

A-12025/02/2022-A(P&T) [E-4023092]

Government of India

Ministry of Micro, Small and Medium Enterprises

Office of the Development Commissioner (MSME)

Admin Section

Nirman Bhawan, New Delhi

Date: 29th December 2022

VACANCY CIRCULAR

Subject: Filling up of vacant posts of Senior Accountant in Micro, Small and Medium Enterprises- Development Organisation on deputation basis.

12 posts of Senior Accountant, Group 'B', Non-Gazetted in the pay Level-06 at the stations given below are lying vacant:-

Sl. No.	Name of Institutes	Sl. No.	Name of Institute
1.	MSME-DFO, Ahmedabad	7.	MSME-DFO, Mumbai
2.	MSME-DFO, Bangalore	8.	MSME-DFO, New Delhi
3.	MSME-DFO, Hyderabad	9.	MSME-DFO, Hubli
4.	MSME-DFO, Cuttack	10.	MSME-DFO, Patna
5.	MSME-DFO, Indore	11.	MSME-DFO, Thrissur
6.	MSME-DFO, Kanpur	12.	MSME-DFO, Imphal

2. The level of pay attached to the post is Level-06 (grade pay of Rs. 4200/-). The posts are to be filled in by transfer on deputation of UDCs of MSME-DO (erstwhile known as SIDO) with 10 years service in the grade who have undergone training in cash and accounts work at I.S.T.M. or equivalent and possess 3 years experience of Cash, Accounts and Budget work falling which, by transfer on deputation of suitable Subordinate Accounts Service Accountants/Subordinate Accounts Service Examination passed employees from any of the Organized Accounts Departments. The period of deputation will be governed under the usual terms and

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conditions of deputation as per DoP&T. O.M. No. 2/12/87-Est.(Pay-II), dt. 29.04.88 as amended from time to time.

3. It is requested that the applications of the willing and eligible officials in the enclosed bio-data, along with their choice of place of posting for three places in order of preference, may be sent to this office within one month from the date of issue of this circular. The ACR Dossiers for the last five years and vigilance certificate may also be sent along with the applications of the individuals.

Cited
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(Pankaj Kumar Jha)
Deputy Director(Admin)

To,

1. The HOO's, all MSME DFO's/Br. DFO's/MSME Testing Centers/ Testing Stations
2. Comptroller and Auditor General Office, 10, B, Bahadur Shah Zafar Marg, New Delhi-110011
3. Accountant General of Central Revenue, I.P. Estate, New Delhi
4. C.G.D.A. West Block, V, R. K. Puram, New Delhi.
5. P&AO all Ministries/ Departments
6. Director General, D/o Posts, Dak Bhavan.
7. Controller General of Accounts, M/o Finance, Lok Nayak Bhawan, New Delhi
8. SENET Division to publish the circular on official website

BIO-DATA PROFORMA

1. Name & Designation :
2. Date of Birth :
3. Date of Retirement :
4. Educational Qualifications :
5. Date of Regular appointment :

to the post of UDC

6. Whether successfully completed :

the Cash & Accounts Course of
ISTM (with Documentary proof)

7. Details of employment, in chronological order. Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S. No	Office	Post held	from	till	Pay Scale	Nature of Duties

8. Experience of Cash & Accounts :

Work

9. Date of return from last deputation :
10. Candidate Category :
11. Order of preference of posting :

(Only 3 preferences may be given)

12. Vigilance Clearance Certificate:

13. Copy of APAR of last five years :

12. Remarks, if any :

DATE:_____

Signature of candidate

Countersign (Employer)

Address_____