

No. A -12023/05/2016- Estt.I
Government of India
Ministry of Rural Development
Department of Rural Development
(<https://rural.gov.in>)

Kartavya Bhawan-3, New Delhi
Dated the 9th September, 2026

OFFICE MEMORANDUM

Subject: Filling up the post of Accountant on deputation/absorption basis in the Ministry of Rural Development -regarding.

The undersigned is directed to say that the Department of Rural Development, Ministry of Rural Development, New Delhi requires the services of **02 (Two)** persons for appointment to the post of Accountant in Level - 6 (Rs. 35,400-1,12,400) in the Pay Matrix in 7th CPC on deputation/absorption basis from amongst persons working in the Central Government or State Government of Union Territories or Recognised Research Institute of Universities or Autonomous bodies or Public Sector Undertaking or Semi Government and Statutory Organizations.

2. The qualifications and experience required for this post and other details are given in **Annexure-I**.

3. All the concerned Government Establishments /organizations as mentioned above, are requested that the applications of eligible and willing persons, who can be spared immediately, may be forwarded in the prescribed proforma (**Annexure-II**) to the Under Secretary (Establishment) Department of Rural Development, Work Hall No.- 32049, 2nd Floor, Kartavya Bhawan-3, New Delhi- within 60 days from the date of publication of this circular in the Employment News / Rozgar Samachar together with the following :-

- I. Vigilance Clearance in respect of the official.
- II. Integrity Certificate and a statement showing major or minor penalties, if any imposed on the officer. (**Annexure III**)
- III. Up-to-date CR dossier of the applicant or clear photocopies of ACRs for the last 5 Year duly attested by the Cadre Controlling Authority.

4. It is informed that the candidates will be initially selected on deputation basis only for a period of three years. However, after completion of two years, their performance will be assessed for their absorption in this Department. If found suitable, they will be considered for absorption in this Department subject to grant of NOC by the parent department.

5. It is also clarified that the applications received after the closing date of receipt of application, received directly without approval of the Cadre Controlling authorities or otherwise found incomplete (*i.e. in respect of documents as listed at para 2 above*) are liable to be rejected.

6. The persons who apply for the above post will not be allowed to withdraw their applications subsequently.

7. While forwarding the application, it may be verified and certified that the particulars furnished by the official are correct. It may also be confirmed that in the event of selection for appointment, the official concerned will be relieved of his/her duties.

8. A checklist for the requisite documents is also enclosed and must be forwarded along with application.

Encl: as above



(R. D. Diwakar)

Under Secretary to the Govt. of India

Tel. No.: 011- 24011724

Email: diwakar.rd@nic.in

To :

1. All Ministries/Departments of the Government of India (as per standard List) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments.
2. All Officers/ Sections in the Department of Rural Development/Department of Land Resources/Ministry of Drinking Water and Sanitation.
3. NIC, Department of Rural Development with the request to place this vacancy circular on the **Website of this Ministry & on the National Career Portal** (www.ncs.gov.in).
4. Notice Board.

Annexure-I

1.	Name of the post	Accountant
2.	Number of posts	02 (Two)
3.	Classification	General Central Service, Group B (Non-Gazetted) Non-Ministerial
4.	Pay scale/Pay Band and Grade post	Level - 6 (Rs 35,400-1,12,400) in the Pay Matrix in 7 th CPC
5.	Duties and responsibilities of the post	1. To scrutinize the proposals received from various State Governments/Institutions. 2. To Process the proposals as per the guidelines of the scheme. 3. To release funds to various State Governments/Institutes. 4. To maintain the accounts released to implementing agencies. 5. To monitor the books with State Governments. 6. To prepare financial data for each month and at the end of the financial year. 7. To correspond with all State Governments/Institutes and implementing agencies for calling various details to implement the programme and grant spend and unspent with them. 8. To compile the data received from various State Governments/Implementing agencies. 9. To prepare Budget Estimate/Revised Estates for each scheme, etc. 10. From time to time, visits for evaluation and study of proper implementation of the scheme and Audit of their Accounts. 11. In addition to these, preparation of Pay Bill, LTC, TA and maintenance GPF accounts and preparation of GPF accounts and preparation of GPF statements etc. 12. Any other duties as assigned by the higher authorities.
6.	Pay and allowance admissible	The pay of the selected candidates will be governed as per instructions of the Central Government regarding appointment on deputation/absorption basis.

7.	Eligibility conditions including educational qualification and period of deputation.	Deputation (including short-term contract):- (A) a. Officers of the Central Government or State Government or Union Territories or Recognised Research institutes or Universities or Autonomous Bodies or Public Sector Undertaking of Semi Government and Statutory Organizations holding analogous posts on regular basis in their parent Department or institutions working in the pay scale of Rs. 9300-34800 with grade pay of Rs. 4200 [<i>Level - 6 (Rs. 35,400-1,12,400) in the Pay Matrix in 7th CPC</i>], having experience of two years in cash accounts and budget work; or (b) Upper Division Clerks with eight years of regular service in the grade with grade pay of Rs 2400 (Level - 4 (Rs. 25,500-81,100) in the Pay Matrix in 7th CPC) and (c) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or who possess two years of experience in cash accounts and budget work; or (B) Officer under the Central Government:- a. (i) holding analogous posts on regular basis in the parent cadre or Department or (ii) with six years of regular service in posts in the grade after appointment on a regular basis in the pay band, Rs 5200-20200 plus grade pay of Rs 2800/- [<i>Level - 5 (Rs. 29,200-92,300) in the Pay Matrix in 7th CPC</i>] or equivalent in the parent cadre of Department; or (iii) with ten years of regular service in the grade after appointment on a regular basis in the pay band-1, Rs 5200-20200 plus grade pay of Rs 2400 [<i>(Level - 4 (Rs 25,500-81,100) in the Pay Matrix in 7th CPC)</i>] or equivalent in the parent cadre of Department; and (iv) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess two years' experience in cash, accounts and budget work; or
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		(b) A pass in the Subordinate Accounts Service Note:- I. The departmental officer in the feeder category who is in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputation by promotion. II. Period of deputation (<i>including short-term contract</i>) including the period of deputation (<i>including short-term contract</i>) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed Three Years. III. The maximum age limit for appointment by deputation (<i>including short term contract</i>) shall not be exceeding 56 years, as on the closing date or receipt of applications)
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**Proforma for Application for the Post of Accountant
in the Department of Rural Development on Deputation/Absorption Basis.**

1. Name (in block Letters) of the applicant _____

2. Communication address _____

3. Contact Details/Telephone/Mobile No _____

4. Date of Birth (in Christian era) _____

5. Whether belongs to SC/ST/OBC _____

6. Date of Retirement _____

7. Educational Qualification _____

(Requisite educational qualification certificates/ documents to be attached)

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).

S.No.	Qualifications/Experience/ Courses	Qualifications/Experience possessed by the Officer
1		
2		
3		
4		

Please state clearly, whether, in the light of the entries made by you above, you meet the requirements of the post of Accountant.

8. Details of Employment, in chronological order.

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institute/ Organization	Post held	From	To	Pay structure (i.e. The scale of Pay/ Pay band + grade pay and basic pay)	Nature of duties

9. Nature of present employment, i.e. ad-hoc or temporary or permanent

10. 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 you belong _____

d. Additional details about your present employment in central Government.

11. Are you in the Revised Scale of Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale /Pay Band/ Grade Pay

12. Total emoluments per month now drawn _____

13. Remarks _____

Declaration:- I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

(Signature of the candidates)

Address with Telephone No

Date.....

Place.....

Checklist

- | | |
|---|----------------|
| 1. Application | _____ (Yes/No) |
| 2. Certificates of Educational Qualification/
a. Courses (relevant only) | _____ (Yes/No) |
| 3. Vigilance Clearance | _____ (Yes/No) |
| 4. Major/Minor Penalty Certificate | _____ (Yes/No) |
| 5. Integrity Certificate | _____ (Yes/No) |
| 6. No Objection Certificate from employer
a. (Annexure-III) | _____ (Yes/No) |
| 7. Duly attested last 05 Years APAR | _____ (Yes/No) |

To be certified by the Cadre Controlling Authority/Employer

1. Certified that the particulars furnished by Shri /Smt./Km.....
..... in his/her application have been verified from his
/her service record and found correct.
2. The Official is clear from vigilance angle.
- 3 The following documents are enclosed:
 - i. The integrity Certificate and
 - ii. The statement showing major/minor penalties imposed on the Officer during the last 10
years (if no penalty has been imposed, a certificate stating the same may be enclosed).
4. Up-to-date CR dossier of the Official or clear photocopies of ACRs for the last 5 years duly
attested by the Cadre Controlling Authority are enclosed.
5. This organization does not have any objection to his/her applying for the above post,
and he/she will be relieved immediately in case of selection.

Signature, Name & Seal of the Employer/
Cadre Controlling Authority.

File No

Date.....

(Sample Certificate)

To whomsoever it may concern

Certified that the integrity of Shri/Smt./Km
..... is beyond doubt.

2. It is also certified that no major/minor penalty has been imposed on the officer in the last 10 years.

Signature, Name & Seal of the Employer/
Cadre Controlling Authority.

File No

Date.....