OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA, NEW DELHI.

No. 1067 –Staff (App)-I/05-2020/Vol.III
Dated: 04 /09/2020

To

1. All the Heads of Department in IA&AD (Except MAB)
2. Director (P).

Subject: Filling up the posts of Accounts Officer in the Upper Yamuna River Board (UYRB), New Delhi on deputation basis– regarding.

Sir / Madam,

I am directed to intimate that the Upper Yamuna River Board (UYRB), New Delhi has intimated to fill up the posts of Accounts Officer in Level - 10 in Pay Matrix on deputation basis The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date for receipt of applications. The details can be seen at the website www.uyrb.nic.in and Ministry website http://www.mowr.gov.in also.

2. ***The eligibility conditions are as under:-***

S. No.	Name of the post	Level in pay matrix	Eligibility/experience/terms & conditions
1.	Accounts Officer 01 post	Level-10	(a) i. Holding analogous posts on regular basis in the parent cadre or department, or ii. with two year regular service in the grade rendered after appointment thereto in the post in Level-8. (b) possessing the following equcatinal qualifications and experience: i. Qualified the SAS or equitant examination. ii. Sucessful completion of training in the cash and Accounts work in the Institute of Secretariat training and Management or equivalent and three years experience in cash, accounts and budget work.

3. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Accounts Officer on deputation basis in the Upper Yamuna River Board (UYRB), New Delhi. The recommendations accompanied with the following documents / certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 18/09/2020.**

i. Bio-data (2 copies) in the enclosed prescribed proforma (Annexure-I);
ii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page; and
iii. Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty during last 10 years.

4. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently

5. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

04.09.2020

(R. K. Tiwari)
Sr. Administrative Officer (App)-I

9/C

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

Applied post	
1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications 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) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	**Desirable**
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 **Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/Department/Office** at the time of issue of Circular and issue of Advertisement in the Employment News.

5.2 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.	

6.1 **Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.**

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, 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. Ad-hoc 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 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. **9.2 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/ organization 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 Organization 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

Basis 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-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness pay/interim relief/other allowances etc., (with breakup 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 qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) **(Note: Enclose a separate sheet, if the space is insufficient)**	
16.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 organization (v) Any research/ innovative measure involving official recognition vi) any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central Government or State Governments are	

ऊपरी यमुना नदी बोर्ड, पश्चिमी ब्लाक -1, भू तल, विंग-4, रामा कृष्णा पुरम, नई दिल्ली -110066
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igible for "Absorption". Candidates of non- Government zations are eligible only for Short Term Contract)	
he option of 'STC' / 'Absorption'/Re-employment' are able only if the vacancy circular specially mentioned uitment by "STC" or "Absorption" or "Re-employment").	
Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the 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)

Address----------

Date----------

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)

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