

No.A-35014/01/2010-Adm.IV(I.A)
Government of India
Ministry of Law and Justice
Department of Legal Affairs

Shastri Bhavan, New Delhi.
Dated the 27th December, 2011

CIRCULAR

Services of suitable Officers/Officials are required for filling up the post of Cash Officer in the Department of Legal Affairs, as per details mentioned in Annexure-I. Pay of the officer selected will be regulated in accordance with the DOP&T's O.M. dated 17.06.2010.

2. Officers/Officials who volunteer for the post will not be permitted to withdraw their names later on. Only such applications, which are accompanied with the requisite personal data as in Annexure-II, will be considered.

3. It is requested that the full particulars of suitable Officers/Officials who are eligible and willing to be considered for the post, may be forwarded to the undersigned within 60 days from the date of its publication in the Employment News. At the time of forwarding applications, vigilance clearance in respect of the officers concerned and their up-to-date CR dossiers, may also be sent, otherwise their application will not be considered.

Encl: As above.


(Asha Sota)

Under Secretary to the Govt. of India
Tele. No. 011-23389127

To
All Ministries / Department of the Government of India.

Copy to:-

1. In-charge, Branch Secretariats, Mumbai, Kolkata, Chennai & Bangalore.
2. All sections in the Department of Legal Affairs and Legislative Department.
3. Law Commission of India/ Central Agency Section/Lit.(HC)/Lit.(LC)-Sections.

Copy also forwarded to:-

1. The Comptroller & Auditor General of India, Bahadur Shas Zafar Marg, New Delhi.
2. Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi.
3. The Chief Controller of Defence Accounts, West Block, R.K. Puram, New Delhi.
4. The Chief Controller of Accounts, Department of Supply, Akbar Road, New Delhi.
5. The Secretary, Railway Board, New Delhi.
6. Controller of Accounts, Ministry of Law & Justice, Lok Nayak Bhawan, New Delhi.
7. NIC with a request to upload the circular on webpage of the Department.


for Section Officer


29/12/11


o/c

ANNEXURE-I

Name of the Post	Cash Officer (Group 'B' 'Gazetted') in the Department of Legal Affairs, Ministry of Law & Justice.
Classification	General Central Services
Pay Band	Pay Band-2, Rs.9,300-34,800/- Grade Pay Rs.4800/-
Number of post	One
Period of Deputation	Ordinarily not exceeding three years
Eligibility	<p style="text-align: center;"><u>On deputation basis from amongst</u></p> <p>1 (a) Assistant of Central Secretariat Service in the Pay Band-2 Rs.9300-34800/- with Grade Pay of Rs.4600/- with three years regular service in the grade; or Assistant with combined regular service of 11 yrs in the Grade of Assistant of Central Secretariat Services and Upper Division Clerk of Central Secretariat Clerical Services.</p> <p>(b) who have successfully undergone training in Cash and Accounts in the Institute of Secretariat Training and Management or equivalent and who possess three years experience in Cash and Accounts work.</p> <p>2 Failing (a) above, officers of the Central Government:</p> <p>(a) Holding analogous posts on regular basis; or</p> <p>(b) Junior Accounts Officer/Accountants in the Pay Band-2 Rs.9300-34800/- with Grade Pay Rs.4200/- with three years regular service in the grade</p> <p>(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 exceed the 3 years).</p>
Job requirements	<ol style="list-style-type: none">1) Supervision of Cash Section2) Duties of DDO3) Other work, as may be entrusted

ANNEXURE-II

1. Name of the Applicant (in Block letters)
2. Date of Birth
3. Educational Qualification
4. Present regular appointment and the date
From which held.
5. Whether working under Central Government
6. Scale of Pay & present pay drawn
7. Whether successfully completed the Cash &
Accounts course of ISTM (give month & year
in which declared successful)
8. Ministry/Department where presently employed
9. Experience of Cash, Accounts & Budget Work
10. Other Service Experience
11. Whether the candidate belongs to SC/ST
12. Date of return from last deputation
13. Please state clearly whether in the light of
entries made by you above, you meet the
requirements of the post
14. Remarks, if any

Place:

Date:

Signature of the applicant
Office Address (with Tel. No.)

The particulars furnished above have been verified and found to be correct.

Date:

Signature of the Forwarding Authority
Name & Designation:
Office Address & Tel. No.