

GOVERNMENT OF INDIA  
O/o Controller of Accounts  
MINISTRY OF EARTH SCIENCES  
A-20, MAUSAM BHAWAN, LODHI ROAD,  
NEW DELHI-110 003.

No.Pr.AO/MoES/Admn/Deput./2011-12/ 753 - 808

Date : 06/09/2011

\*\*\*  
CIRCULAR

**Subject :** Filling up of vacancies in the cadre of Accountants in the Grade Pay of Rs.2800/- in the Pay Band of Rs.5200-20200/- and Stenographer in the pay band of Rs.9300-34,800 plus grade pay of Rs.4200/- on deputation basis-Reg.

Office of the Controller of Accounts, Principal Accounts Office, M/o Earth Sciences proposes to fill vacant posts of Accountants in the Grade Pay of Rs.2800/- in the Pay Band of Rs.5200-20200/- on deputation basis in the Pay & Accounts Offices located in Delhi, Pune, Chennai & Kolkata and Stenographer in the pay band of Rs.9300-34800/- plus grade pay Rs.4200/- at New Delhi. The period of deputation will be initially for a period of one year which can be extended as per the requirements or the post is filled up on regular basis which is earlier of the Organisation. The terms & conditions of deputation will be regulated in terms of DoPT order 5.1.1994 as amended from time to time.

Applications are invited from willing candidates having age not exceeding 56 years as on 1.9.2011 from Other Organized Accounts Service (or) Other Central and State Govt. Departments for the following posts.

Sr. No.	Post	Eligibility
1	Accountant	Official holding analogous posts on regular basis or Candidates in the Grade Pay of Rs.2400/- & having minimum 02 years service in the grade or LDCs in the Grade Pay of Rs.1900/- and having 05 years of service. The candidates should be well versed with the work of Accounts/Establishment/Administration etc. Preference will be given to candidates having knowledge of Computers
2	Stenographer	Official holding analogous posts on regular basis with a speed of 80 wpm in shorthand (English or Hindi)

The application in the prescribed proforma as in Annexure-I alongwith the Certificate of the Employer in Annexure-II may be sent to this office through proper channel alongwith vigilance clearance certificate and attested copies of ACRs for the last 5 years so as to reach this office within 45 days of the issue of the circular. Incomplete applications will not be entertained. Names of only those candidates, who can be relieved immediately on selection, may be forwarded.

(G.S. Parmar)  
Asstt. Controller of Accounts

Contd.....2



Copy to :

1. All Ministries/Departments of Govt. of India/State Govt. with a request to circulate the post to their attached & subordinate offices.
2. Director General, Border Road Organisation, Seema Sadak Bhawan, Ring Road, Delhi Cantt., New Delhi-110010
3. Jt. Secretary (Training) & CAO, Ministry of Defence, 'E' Block, Delhousie Road, New Delhi
4. Director General of CPMF/CPO (CRPF/BSF/CISF/ITBP)-with a request to circulate to their attached & subordinate offices
5. O/o Comptroller & Auditor General of India
6. O/o Controller General of Defence Accounts, Dhaula Kuan, Near Palam Airport, New Delhi
7. O/o Financial Commissioner, Ministry of Railways, Railway Board, Rail Bhawan, New Delhi.
8. O/o Director General of Defence Estate, Raksha Sampda Bhawan, Dhaula Kuan, Near Palam Airport, New Delhi
9. O/o Director General (Post), Sanchar Bhawan, New Delhi
10. Principal Director of Civilian, Air HQ, Vayu Bhawan, New Delhi with a request to circulate the post
11. Principal Director of Civilian (Army), Sena Bhawan, New Delhi
12. Principal Director of Civilian (Navy), Sena Bhawan, New Delhi
13. O/o Director General (Coast Guard), Coast Guard HQ, Near India Gate, New Delhi
14. Inspector General (Admn)-CISF, CRPF, SSB, ITBP, & BSF etc. - *by box*
15. IT Division, Ministry of Earth Sciences, CGO Complex, New Delhi with a request to upload the circular on MoES website.

Sr. No.	Post	Eligibility
1	Accountant	Official holding analogous posts on regular basis or Candidates in the Grade Pay of Rs 2400/- & having minimum 02 years service in the grade or JDCs in the Grade Pay of Rs 1900/- and having 05 years of service The candidates should be well versed with the work of Accounts/Establishment/Administration etc. Preference will be given to candidates having knowledge of Computers
2	Stenographer	Official holding analogous posts on regular basis with a speed of 80 words in shorthand (English or Hindi)

(G.S. Parmar)

Asstt. Controller of Accounts

Contd... 2