

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH VISUAL  
DISABILITIES (DIVYANGJAN)**

**(Department of Empowerment of Persons with Disabilities)**

**Ministry of Social Justice & Empowerment, Govt. of India**

**116, Rajpur Road, Dehradun-248001 Uttarakhand**

**Advertisement No. 5-2/2021-04-Advt. dated 09.11.2021**

Applications are invited from the eligible candidates for filling up the post of Accounts Officer "By Deputation." Applications should reach the Director of the Institute at the above address in the enclosed application form. **The last date for receipt of application is 10.01.2022.**

<b>S.N.</b>	<b>Name of the Post</b>	<b>Category</b>	<b>No. of the Post</b>	<b>Pay Level as per 7<sup>th</sup> CPC</b>	<b>Age Limit</b>	<b>Education and other Qualification</b>
<b>1.</b>	Accounts Officer	UR	01	Level-7 (Rs. 44900-142400)	56 years Maximum.	<b>Essential &amp; Other Qualification</b>  1. Graduate/ B.Com preference to Candidate with S.A.S. or higher qualification and about 5 years experience in maintaining accounts in an Institution of repute. 2. Age and qualification relaxable in exceptional Cases. 3. Basic qualifications relaxable in exceptionally good/highly experienced persons.  <b>Method of Recruitment:</b>  Deputation

## **GENERAL CONDITIONS**

1. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
2. The application form as per 'Annexure I' along with attested copies up-to-date ACRs/APARs for the last five years and vigilance clearance may be forwarded to the undersigned but not later than 10.01.2022. Application's not accompanied by copies of ACRs/APARs and vigilance clearance will not be entertained.
3. Period of deputation including the 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 3 years, extendable upto 5 years.
4. The pay and conditions of deputation of the officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated the 17<sup>th</sup> June, 2010, as amended from time to time and other instructions of the Central Govt. issued in this regard from time to time.
5. Applications must invariably be accompanied with self attested copies of certificates, degrees, marksheets, testimonials in support of qualifications, age and experience failing which application will be rejected straightway. No query will be entertained after receipt of application.
6. Mere fulfilling the qualification does not entitle a candidate to be necessarily considered or called for the written test.
7. In case a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.
8. Only shortlisted candidates will be called for written/skill test.
9. The NIEPVD reserves the right to: (a) Conduct written and/ or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason. The number of position is thus open to change.
10. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
11. Application received after the last due date to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.
12. The applications for deputation should be accompanied by:-

- (i) Attested photocopies of the ACRS/APARs for the last five years i.e. 2015-16 to 2019-20 .
  - (ii) Integrity Certificate
  - (iii) Vigilance Clearance
  - (iv) A certificate that no major/minor penalty has been imposed on the concerned officer during the last 10 years.
13. Person employed in Government /Semi Government Organisation/ Autonomous Bodies/State Govt. should submit their application through proper channel with Vigilance clearance. However, they may send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'NO OBJECTION CERTIFICATE (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
  14. No correspondance will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.
  15. Applicants must super scribe the envelope with 'Application for the post of 'Accounts Officer.'
  16. Canvassing in any form on behalf of any candidate will disqualify such candidate.
  17. NIEPVD strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
  18. In case any mistake in selection process is detected, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
  19. The crucial date for determining the age limit will be the closing date of receipt of applications i.e. **10.01.2022.**
  20. Deputation shall only be allowed for the officials from Central Govt./State Govt./Autonomous Bodies/Universities/PSUs, subject to the fulfillment of the condition prescribed .
  21. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall prevail.
  22. The Director, NIEPVD Dehradun reserves the right to fill or not to fill the post(s) without assigning any reason thereof.
  23. **The application duly completed in all respect should reach the Director, NIEPVD 116 Rajpur Road, Dehradun 248 001 on or before 1700 hrs, 10.01.2022.**
  24. The Institute reserves the right to call only those candidates who according to its decision rank high in term of eligibility criteria among the applications received and mere possessing the EQ / DQ and experience will not entail any candidate a right to be

considered eligible for the post. The final list of candidates called for interview/written test/skill test is based on short-listing of candidates by a duly constituted screening committee. The decision of the appointing authority will be final and binding in all aspects.

25. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Dehradun.

**Director, NIEPVD, Dehradun**

**BIO-DATA/CURRICULUM VITAE PROFORMA FOR DEPUTATION**

1.	Name and Address (in block letters)					
2.	Father's Name					
3.	Place of Birth					
4.	Home State					
5.	Date of Birth( in Christian era)					
6.	Date of joining Govt service and name of the parent department/Ministry/PSU/Autonomous body etc.					
7.	Date of retirement under Central/State Government Rules					
8.	Educational Qualifications including extra professional qualification					
9.	Whether educational and Other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.					
10.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)					
	Office/Institution	Post held	From	To	*Pay Band and Grade Pay & Basic Pay	Nature of Duties
<ul style="list-style-type: none"> <li>• ( Pay Band and Grade pay of the post being held on regular basis)</li> </ul>						
11.	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent					
12.	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 the applicant belongs	
	d) Name of the post and pay of the post held in substantive capacity in the parent organization	
13.	If earlier worked on deputation in the past by the applicant, date of return from the last deputation and other details.	
14.	Whether cooling off period of 3 years since last deputation completed, as per rules ( if yes, please also indicate the date of repatriation)	
15.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):  a) Central Govt. b) State Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
16.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.	
17.	Are you in Revised Scale of Pay? If yes, give the date from which the rrevision took place and also indicate the pre-revised scale.	
18.	Total emoluments per month not drawn	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
19.	In case the Applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed:-	

	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments
20.A.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>NOTE: Enclose separate sheet, if the space is insufficient)</p>		
20.B.	<p>Achievements: The candidates are requested to indicate information regard to:</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <p>NOTE: Enclose separate sheet, if the space is insufficient)</p>		
21.	<p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government of organizations are eligible only for Short term Contract)</p>		
22.	<p>Whether belongs to SC/ST</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date : \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

Mobile/Phone No. and email address

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular/advertisement and all particulars furnished above are correct as per available records and is clear from vigilance angle.

Also Certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/ACRs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him during the last 10 years /list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

( Strike out which is not applicable.)

Signature

Date

Name & Designation of  
the Employer

Place