

Ministry of Labour and Employment Labour Bureau

Shram Bureau Bhawan, Block No. 2, Institutional Area, Sector 33-West, Chandigarh-160036

Filling up of one post of **Manager-cum-Accountant** (Group 'B' Post, Non-Gazetted, Non-Ministerial) through Composite Method [Deputation (including short-term contract) plus Promotion] at Level-6 in the Pay Matrix (Rs. 33,466-1,12,486) - regarding.
Applications are invited in the prescribed proforma (in duplicate) from eligible officers for appointment on deputation (including short-term contract) plus promotion basis to one post of Manager-cum-Accountant carrying pay at Level-6 in the Pay Matrix (Rs. 33,400-1,12,400) at the Departmental Canteen, Labour Bureau, Chandigarh. The post is classified as General Central Service, Group 'B', Non-Gazetted, Non-Ministerial and is to be filled by the composite method, deputation (including short-term contract) plus promotion.

2. Eligibility:

Officers under the Central Government or State Governments or Union Territories Administrations or Public Sector Undertakings/Universities or Recognized Research Institutions or Autonomous Bodies/Statutory Organizations.

(a)

- holding analogous posts on a regular basis in the parent cadre/department, or
- with six years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 in the Pay Matrix (Rs. 23,200-82,300) or equivalent in the parent cadre/department, or
- with ten years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 in the Pay Matrix (Rs. 23,500-81,100) or equivalent in the parent cadre/department, or
- with fifteen years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-3 in the Pay Matrix (Rs. 21,700-63,100) or equivalent in the parent cadre/department, or
- with eighteen years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 in the Pay Matrix (Rs. 19,900-63,200) or equivalent in the parent cadre/department, and

(b) Possessing the following educational qualifications and experience:

- Bachelor's degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute, and
- Two years' experience in accounts work in any Government office or Public Sector Undertaking or Autonomous/Statutory Organization.

3. Period of Deputation:

The period of deputation (including short-term contract), 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 three years. The maximum age limit for appointment on deputation (including short-term contract) shall not exceed fifty-six years as on the closing date of receipt of applications.

4. How to Apply:

Applications (in duplicate) of eligible and willing officers, who possess the requisite qualifications and experience and who can be spared in the event of their selection, may be forwarded to the Under Secretary (Admin), Labour Bureau, Shram Bureau Bhawan, Sector-33 West, Chandigarh-160036, through proper channel, in the prescribed proforma, within 30 days from the date of publication of this advertisement in the Employment News, along with the following documents:

- Copies of Annual Performance Appraisal Reports for the last five years duly attested by an officer not below the rank of Under Secretary.
- Certificate to the effect that no vigilance/disciplinary proceedings are pending or contemplated against the applicant.
- Integrity Certificate.
- Details of major/minor penalties imposed upon the applicant during the last ten years.
- Certificate to the effect that the particulars furnished by the officer are correct.

5. Terms of Deputation:

The deputation will initially be for a period of three years but is extendable as per DoP&T guidelines. The appointment will not bestow upon the deputationist any claim for regular appointment.

6. Applicable Rules:

The deputation will be governed by the relevant circulars of DoP&T, particularly the terms and conditions of deputation stipulated in DoP&T's OM No. 68/2009-Estt.(Pay-II) dated 17.06.2010, and subsequent amendments issued from time to time.

7. Clarification for PSU Candidates:

To facilitate scrutiny of eligibility, candidates from Public Sector Undertakings should clearly indicate whether the pay scale held by them is on the Central D.A. pattern or the Industrial D.A. pattern.

8. General Conditions:

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. For more details and the prescribed application proforma, candidates may visit the official website of the Labour Bureau, Chandigarh, an attached office of the Ministry of Labour & Employment.

Applications not forwarded through proper channel or received without the requisite certificates/documents will not be entertained.

- In case of any discrepancy between the English and Hindi versions of this Advt. the English version shall be given preference and shall prevail.

(Name and Sign)

Under Secretary to the Govt. of India

Annexure

APPLICATION FOR THE POST OF MANAGER-CUM-ACCOUNTANT (GROUP 'B')

- Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. _____
- Father's Name _____
- Residential Address with phone number _____
- Permanent address _____
- Date of Birth (in Christian era) _____
- Whether belongs to SC / ST / OBC _____
- Date of retirement under Central / State Government rules _____
- Educational qualifications _____
- Post held on regular (i.e. substantive) basis and the date from which held with grade, pay/ Pay Level in Pay Matrix _____
- Present Pay _____
- Details of Employment for last 10 years in chronological order (Attach separate sheet duly authenticated).

Name of Office/ Organization	Post held	From	To	Pay/Level & Major Duties

- Nature of present employment i.e. Ad-hoc or temporary or permanent _____
- In case the present employment is held on Deputation / Contract basis, please state:
(a) Date of initial appointment _____
(b) Period of appointment on deputation / contract _____
(c) Name of parent office / organization to which you belong _____
- Training / courses attended _____
- Additional details about your present employment (Please state whether working under Central Govt. / State Govt. / Autonomous Organizations / Central PSU / State PSU) _____
- Additional information, if any, which applicant may like to mention in support of his/her suitability for the post (enclose separate sheet if required) _____

Date: _____ Signature: _____
Mobile No: _____

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE / OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

- Certified that the particulars furnished by the applicant are true and have been verified from the service records.
- The applicant, if selected, will be relieved immediately.
- Attested copies of ACR / APAR for the last five years are enclosed.
- The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- It is certified that no disciplinary / vigilance cases either pending or contemplated against the applicant and he/she is clear from vigilance angle.
- It is certified that no major / minor penalty has been imposed or contemplated on him/her during the last 10 years.

Date: _____ Signature: _____
Place: _____ Name: _____
Designation: _____
Telephone No: _____

Official Seal

Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No. 68/2009-Estt. (Pay-II) dated 17.06.2010 and its amendments issued from time to time.