

मि. सं. 5/2/उ.उ.स.स./2025-प्रशासन  
भारत सरकार/Government of India  
रसायन एवं उर्वरक मंत्रालय/Ministry of Chemicals & Fertilizers  
उर्वरक विभाग/Department of Fertilizers  
उर्वरक उद्योग समन्वय समिति कार्यालय  
Office of Fertilizer Industry Coordination Committee

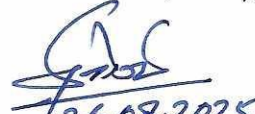
8<sup>th</sup> Floor, Sewa Bhawan,  
R.K. Puram, Sector-1, New Delhi - 110066  
Dated: 26<sup>th</sup> August, 2025

कार्यालय ज्ञापन

**Subject: Preparation of panel of candidates for filling up of the post of Junior Accounts Officer in the Office of Fertilizer Industry Coordination Committee (FICC).**

In continuation of this office O.Ms. of even number dated 08.07.2025 (copy enclosed) on the above mentioned subject, it is informed that the last date for receiving the applications along with up to date APAR/CR dossiers of the applicants for preparing a panel for filling up of the post of Junior Accounts Officer (General Central Services, Group 'B' Non-Gazetted) in the pay scale of **Level-8 (Rs.47,600-1,51,100)** on deputation basis in the Office of Fertilizer Industry Coordination Committee (FICC), Department of Fertilizers has been **extended up to 30.09.2025**.

Encl.: As above

  
26.08.2025  
(मनोज कुमार/MANOJ KUMAR)

संयुक्त निदेशक (प्रशासन)/  
Joint Director (Admin.)

**Copy to:**

1. All Ministries/Departments and Attached & Subordinate Offices of the Government of India.
2. US (Estt.), Department of Fertilizers/ Department of Chemicals & Petrochemicals/ Department of Pharmaceuticals, Shastri Bhawan, New Delhi.
3. Comptroller & Auditor General of India, Bahadurshah Zafar Marg, New Delhi.
4. Controller General of Defence Accounts, Ulan Batar Road, Palam, New Delhi - 10.
5. Mahalekha Niyantarak Bhawan, Office of Controller General of Accounts, Government of India, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
6. Dy. Director General, Postal Accounts, Dak Tar Bhawan, New Delhi.
7. Director of Accounts (Telecom), Department of Telecommunication, Sanchar Bhawan, 20-Ashoka Road, New Delhi.
8. Accounts Officer, Group-B Section, Office of CGA, Block-E, General Pool Office (GPO) Complex, INA, New Delhi.
9. Dy. CAO (P), O/o JS & CAO (Training), C-II Hutments, E-Block, DHQ Post Office, New Delhi.
10. NIC, DoF for uploading on the Department's website.
11. Sr. Accounts Officer (Admin.) Ministry of External Affairs, 2nd Floor Jawahar Lal Nehru Bhawan, Janpath, New Delhi-1
12. Office Order File.

मि. सं. 5/2/उ.उ.स.स./2025-प्रशासन  
भारत सरकार/Government of India  
रसायन एवं उर्वरक मंत्रालय/Ministry of Chemicals & Fertilizers  
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उर्वरक उद्योग समन्वय समिति कार्यालय  
Office of Fertilizer Industry Coordination Committee

8<sup>th</sup> Floor, Sewa Bhawan,  
R.K. Puram, Sector-1, New Delhi - 110066  
Dated: 8<sup>th</sup> July, 2025

कार्यालय ज्ञापन

**Subject: Preparation of panel of candidates for filling up of the post of Junior Accounts Officer in the Office of Fertilizer Industry Coordination Committee (FICC).**

It is proposed to prepare a panel of suitable/eligible candidates for filling up of the post of Junior Accounts Officer (General Central Services, Group 'B' Non-Gazetted) in the pay scale of **Level-8 (Rs.47,600-1,51,100)** on deputation basis in the Office of Fertilizer Industry Coordination Committee (FICC), Department of Fertilizers.

2. The eligibility conditions for recruitment to the post of Junior Accounts Officer are as under:

(i) Assistants of the Central Secretariat Service with 5 years' service in the grade or with 10 years' combined service in the grade of Assistant/Upper Division Clerks or Upper Division Clerks of Central Secretariat Clerical Service with 10 years service in the grade who have **undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possess 3 years' experience of cash, accounts and budget work.**

(ii) Failing (i) above, officers under the Central Government holding analogous posts or SAS passed clerks from any of the Organized Accounts Department.

**[NB – Candidates having operational knowledge of computer (MS word and MS Excel) 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 and as amended from time to time.

.....cont.

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

5. It is requested that application from the willing candidates who fulfill the requisite eligibility conditions may be forwarded to the undersigned in the prescribed Proforma (enclosed) **by 22.08.2025** along with previous 5 years APAR/CR Dossiers upto 2023-24 duly attested by an officer not below the rank of Under Secretary. The crucial date of determining the eligibility shall be the last date of receipt of the application. While forwarding the applications, it may please be certified that no vigilance case is either pending or contemplated against the official recommended for the 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 APAR/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. The applications may also be emailed to: [manojkumar1616@nic.in](mailto:manojkumar1616@nic.in), [manmohan.singh25@nic.in](mailto:manmohan.singh25@nic.in).

**Enclosure: Proforma**

  
(मनोज कुमार/MANOJ KUMAR)

संयुक्त निदेशक (प्रशासन)/  
Joint Director (Admin.)

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12. 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	Nature of duties
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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
  - (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)