

मि.न०.5/3/उ.उ.स.स.FICC/2018-प्रशासन  
भारत सरकार/Government of India  
रसायन एवं उर्वरक मंत्रालय/Ministry of Chemicals & Fertilizers  
उर्वरक विभाग/Department of Fertilizers  
उ.उ.स.स. कार्यालय, 8वाँ तल, आर.के.पुरम, सेक्टर-1, नई दिल्ली  
Office of Fertilizer Industry Coordination Committee  
8th Floor, Sewa Bhawan, R.K. Puram, Sector-1,

नई दिल्ली-66  
दिनांक 22 अगस्त, 2023

### कार्यालय ज्ञापन

Subject:-Preparation of panel of candidates for filling up of the post of Accounts Officer in the Office of Fertilizer Industry Coordination Committee.

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of Accounts Officer (General), Central Services, Group 'B' Gazetted in the pay scale of **PB-II, Level-9 (Rs.53100-167800)** on deputation basis (against the vacancy likely to fall vacant shortly), in the Office of Fertilizer Industry Coordination Committee (FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment by promotion/transfer on deputation to the post of Accounts Officer are as under:-

1) (i) Section Officer of CSS or officers holding analogous post in the equivalent grade with 3 years service in the grade and who have undergone training in Cash & Accounts work in the Institute of Sectt. Training & Management (ISTM) or equivalent and possessing experience in cash, accounts & Budget works;

OR

(ii) Officers under the Central Govt. holding analogous post or posts of Junior Accounts Officer/Accountant or equivalent in the pay Scale of Rs.47600-151100 with 5 years of service in the posts.

OR

(iii) Accounts Officer/Audit Officers/SAS Accounts with 5 year service in the grade from any of the Organized Accounts Department.

2. The Departmental Junior Accounts Officers with 5 years regular service in the grade will also be considered and in case any of them is selected for appointment to the post, the same shall be deemed to have been filled by promotion (Period of deputation shall not exceed 3 years).

**[NB- Candidates having operational knowledge of computer (MS word and MS excel) knowing computer will be given preference]**

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment to the post shall ordinarily not exceed 3 years. The other terms and condition of deputation shall be regulated vide Ministry of Personnel Public Grievances & Pension, Deptt. of Personnel & Training O.M. No.6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010.

4. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

....Cont.

5. It is requested that application from the willing candidates who fulfill the required qualifications may be forwarded to the undersigned in the prescribed Performa (enclosed) till 20<sup>th</sup> October, 2023 along with previous 5 years CR Dossiers upto 2022-23 duly attested by an officer not below the rank of under Secretary. While forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the official sponsored for the above post. A certificate to the effect that no penalty has been imposed upon the candidate during the last ten years and the integrity certificate may also be furnished along with the application. Applications received without CR Dossier/requisite documents or incomplete in any respect will not be considered. The candidates who apply for the post will not be allowed to withdraw their candidature later.

  
(Geeta Mishra)  
Joint Director (A&I)  
Tel. No.26109820

Copy to:

1. All Ministries/Departments and Attached and Subordinate Offices of the Govt. of India.
2. US (HR-II), Department of Fertilizers, Shastri Bhawan, New Delhi.
3. US (Establishment), Deptt. of Chemicals & Petrochemicals, Shastri Bhawan, New Delhi.
4. Department of Fertilizers in Udyog Bhawan.
5. Comptroller & Auditor General of India, Bahadurshah Zafar Marg, new Delhi.
6. Controller General of Defence Accounts, Ulan Batar Road, Palam Delhi-110010.
7. Mahalekha Niyantarak Bhawan, Office of Controller General of Accounts Govt. of India, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
8. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
9. Director of Accounts (Telecom), Department of Tele-communication, Sanchar Bhawan, 20 – Ashoka Road, New Delhi.
10. A.D. (G) (SEA), Department of Telecom, Sanchar Bhawan, Ashoka Road, New Delhi.
11. Accounts Officer, Group –B Section, Office of CGA, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
12. Accounts Officer, O/o CGDA, Ulan Batar Road, Palam Delhi-110010.
13. Dy. CAO (P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post Office, New Delhi.
14. Sr. Hindi Translator for Hindi Translation.
15. NIC, DoF for uploading on the department's website.
16. Sr. Accounts Officer (Admin.) Ministry of External Affairs, 2<sup>nd</sup> Floor Jawahar Lal Nehru Bhawan, Janpath, New Delhi-1
17. Service Book/ Personal File.
18. Office Order File.

## BIO-DATA PROFORMA

1. Name & 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)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desirable	(1) (2)	

6. Please state clearly whether in the light of 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 and basic pay duties	Nature of
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8. Nature of present employment, i.e. ad hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state  
h
  - (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 Civilization ... ..
  - (d) Government Undertaking ... ..
  - (e) Universities ... ..
11. Are you in Revised Scale of Pay ? If yes, give the 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 space is insufficient.  
.... ..
14. Whether belong to SC/ST .... ..
15. Remarks .... ..

Signature of the Candidate

Address-----

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Date-----

Countersigned-----  
(Employer)