

**IMMEDIATE**

No. 12013/1/2014-Welfare  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhavan, New Delhi.  
Dated the 18<sup>th</sup> June, 2019.

**OFFICE MEMORANDUM**


Subject: Filling up of the post of Accounts Officer in Grih Kalyan Kendra.

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Grih Kalyan Kendra, a society registered under the Societies Registration Act, 1860 and functioning under the aegis of Ministry of Personnel, Public Grievances and Pensions proposes to fill up the vacancy in the post of Accounts Officer in the pay scale of Rs.9300-34800 with Grade Pay of Rs.5400/- (pre-revised) on deputation/contract basis from amongst the serving or retired Central Government officials. The terms and conditions and eligibility requirements of the post are given in the **Annexure**.

2. Applications, in the enclosed format, from officials fulfilling eligibility criteria, duly completed in all respects (through proper channel in case of serving officers), alongwith a copy of recent passport size photograph, vigilance clearance, complete and up-to-date CR dossier or photocopies of APARs for the last 5 years, duly self attested, and statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to the Under Secretary (Welfare), Department of Personnel and Training, Room No.361, Lok Nayak Bhawan, Khan Market, New Delhi-110003 so as to reach him on or before **29<sup>th</sup> July, 2019**. Candidates are requested to superscribe the words "Application for the post of Accounts Officer, GKK" on the envelopes. Applications received after the last date or without self attested photocopies of the APARs/CRs or otherwise found incomplete will not be considered.

3. Hindi version will follow.

  
(Pradeep. A)  
Under Secretary (Welfare)

To

All Ministries/Departments of the Government of India

ANNEXURE

**TERMS AND CONDITIONS FOR THE POST OF ACCOUNTS OFFICER  
GRIH KALYAN KENDRA**

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<b>Name of the Post :</b>	<b>Accounts Officer</b>
<b>No. of Post :</b>	One
<b>Scale of Pay :</b>	Rs. 9300-34800 + Rs. 5400 Grade Pay.
<b>Age Limits :</b>	(a) Not exceeding 56 years as on the closing date of receipt of applications for serving Central Government Officers for appointment on deputation (foreign service).  (b) Not exceeding 62 years for retired Central Government officers as on closing date of receipt of applications for appointment on Contract basis.
<b>Educational and Other Qualifications :</b>	<b><u>Essential</u></b> (i) Graduate from a recognized University with four years experience in Audit and Account matters. <p style="text-align: center;">Or</p> Post Graduate with 3 years experience in Audit and Account matter. <p style="text-align: center;">Or</p> CA (Inter) or ICWA (Inter) or MBA with 2 years experience.  (ii) A pass in the SAS or equivalent examination Conducted by any of the organized Account Department of the Central Government. <p style="text-align: center;">Or</p> Successful completion of training in Cash and Accounts work in ISTM or equivalent and possess 3 years experience of Cash, Accounts and Budget work.  <b><u>Desirable</u></b> (i) Preference will be given to candidates with B.Com/M.Com background. (ii) Knowledge of working on computers. Should be able to work on Tally programme.  Deputation (on foreign service) /Contract basis.
<b>Method of Recruitment :</b>	<b>(A) Deputation (on foreign service).</b> Officers under the Central Government.  (i) Holding the post of Sr. Accounts Officer/Accounts Officer/Assistant Accounts Officer on regular basis and having sufficient knowledge in Accounts matters.

<b>Salary and Perquisites</b> :	<p style="text-align: center;">Or</p> <p>Holding the post of Section Officer/Junior Accounts Officer with 3 years of regular service in the grade and having sufficient knowledge in Accounts matters.</p> <p>(ii) And having experience in the area of Accounting functions, adequate knowledge of Government Rules and Regulations. Knowledge of working on Telly on computers will be a desirable qualification.</p> <p><b>(B) Contract.</b> In the case of Central Government retired officers, they should have retired as Accounts Officer or Assistant Accounts Officer from the Central Government and possess the qualifications and experience as mentioned above.</p> <p><b>(A) In case of Serving Officers:</b> (i) The serving officers shall be governed by the Orders relating to appointment on deputation issued by the Department of Personnel and Training in their O.M No. 6/8/2009 – Estt.(Pay-II) dated 17.6.2010 as amended from time to time.</p> <p>(ii) Leave Salary and Pension Contribution will be paid by Grih Kalyan Kendra.</p> <p><b>(b) In case of retired Central Government officer:</b> (i) Remuneration would be on the basis of last pay drawn by him on the date of retirement less the amount of entitled pension.</p> <p>(ii) An yearly rise in remuneration could be considered by the Board.</p> <p>(iii) Will be provided with non-STD residential telephone facility/reimbursement of telephone bills up to the limit as prescribed for Government servants at the level.</p> <p>(a) In case of serving officers, the period of Deputation shall not exceed four years.</p>
	<b>Term of Engagement</b> :

Note: The GKK Board shall have the power to relax any of the condition(s) mentioned above in a particular case. Further, the GKK Board shall have the power to decide about any allowances other than those mentioned above, from time to time.

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**APPLICATION FORM FOR THE POST OF ACCOUNTS OFFICER, GKK**

1. Name of the post applied for: **Accounts Officer, Grih Kalyan Kendra (GKK)**
2. Name of address (in block letters):
3. Mobile Tel Nos. and e-mail address:
4. Date of Birth:
5. Present Post held:
6. If retired, date of retirement:
7. Pay drawn at the time of retirement:
8. If retired, whether receiving pension, if so mention the amount of pension:
9. Whether educational and other qualifications required for the post are satisfied:

<b>Qualifications/ Experience required</b>	<b>Qualifications/ Experience possessed by the Officer</b>

10. Details of employment in chronological order. Enclose a separate sheet duly self authenticated, if the space below is insufficient:

Office/Inst./ Organization	Post held	From	To	Scale of Pay	Nature of Duties

**DECLARATION**

I do hereby declare that the particulars furnished above me are correct to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information my contract shall be liable to be summarily terminated without notice/compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

Place:

Dated:

Signature of the applicant