

**ELIGIBILITY CRITERIA FOR THE POST OF
ACCOUNTANT ON DEPUTATION BASIS**

1	Name of the post	Accountant
2	Nos. of post	* 02 posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', non-Gazetted, Ministerial
4.	Scale of pay	Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400) (pre-revised PB-2, Rs. 9300-34800/- with Grade pay of Rs. 4200/-).
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation to NIA	<p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Government/ Union Territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With six years' service in the grade on regular basis in posts in the Pay Band-1, Scale of Pay Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (revised Level-5 in pay matrix) or equivalent in the parent cadre/ department; and</p> <p>(b) Possessing following educational qualifications and experience as prescribed for direct recruits:</p> <p>Essential:</p> <p>(i) Bachelors' Degree from a recognized University;</p> <p>(ii) A pass I the subordinate Accounts Service (SAS) examination conducted by organized Accounts Department or the Central Government; OR</p> <p>Should have been undergone training in cash and Accounts work in the Institute of Secretarial Training and Management (ISTM) or equivalent and three years' experience in cash, accounts and budget work.</p> <p>Note: - (Period of deputation (including short term contract), including period of deputation (including short</p>

		term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by Deputation shall ordinarily not exceeding 56 years' as on closing date of receipt of applications).
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will function as Accountant. ➤ Maintain Budget and proper record of expenditure. ➤ Prepare the BE/RE estimate well in time and submission to competent authority. ➤ Preparation of draft of all nature and disposal of routine matters pertaining to Accounts Branch. ➤ Maintain all accounts related files and correspondence records and carry out clerical duties. ➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject. ➤ Put up the file and to bring out clearly the question under consideration. ➤ Suggest a course of action, wherever possible. ➤ Assistant the Section Officer and Administrative officer in all his matters. ➤ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
9.	Deputation	<p>Deputation (ISTC):</p> <p>The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</p>

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