

No. Q/PF/575/16/2013
Ministry of External Affairs
Jawaharlal Nehru Bhawan
New Delhi-110011

New Delhi, the 27th June, 2014

OFFICE MEMORANDUM

Subject: Deputation of Sr. Accountant/Auditor to the Ministry of External Affairs-reg.

The Ministry of External Affairs requires the services of qualified Sr. Accountant/Auditors, who have experience in finance, budget, project management and monitoring of government projects. The Ministry, accordingly, requires officers at Assistant level, with background and experience in the mentioned areas.

2. Towards the same it is proposed to engage suitably qualified officers on deputation basis as per the standard DoP&T guidelines. Applications are sought from officers at the level of Assistants (Rs. 9300-34800+ Grade Pay of Rs. 4600/-) with specialisation in the above- mentioned areas. The duties involve examination and procession of financial proposals, monitoring financial evaluation and accounting of Govt. of India projects, consultancy agreements, and procurements training courses etc. Detailed QRs relating to the assignment at Assistant level is enclosed.

3. It is requested that this circular may be given wide publicity among staff and may also be circulated among Subordinate/Attached offices interested officers may be instructed to apply by **dated 11th August,2014** as per the proforma enclosed with the QRs.

s/d

(Jagdeep Kapoor)
Under Secretary to the Government of India
Ph. 49015367

Copy to:

1. Office of CAG, New Delhi
2. Office of CGA, Department of Expenditure
3. All Ministries/Departments of Central Government. All Ministries/Departments are requested to circulate the vacancies to the entire field/sources, including Attached/Subordinate Offices.
4. All Notice Boards in the Ministry of External Affairs
5. Directorate of Audio and Visual Publicity, PTI Building, Parliament Street, New Delhi
6. US (EG&IT) , MEA, with the request to upload the circular on MEA's website

**MINISTRY OF EXTERNAL AFFAIRS,
Jawaharlal Nehru Bhawan, Janpath, New Delhi – 110001**

Applications in the prescribed proforma (as per annexure A of the advertisement) are invited from suitable and eligible candidates for filling up of posts of **Assistants** on deputation basis in the Ministry of External Affairs , New Delhi as per details given below:-

1.	Name of the Post	: Assistant
2.	No. of Posts	: 8
3.	Qualification	: Graduation
4.	Pay Band and Grade Pay	: `9300-34800+Grade pay of `4600/-
5.	Period of Deputation	: The Period of deputation is initially of three years. However, the period may be extended or curtailed on performance basis and functional requirements
6.	Eligibility/Essential Requirements	: a) Officials holding posts of Sr. Auditor/Sr.Accountant or analogous post for at least three years. Or Successful completion of training in the Cash and Accounts Work in the Institute of Training and Management (ISTM) or equivalent and a minimum of five years experience in Cash, Accounts and Budget Work. b) Officers should be conversant with Govt. of India financial rules such as General Financial Rules (GFR), Delegation of Financial Power Rules (DFPR), Govt. Accounting Rules (GAR), CPWD Manual, CPWD Accounts Code, processes related to incurring expenditure out of allocations such as securing regulatory approvals, issue of sanctions etc till final booking thereof, and related instructions issued by Ministry of Finance from time to time; c) Officer should be fully conversant with the TDS system of the IT Department as applicable to Government Departments. d) Officers should have working knowledge of computer operations, particularly MS Excel and MS Word.
7.	Work Description (at least three years in any or all the areas is desirable)	: Applicants would have the following broad responsibilities , among others <ul style="list-style-type: none"> • Examination and Processing of Financial Proposals. • Formulation of Budget. • Audit procedures and reports. • Financial evaluation and accounting of Govt. Of India projects, consultancy agreements, procurements training courses etc. • Scrutiny and evaluation of Tender Documents, Memorandum of Understanding, Agreements/Contracts to be signed with implementing agencies. • Evaluation of Financial/Service Regulations of Institutions/agencies. • Handling Parliamentary matters, especially those with financial implications. • General work of administrative/financial nature <p>It may be noted that the above duties may involve short travels outside of the country for short durations. Accordingly, only those officers who are open to travelling abroad occasionally need apply.</p>

8.	How to apply	: Completed application should be sent to <u>Shri Jagdeep Kapoor, Under Secretary (PF), Ministry of External Affairs, Room NO. 4071, Jawaharlal Nehru Bhwan, Janpath, New Delhi-110001</u> in the prescribed proforma (Annexure A) alongwith up-to-date attested copies of APARs for the last three years and vigilance clearance certificate, Integrity certificate, statement of major/minor penalty, if any, imposed on the officer during the last 10 years of the officials from the present employer.
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Annexure A

APPLICATION PROFORMA FOR THE POST OF ACCOUNTANT (ON DEPUTATION)

1. Name & Designation :
2. Date of Birth :
3. Gender: Male/Female :
4. Date of Retirement :
5. Educational Qualifications:
6. Mobile No. & e-mail ID :

Paste your
passport size
photo here

7. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Office/Institution/ Organization	Post held	From	To	Scale of Pay and basic pay therein	Nature of duties performed

8. Nature of present employment : Temporary / Permanent
9. Basic pay, Pay scale & Grade Pay :
10. 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 in sufficient.
11. Whether belongs to SC/ST/OBC/Physically handicapped
12. Remarks

(Signature of the candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 5 years and his integrity is beyond doubt.

Signature of the Head of Department
(With Stamp)

Name of Post

Grade Pay

Place of Posting

Maximum age

The period of deputation, including the period of deputation in the ex-cadre post held immediately preceding this appointment in any organization/Department of the Central Government, Shall ordinarily not exceed three years.