

No. NCBC/40/07/2013-Admn
Government of India
Ministry of Social Justice and Empowerment
(National Commission for Backward Classes)

Dated: 10.05.2023

CIRCULAR

Subject: Appointment to the One post of Accounts Officer in the National Commission for Backward Classes on Deputation basis.

National Commission for Backward Classes invites applications to fill up One post of Accounts Officer on deputation basis in the pay matrix level-8 of Rs. 47600 to 151100 officers under the Central Government or State Government or Union territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous Organizations or Statutory Organization of the Central/State Governments/Autonomous Bodies/Public Sector Undertakings.

Eligibility:

- i. Holding analogous posts on regular basis in the parent cadre or department; or
- ii. with two years regular service in the grade rendered after appointment thereto on regular basis in the level 7 in the pay matrix (Rs. 44900-142400) in the parent cadre or department; or
- iii. with six years regular service in the grade rendered after appointment thereto on a regular basis the level 6 in the pay matrix (Rs. 35400-112400) in the parent cadre or department.

Essential:

- i. A degree of a recognized University or institution with Commerce or Accounts as one of the subjects.
 - ii. Four years' experience in Cash Accounts and budget work in Central Government or State Government or Public sector Undertakings or Autonomous body or Statutory body.
2. The applicant for the above post should not be more than 56 years of age as on the closing date of the application.
 3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall not ordinarily exceed 3 years and shall be governed by the usual/existing terms and conditions of deputation as laid down by the Government of India.
 4. Applications through proper channel may be forwarded to the undersigned at the address given above, in the proforma at Annexure, along with attested photocopies of their up to date Annual Confidential

Signature

Reports for the last five years; Vigilance Clearance and Integrity Certificate **within a period of 45 days** from the date of issue of this Circular.

5. It may be ensured that applications of only such officers who are eligible and willing and whose services can be spared immediately on their selection are forwarded to this Commission. Selected candidates will not be allowed to withdraw their nominations. Applications received after the prescribed date and/or found incomplete in any respect shall not be considered. No advance copy of application shall be entertained.

Encl: As above.


(A.K. Deori)

Director (Admin)

To

- (i) All Ministries/Department of Government of India/
State Governments/Autonomous Bodies/
Public Sector Undertakings.
- (ii) Ministry of Social Justice & Empowerment with a request to publish on its website.
- (iii) Programmer NCBC to upload on the website.

**Proforma for application for the post of Account Officer in the
National Commission for Backward Classes**

1. Name and Address (in Block Letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/
State Government rules. :
4. Educational Qualifications :
5. Whether Educational and other
Qualification 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. :

Essential	Qualification/Experience as prescribed in the Rules	Qualification/Experience as possessed by the officer
1.		
2.		
3.		

6. Please state clearly wheather in the light of Entries made by you above, you meet the requirements of the post. : Yes/No (Tick the correct one)
7. Details of Employment in chronological order. Enclose a sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institute/Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties

8. Nature of present employment i.e. Ad-hoc or Temporary or permanent. :
9. In case the present employment is held on deputation/contact basis, please state:
 - (a) the date of initial appointment :
 - (b) period of appointment on deputation/
Contract :
 - (c) Name of the Parent office/organization
To which you belong :

10. Additional details about present Employment :

Please state whether working under-

- a) Central Government :
- b) State Government :
- c) Autonomous Organization :
- d) Government Undertakings :
- e) Universities :

11. Are you in the revised scale of pay? If yes, give the date of 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 space is insufficient. :

14. Whether belong to SC//ST/OBC :

15. Remarks :

Signature of the candidate

Address _____

Dated

Countersigned
(Employer)