

Room No. 104-C, Shastri Bawan, New Delhi

Dated the 15th February, 2018.

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1. All Ministries/ Departments of the Government of India
2. Chief Secretaries of all the State Governments/Union Territories
3. All Central Public Sector Undertakings under Government of India
4. All Recognised Research Institutes/Semi-Government/ Statutory/ Autonomous Organisations.

Subject:: Selection for appointment on deputation to the post of Senior Accountant in the O/o Nominated Authority in Ministry of Coal.

Sir,

I am directed to say that a post of Senior Accountant in level 6 of 7th CPC (Rs. 35,400/- to Rs 1,12,400/-) in the O/o Nominated Authority in Ministry of Coal is required to be filled up by deputation (including short term contract) from amongst officers under Central Government or State Governments or Union territories or Recognised Research Institutes or Public Sector Undertakings and Semi Government or Statutory or Autonomous Organisations, possessing the following qualifications and experience:

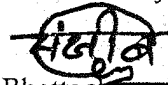
Experience:

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with six years' service in the grade rendered after appointment on a regular basis in level 5 of pay matrix or equivalent in the parent cadre or department; or
(iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in level 4 of pay matrix or equivalent in the parent cadre or Department; and
- (b) Who have undergone training in Cash and Accounts work in the ISTM or equivalent and possessing two years' experience of cash, accounts and budget work.

2. The selected officers will be treated on foreign service/ reverse foreign terms and his pay will be regulated in accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M. No.F.10(24)E.III/60 dated 04th May, 1961 as amended from time to time read with Department of Personnel & Training's OM No. 6/8/2009-Estt(Pay.II) dated 17.06.2010 as the case may be. The proposal of deputation including period of deputation preceding this appointment in the same or some other organization/ department of Central Government shall not exceed 3 years. The maximum age limit for appointment on deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of the application.

3. It is requested that application (in triplicate) in the enclosed proforma along with the attested up to date ACR dossier of the willing officers, who could be spared in the event of their selection may be sent to this Ministry within 60 days of the date of advertisement of the vacancy in the Employment News. Applications received after the last date or without up-to-date ACR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may please be certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer, sponsored along with statement of penalty imposed, if any, integrity certificate, cadre clearance/ employers permission may also be sent.

Yours faithfully,



(Sanjib Bhattacharya)

Under Secretary to the Government of India

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Copy along with Proforma is also forwarded for similar action to:

1. CMD, CIL, Coal Bhawan, Premises No-04 MAR, Plot No-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156.
2. CMDs of ECL/BCCL/CCL/NCL/WCL/SECL/MCL and CMPDIL.
3. CMD, SCCL, Kothagudem Collieries, Khammam Distt (UP), Pin-507101.
4. CMD, NLCIL, P.O-Neyvelli, Distt- South Arcot, Tamilnadu-607801.
5. Coal Controller, Coal Controller's Organisation, 1, Council House Street, Kolkata-700001.
6. Secretary, UPSC, Dholpur House, Shahjahan Road, New Dehi.
7. TD(NIC), MoC with request to upload it on Ministry's website.
8. E-Notice Board, MoC.

Ministry of Coal

Applications are invited "through proper channel" in the Proforma at Annexure-A from eligible officers for appointment to the post of Senior Accountant in the O/o Nominated Authority of Ministry of Coal in the pay level 6 in the 7th CPC pay matrix. The post will be filled up by deputation (including short term contract).

Classification: General Central Service Group 'B', Non Gazetted, Non-Ministerial.

Field of Selection: Officers of the Central Government or State Government or Union Territories or Recognised Research Institution/ Universities or Public Sector Undertaking or Semi-Government or Statutory or Autonomous Organisations.

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
- (ii) with six years' service in the grade rendered after appointment on a regular basis in level 5 of pay matrix or equivalent in the parent cadre or department; or
- (iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in level 4 of pay matrix or equivalent in the parent cadre or Department; and
- (b) Who have undergone training in Cash and Accounts work in the ISTM or equivalent and possessing two years' experience of cash, accounts and budget work.

Age: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Last date of receipt of application: The application routed through proper channel on plain paper in the proforma enclosed and envelops superscripted, "Application for the post of Senior Accountant in the office of Nominated Authority in Ministry of Coal, addressed to Shri Sanjib Bhattacharya, Under Secretary, Ministry of Coal, Room No. 351-A, Dr. Rajendra Prasad Road, Shastri Bhawan, New Delhi under Registered cover must reach the Ministry of Coal positively within 60 days of the date of publication in the Employment News. Applications incomplete or received after the stipulate time shall not be considered.

Note I: consultation with the UPSC is not necessary.

Note II: Period of deputation (including short term contract) including period of deputation (including short term contract) 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.

BIO DATA PROFORMA

1.	Name and address in block letters	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central/State Govt. Rules	
4.	Educational Qualifications	
5.	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 for the same)	
Qualification/experience Required		Qualification/experience Possessed by the officer

Essential	(i)	
	(ii)	
	(iii)	
Desired	(i)	
	(ii)	
	(iii)	

6.	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.	
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient	

Office/Instt/ Orgn	Post held	From	To	Scale of pay	Nature of duties

8.	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent	
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Contd.....2/-

9.	In case the present employment is held on deputation/contract basis please state:	
(a)	The date of initial appointment	
(b)	Period of appointment on deputation/contract	
(c)	Name of the parent office/organisation to which you belong	
10.	Additional details about present employment Please state whether working under -	
(a)	Central Government	
(b)	State Government	
(c)	Autonomous Organisations	
(d)	Government Undertaking	
(e)	University	
11.	Are you in revised Scale of Pay? If yes, give date from which the revision took place and also indicate the pre revised scale	
12.	Total emoluments per month now drawn	
13.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the above space is insufficient.	
14.	Whether belong to SC/ST	
15.	Remarks	

Signature of Candidate
Address _____

Date

Countersigned _____
(Employer)

