

By FAX or WAN

Government of India
Ministry of Home Affairs
Directorate General, Sashastra Seema Bal
R. K. Puram, New Delhi – 110 066.

No. I/Pers-V/SSB/Dep-NTRO/2016 / 7381-87

Dated: 3.8.17

CIRCULAR

Sub: - Filling up the post of Assistant Director of Accounts/Assistant Director (Audit) in NTRO on deputation basis.

NTRO, New Delhi vide their letter No.V(A)/16/3/Estt-I/NTRO/2017-2023 dated 14.07.2017 has invited applications to fill up the post of Assistant Director of Accounts/Assistant Director (Audit) in NTRO on deputation basis. Copy of circular has been uploaded in SSB website as well as SSB portal in the WAN under head 'Employees Corner'.

2. Competent Authority has approved that applications of eligible Accounts Officers in the prescribed format along with service particulars, DE/Vigilance certificate and attested copies of APAR for the last five years may be forwarded to this office by 10.08.2017. Interested officers may download the circular and application form from SSB website/SSB portal.

(P.C. Chinhara)
Assistant Director (Pers-V)

To

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Srinagar.
2. DIsG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Bogaingaon, Tezpur, Bomdila, Rangia, Betiah, Pilibhit, Spl Ops SHQ Bhilai & Srinagar(J&K), DIsG TCs, SSB Salonibari, Sapri & MTC Shimla, RTCs - Alwar, Gorakhpur, Bhopal & CI & JW Gwaldam.

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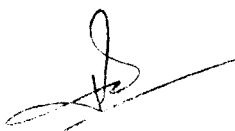
1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nomination of eligible officers in respect of the Training Centres located in H. P. & Alwar please.
2. The Assistant Director (CC), FHQ. SSB alongwith Circulars with the request to upload the same in SSB website and SSB portal in the WAN.
3. The Assistant Director (Spl OPS), FHQ for information please.
4. The Assistant Directors (Per-I), FHQ for information please.
5. The Incharge, EDP Cell – with the request to send the following message to Accounts Officers “For deputation to NTRO please visit SSB website– Human Resource – Employees Deputation. Facilities for applying deputation is also available in ‘MySSB’ Mobile App. Interested officers may apply through it”.
6. Shri Rakesh Kumar, HC(Telc), FHQ alongwith a copy of circular to upload the same in mobile App “MySSB” & e-DAS.
7. Notice Board

(P.C. Chinhara)
Assistant Director (Pers-V)



BIO-DATA / CURRICULUM VITAE PROFORMA (For Deputation)	
	Affix recent passport size colour photograph duly signed
Reference No: V(A)/16/1/Estt-I/INTRO/2017	Post applied for: Accounts Officer/ Audit Officer

1.	Name and Address (in Block Letters) Contact Number	
2.	Date of Birth (in Christian era)	
3.	i) Date of entry into Government service	
	ii) Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Whether Education 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	(a) Officers under the Central Government:- (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years regular service in the grade rendered in Level – 6 in the Pay Matrix (pre-revised Pay band-2, Rs. 9300-34800 with grade pay of Rs. 4200/-) or equivalent in the parent cadre or department; and (b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Accounting Services or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; or (ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretarial Training and Management or equivalent training course	




	B) Experience : Minimum of four years experience in Cash, Audit, Accounts and Budget work.				
	Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate .				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
	Note: Borrowing Department are to provide their specific comments/ views confirming the relevant Essential Qualifications/Work experience possesses by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7.	Details of Employment, in chronological order, Enclose a separate sheet duly <u>authenticated by your signature</u>, if the space below is insufficient.				
	Office/institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis
					Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:				
	Office/institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To	
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent 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/organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	
	Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.				




	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.		
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13.	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.		
14.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an organisation which is not following the Central Government Pay-scale, the latest salary issued by the organisation showing the following details may be enclosed.		
	Basis Pay with scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total emoluments
16.	(A). Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)		



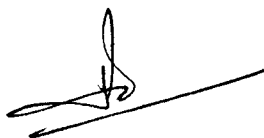

	<p>(B). Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organisation (iv) Any research /innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet <u>duly signed</u>, if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central Government are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for short Term Contract) # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
18.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Bio data/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Date _____

Address _____




Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

