

No.A-11011/1/2020-ISC(A)  
Government of India  
Ministry of Home Affairs  
Inter-State Council Secretariat

**Employment Notice**

Inter State Council Secretariat, Ministry of Home Affairs invites applications for the post of Accountant (Group 'B' Non-Gazetted) in the Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7<sup>th</sup> CPC by transfer on deputation basis initially for period of one year which may be extended up to three years.

2. Applications may be sent through proper channel in the prescribed proforma which can be downloaded from the website of ISCS (i.e. [interstatecouncil.nic.in](http://interstatecouncil.nic.in)). The application should reach the undersigned within 45 days of publication this Employment Notice. Detailed terms and conditions can be downloaded from this Secretariat's website [www.interstatecouncil.nic.in](http://www.interstatecouncil.nic.in).



(Om Prakash Kumar)  
Under Secretary to the Govt. of India  
Tele. No. :- 23022153.

F.No.A-11011/1/2020-ISC  
Government of India  
**Inter-State Council Secretariat**  
(Ministry of Home Affairs)

Vigyan Bhawan Annexe, New Delhi.

Dated the 11 February, 2021.

To

The Pay & Accounts Officer (Sectt.),  
Ministry of Home Affairs,  
2/10, Jamnagar House.

New Delhi.

Subject :- Request for issue of LOA in favour of PAO (BOC etc) towards publication of Advertisement Notice in Employment News in connection with filling up a post of Accountant in Inter- State Council Secretariat.

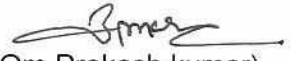
Sir,

I am directed to convey the sanction of the competent authority for drawing for payment of Rs. 5,904/- (Rupees five thousand nine hundred and four only) to PAO (BOC etc) DAVP, a Govt. of India unit towards publication of a Advertisement Notice in E-Employment News in connection with filling up one post of Accountant in Inter State Council Secretariat on deputation basis .

2. It is requested to issue a Letter of Authority (LOA) in favour of PAO BOC etc., Controller code-020, M/o I&B, PAO code- 027973 and DDO code 206841 New Delhi. An email dated 04.02.2020 (cwndavp3@gmail.com) of DAVP showing the estimated expenditure for the purpose is enclosed along with "Vacancy Notice" for taking necessary action in the matter

3. The expenditure will be met from the Major Head 2070, Other Administrative Services, Minor Head 00.103, Zonal Council Sub Head 103.03 Inter-State Council 03.00.26 Advertising and Publicity under Grant No.46, Ministry of Home Affairs for the year 2020-21

Yours faithfully,

  
(Om Prakash kumar)

Under Secretary to the Govt. of India  
Tel No-23022153.

Encls:- As above.

Copy to :

1. The DDO/Accounts Cell, ISCS, New Delhi.
2. The Principal Accounts Officer, DAVP, Ministry of Information & Broadcasting, 7<sup>th</sup> Floor, 'A' Wing Shastri Bhawan, New Delhi
3. The PAO, DAVP, Ministry of Information & Broadcasting, 7<sup>th</sup> Floor, Soochna Bhawan, CGO Complex, New Delhi
4. DDO, DAVP-II, 3<sup>rd</sup> Floor, Soochana Bhawan, CGO Complex, New Delhi

5. The Campaign Officer, DAVP, M/o I&B, Soochna Bhawan, CGO Complex, Lodi Road,  
New Delhi.

No. A-11011/1/2020-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)  
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Vigyan Bhawan Annexe, New Delhi  
Dated the 11 February, 2021

**OFFICE MEMORANDUM**

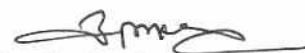
**Subject: Filling up the post of Accountant in the Inter-State Council Secretariat (Ministry of Home Affairs) transfer on deputation basis.**

The undersigned is directed to state that one post of Accountant (Group 'B' Non-Gazetted) in this Secretariat in the Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7<sup>th</sup> CPC is required to be filled up on transfer on deputation basis from amongst the eligible employees. The details of the post and necessary terms and conditions are given in Annexure – I.

2. This vacancy may be circulated among the eligible employees and their applications, in duplicate in the format enclosed in Annexure-II may be forwarded to the undersigned along with the following certificates/documents **within 45 days of publication of the Employment Notice in Employment News.**

- i. Attested copies of the ACRs/APARs for the preceding 5 years i.e. upto 2019-20. The ACRs/ APARs should be attested by an officer not below the rank of Under Secretary. In case there is some period less than 5 years, the ACR/APARs of the previous year(s) may be sent so as to make APARs of 5 complete years.
- ii. Vigilance Clearance
- iii. Integrity certificate signed by an officer not below the rank of Under Secretary
- iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.

3. The applications not received through proper channel and without the complete certificates/documents and after the stipulated date as stated in **Para '2' above** shall not be considered. Applications once received through proper channel shall not be allowed to be withdrawn.



(Om Prakash Kumar)  
Under Secretary to the Govt. of India  
Tel. 23022153

To

- i. All Ministries/Department of the Govt. of India
- ii. Ministry of Home Affairs, Ad.II section. It is requested that vacancy may be circulated amongst the eligible and interested employees of various units of Ministry of Home Affairs.
- iii. DOPT's website.
- iv. Notice Board, ISCS

**ANNEXURE-II****BIO-DATA PROFORMA**

1. Name and address ( in block letters)
2. Date of Birth
3. Date of retirement
4. Educational qualifications
5. Experience possessed by the applicant
6. Details of employment, in chronological order. A separate sheet, duly authenticated by applicant's signature, if the space below is insufficient
  - i. Office/Institution/Organization
  - ii. Post Held
  - iii. From
  - iv. To
  - v. Pay Band and Grade Pay
  - vi. Nature of duties
7. Nature of present employment i.e. whether ad-hoc or temporary or quasi-permanent
8. If the present employment is held on Deputation/contract basis, specify;
  - a. The date of initial appointment
  - b. Period of appointment on Deputation/contract
  - c. Name of the parent office/  
Organization to which you belong
9. Details of Cash & Accounts Training in ISTM/pass in SAS or equivalent examination conducted by any of the organized Accounts Deptt. of the Central Government and possess three years experience of cash, accounts and budget work. A certificate to this effect may be attached.
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 insufficient.
11. Whether belong to SC/ST/OBC
12. Remarks

Signature of the Candidate

No. A-110/1/2020-ISC(A)  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)

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Filling up the post of Accountant in the Inter-State Council Secretariat on transfer on deputation basis.

One post of Accountant in the Inter-State Council Secretariat, Ministry of Home Affairs is required to be filled up on transfer on deputation basis. The details of the post eligibility criteria and necessary terms and conditions are given below:-

1.	Name of the Post	Accountant
2.	No. of Post	One
3.	Classification of the Post	General Central Service Group 'B' Non-Gazetted
4.	Pay for the post	i) Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix Table of 7 <sup>th</sup> CPC.
5.	Eligibility Criteria	(i) UDCs of CSCS or other cadres with 8 years regular service in the grade. (b) Who have undergone training in cash and accounts work in the ISTM or equivalent. A. Officers under the Central Govt. (a) (i) holding analogous posts on regular basis; <b>OR</b> (ii) with eight years regular service in the posts in the Pay Level -4 Rs. 25500-81100/- of the pay matrix table of 7 <sup>th</sup> CPC (pay band-1 Rs. 5200-20200/- with Grade Pay of Rs. 2400/- of the pre-revised scales). <b>AND</b> (b) (i) who have undergone training in cash and accounts work in the ISTM or equivalent. <b>OR</b> (ii) A passed in the SAS or equivalent examination conducted by any of the organized Accounts Department of the Central Government.
6.	Period of deputation	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years or amendment from time to time.
7.	Maximum Age limit	The maximum age limit for appointment by transfer on deputation shall not be exceeding 56 years as on last date of submission of Application.
8.	Other conditions	(i) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.
9.	Mode of Application	The application, along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of

		<p>selection, may be forwarded, through proper channel, in the prescribed proforma duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to to 'The Under Secretary (Admn), Inter State Council Secretariat, Ministry of Home Affairs, Vigyan Bhawan Annexe, New Delhi-110011'</p> <ul style="list-style-type: none"> <li>i. Up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of the candidates for the last available five years duly attested by the officer not below the rank of the Under Secretary to the Govt. of India.</li> <li>ii. Vigilance Clearance</li> <li>iii. Integrity certificate signed by an office not below the rank of Under Secretary</li> <li>iv. Details regarding imposition of any major or minor penalties on the officials during the last 10 years. The certificates should be signed by an officer not below the rank of Under Secretary.</li> </ul>

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 insufficient.

11. Whether belong to SC/ST/OBC

12. Remarks

Signature of the Candidate

Date.....

Address.....

.....

Email:

Mobile No.

**Countersigned by the Head of Office**