



Government of India
Ministry of Health & Family Welfare
Central Drugs Standard Control Organization
Regional Drugs Testing Laboratory
Sector 39-C, Chandigarh-160036

Applications are invited for filling up the one post of **Accountant on deputation/absorption** basis from Central Secretariat Clerical Service (now re-designated as Senior Secretariat Assistant) and the officers under the Central Government. Eligible & interested candidates may submit their applications duly filled in the “**PROFORMA**” given below through proper channel along with ACRs for last 5 years within a period of 60 days from the date of this publication, incomplete application shall not be considered.

S.No	Name of Post	No. of Post	Pay Scale	Group	Method of Recruitment
1.	Accountant	1	7 th CPC Pay matrix Level-6 in the pay matrix (35400-112400)	B (N. Gzt.)	Deputation/Absorption

Age Limit: Not exceeding 56 years as on closing date of the receipt of applications.

Eligibility:

- (A) Upper Division Clerks of the Central Secretariat Clerical Service (now re-designated as Senior Secretariat Assistant) with eight years regular service in the grade having undergone training in Cash and Account works in the Institute of Secretariat Training and management or equivalent and possessing two years experience of Cash, Account and Budget work; **failing which;**
- (B) (i) Officer of the Central Govt. holding analogous posts on regular basis in the parent cadre or department **or**
(ii) with six year service in the grade rendered after appointment thereto on a regular basis in level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department; **or**
(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in level-4 in the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department; **and**
(iv) who have undergone training in cash and accounts work in the ISTM or equivalent and possess two years' experience of cash, accounts and budget work.

PROFORMA FOR THE POST OF ACCOUNTANT

- Name
- Father's Name
- Date of birth
- Designation
- Post held on regular basis w.e.f.
- Present 7th CPC Pay Matrix Level (Pay Scale with GP) w.e.f.
- Name of the Department
- Service Particulars in chronological order.

S.No.	Post held & Office	From	To	Pay Scale & G.P.	Nature of appointment	Nature of Duty

- Educational / Technical Qualification:
- Experience / Training undergone
- Knowledge of Computer
- Address for Correspondence
- Phone / Mobile Number
- Any other information

Applicant Signature

TO BE FILLED BY THE FORWARDING AUTHORITY

It is certified that the particulars given above are correct & the officer will be relieved for appointment on deputation basis. His / Her application is forwarded along with (i) **Vigilance Clearance Certificate** & (ii) **C. R. Dossiers for the last 5 years.**

Name _____ Designation _____
Department _____