for the post:- (i) Additional Academic Qualification. (ii) Work Experience over and above the criteria prescribed in the Vacancy Circular. (iii) Professional Training. **(A separate sheet duly authenticated/signed by the applicant may be enclosed, if the space below is insufficient)**	
21.	**Achievements:** The applicant may indicate information with regard to:- (a) Research Publications and Reports and Special Projects. (b) Awards/Scholarships/Official Appreciation. (c) Affiliation with Professional Bodies/ Institutions/Societies. (d) Patents registered in own name or achieved for the organization. (e) Any research/innovative measure involving official recognition. (f) Any other information. **(A separate sheet duly authenticated/signed by the applicant may be enclosed, if the space below is insufficient)**	
22.	Whether the applicant belongs to SC/ST?	
23.	Please state briefly how you find yourself best suitable for the post applied for. **(A separate sheet duly authenticated/signed by the applicant may be enclosed, if the space below is insufficient)**	

I have carefully gone through the Vacancy Circular and I am well aware that the information furnished in this application along with the supporting documents in respect of the eligibility criteria/essential qualifications/work experience submitted by me will be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld.

(Signature of the Applicant)

Name: _____

Address: _____

Date: _____

ANNEXURE-II

(Certification by the Employer/Cadre Controlling Authority)

It is certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she fulfils the eligibility criteria and possesses the requisite qualifications/experience mentioned in the Vacancy Circular. **If selected, he/she will be relieved immediately.**

2. It is also certified that:-

i. There is no vigilance or disciplinary case pending/contemplated against Shri Smt. _____.

ii. His/her integrity is 'Beyond Doubt'.

iii. No major/minor penalty has been imposed on him/her during the last ten years **OR** a list of major/minor penalties imposed on him/her during the last ten years is enclosed **(as the case may be).**

iv. Photocopies of his/her ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.

(Signature of the Forwarding Officer)

Name: _____

Designation: _____

Telephone No. _____

Email ID: _____

(Office Stamp)

Date: _____

Place: _____