

EO: 42804
Dr. Ambedkar Foundation
Department of Social Justice and Empowerment
Ministry of Social Justice and Empowerment
Govt. of India

25, KG Marg, 9th Floor,
LIC Building, Connaught Place,
New Delhi-110001

Date: 11th October, 2021

CIRCULAR

Applications are invited for filling up of the following post in the Dr. Ambedkar Foundation, Ministry of Social Justice and Empowerment, New Delhi-110001, on deputation basis from suitable candidates who fulfil the eligibility conditions as shown below:

| S.No. | Name of Post | No. of Posts | Pay Scale (Rs.) | Eligibility Conditions |
|-------|------------------|--------------|---|---|
| 1. | Accounts Officer | 01 | Pay Band 2, 9300-34800 + GP Rs. 4800 (Pre revised presently it is under Level – 8 in 7th Pay commission). | Officers under the Central/or State Govt./Union Territories/Universities/Recognized Research Institutions/Public Sector Undertaking /Autonomous, Semi Govt. or Statutory Organizations etc. (a) (i) Holding analogous posts Pay Band - 2 (Rs. Rs. 9300-34800) with Grade pay of Rs. 4800 on regular basis); or (ii) With three years' regular service in the posts pay band -2 (Rs. 9300-34800) with grade pay of Rs. 4600 or equivalent; (iii) With eight years' regular service in the posts Pay Band -2 (9300-34800) with grade Pay of Rs. 4200 or equivalent; (b) Possessing the following educational qualification, |

| | | | | |
|--|--|--|--|--|
| | | | | experience – Qualified as a Chartered Accountant/Company Secretary/Cost & Works Accountant/ICWA with 3 years relevant experience. |
|--|--|--|--|--|

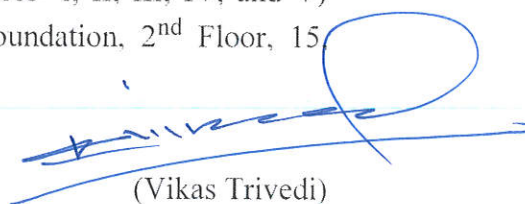
2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. The pay of the officer selected will be regulated in accordance with DoPT & OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the lending Department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be downloaded from the website of DAF i.e. ambedkarfoundation.nic.in and the official website of Ministry of Social Justice and Empowerment i.e. socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned within a period of 45 days from the date of publication of advertisement in Employment News with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the **last five years**; (b) Vigilance Clearance Report clearly indicating that **no disciplinary of criminal proceedings are either pending or contemplated against the officer concerned**; (c) Statement **showing the minor/major penalties imposed**, if any, and (d) **Integrity Certificate**.

6. Application in the prescribed format (As per Annexures- I, II, III, IV, and V) may be submitted in the O/o Director, Dr. Ambedkar Foundation, 2nd Floor, 15 Janpath, New Delhi-110001.


(Vikas Trivedi)
Director, DAF

To:

1. All Ministries / Department of Government of India.
2. All Chief Secretaries States/ UTs.
3. All Central / State Universities or Institutions.
4. CGDA, Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt.
5. Controller General of Accounts, Office of Controller General of Accounts,
Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi-110002.

निदेशक / Director
डॉ अम्बेडकर अंतराष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Min. of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

File No.DAIC-11012/7/2021-DAIC-FA

6. Director General of Audit (Central Expenditure), Office of the Director General of Audit (Central Expenditure). Room no. 206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi-110002.
7. Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
8. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider Circulation.
9. Employment News, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K. Puram.

Application Form

1. Name and address (In BLOCK LETTER):
2. Applied for the post of
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belong to SC/ST:
6. Gender:
7. Experience possessed:
8. Date of retirement under Central/state Government rule:
9. Contact Number:
- 10.E-mail id:
- 11.Qualification / and Experience Required as per format given below:

| Qualifications Required | Qualifications possessed by the Officer |
|-------------------------|---|
| Essential | |
| Desirable | |

| Experience Required | Experience possessed by the Officer |
|---------------------|-------------------------------------|
| Essential | |
| Desirable | |

11 (a) State clearly in light of entries made by you at para 11 above weather you qualify for post applied: Yes / No.

12.Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

| OFFICE/ INSTITUTE/ ORGANISATION | POST HELD AND SERVICE/ CADRE TO WHICH IT BELONG | FROM | TO | PAY IN THE PAY BAND AND CLASSIFICATION OF POST | NATURE OF DUTIES |
|---------------------------------------|--|------|-----|--|---------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

13. Nature of Present employment, i.e.:

- i. Ad-hoc basis
- ii. Regular/on temporary basis
- iii. Pay in the pay band Grad Pay drawn
- iv. Grade pay drawn

14. Additional details about present employment, please state whether working under:

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Government Undertaking
- v. Universities

15. In case the present employment is held on Deputation/contract basis, please state:

- i. The date of initial appointment
- ii. Period of appointment On deputation/contract
- iii. Name of the parent office/organization to which you belong

16. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

17. Total emoluments per month now drawn

18. 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)

19. Remarks.

20. It is certified that above information is / are best of my knowledge.

(Signature of Candidate)

Date:

Place:

ANNEXURE-II

Vigilance Clearance Certificate

Certified that no Vigilance Case of disciplinary proceedings or criminal proceedings is either pending or contemplated against _____

who has applied for the post of _____ in Dr.

Ambedkar Foundation, 25, KG Marg, 9th Floor, LIC Building, Connaught Place, New Delhi-110001 on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-III

Integrity Certificate

After scrutinizing annual Confidential Report/ Annual Performance Appraisal reports of _____ who has applied for the post of _____ in Dr. Ambedkar Foundation, 25, KG Marg, 9th Floor, LIC Building, Connaught Place, New Delhi-110001 on deputation basis, is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-IV

ACR Documents (Duly Signed by Concerned Authority)

Copy of last 5 years ACR of Shri / Ms. / Mrs.
_____ who has applied for the post of
_____ in Dr.
Ambedkar Foundation, 25, KG Marg, 9th Floor, LIC Building, Connaught Place, New
Delhi-110001 on deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-V

No Penalty Certificate

Certified that no minor / major penalty has been imposed during the last 10 years on
_____ who has applied for the post of
_____ in Dr.
Ambedkar Foundation, 25, KG Marg, 9th Floor, LIC Building, Connaught Place, New
Delhi-110001 on deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)