

**OFFICE OF THE CHIEF CONTROLLER OF ACCOUNTS
PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF URBAN DEVELOPMENT
F WING, 2ND FLOOR, NIRMAN BHAVAN, NEW DELHI**

Filling up of vacancies in the cadre of Accountants and LDCs (General Central Service Group 'C' Non-Gazetted Ministerial) in the pay band of Rs.5200/- to Rs.20200/- with grade pay Rs.2800/- and pay band of Rs.5200/- to Rs.20200/- with grade pay of Rs.1900/- respectively on deputation basis.

Office of the Chief Controller of Accounts, Principal Accounts Office (Admn.), Ministry of Urban Development, New Delhi proposes to fill the following vacant posts on deputation basis in the Pay and Accounts Offices located at different stations:

S. No.	Name of the Post	Number of Posts	Pay Band	Grade Pay	Station
1.	Accountant	23	Rs.5200 – Rs.20200	Rs.2800/-	Delhi (18), Chennai (03) & Nasik (02)
2.	L.D.C.	08	Rs.5200 – Rs.20200	Rs.1900/-	Delhi (07) & Chennai (01)

1. The period of deputation will be initially for one year which can be curtailed or extended as per the requirements of the Organization. The terms and conditions of deputation will be regulated in terms of DOPT's order dated 05.01.1994 and OM dated 03.10.1989 as amended from time to time.

2. A deputationist to the post of Accountant with exceptionally good performance, on completion of two years of deputation may be considered for absorption subject to fulfillment of other conditions and availability of regular vacancies.

3. Applications are invited from willing candidates having age not exceeding 56 years as on 01.08.2009 from other Organized Accounts service (or) other Central Govt. Ministry/Departments, State Government or Autonomous Bodies which are fully funded by the Central Government or State Government.

Eligibility Conditions

Accountant :

For the post of Accountant, Candidates should be Graduate from a recognised University and holding analogous posts on regular basis in the pay band of Rs.5200-20200 with grade pay of Rs. 2800/- (**or**) should be in the pay band of Rs. Rs. 5200-20200 with grade pay of Rs. 2400/-having minimum **Five years** service in the grade (**or**) LDCs in the pay band of Rs. 5200-20200 with grade pay of Rs. 1900/-

having minimum **Nine years** of service. The candidates should be well versed with Accounts/Establishment/Administration work etc. Preference will be given to candidates with working knowledge of Computer (MS Office).

Lower Division Clerk :

For the post of LDC, Candidate should be Matriculate from a recognized Board and holding analogous posts on regular basis in the pay band of Rs. 5200-20200 with grade pay of Rs. 1900/- (or) **Five years** of service as Group D (Redesignated as Gr.'C'). Preference will be given to candidate with knowledge of Computer Typing, Diary & Dispatch.

4. The CCA, Ministry of Urban Development reserves the right to repatriate any deputationists at any time without assigning any reason.

5. The eligible candidates may send their applications to **“The Asstt. Controller of Accounts (Admn.), Principal Accounts Office, Ministry of Urban Development, 2nd Floor, ‘F’- Wing, Nirman Bhawan, New Delhi-110011** in the prescribed proforma as in Annexure – I alongwith Certificate of the Employer in Annexure – II through proper channel alongwith attested copies of ACRs for the last 5 years (performance report in case of Group-D candidates) so as to reach this office within 30 days of publication in the Employment News (English). Incomplete applications will be rejected. **Names of only those candidates, who can be relieved immediately on selection, may be forwarded.**

(A.K. RALHAN)
Asstt. Controller of Accounts (Admn.)

ANNEXURE – I

1. Name :
2. Post held on regular basis :
3. Date of entry in the Govt. Service :
4. Date of Birth :
5. Date of appointment in the present grade and whether officiating or substantive :
6. Educational Qualification including technical, if any :
7. Present pay drawn Pay in pay band + Grade Pay :
8. Residential Address :
9. Permanent Residential Address :
10. Whether SC/ST/OBC/ Ex-Serviceman/ Physically Handicapped person :
11. Details of work done during last 3 Years (Period & nature of work done) (Enclose a separate sheet, if space is not sufficient) :
12. Name & Address of the present Employer :
13. Preference of Place of posting
1.....
2.....
3.....

I hereby understand and undertake that in the event of my selection to the post in question, I will not withdraw my candidature or decline the post when offered.

Signature of Candidate

Date:

ANNEXURE – II

CERTIFICATE

(To be filled in by the employer)

Certified that particulars furnished by Sh./Smt./Kum. _____
_____ have been verified and found correct as per office record. It is also certified that no disciplinary/criminal case is either pending or contemplated against the official concerned. The integrity of the official is beyond doubt.

**Signature of Head of Office
with Designation & Seal**