



भारत सरकार/Government of India  
कर्मचारी चयन आयोग(म.प्र.क्षे.), कार्मिक लोक शिकायत एवं पेंशन मंत्रालय  
STAFF SELECTION COMMISSION (MPR),  
M/o-Personnel, Public Grievances & Pensions

5वा. तल, निवेश भवन, एलआईसी परिसर-2, पंडरी, रायपुर(छ.ग.)-492 004  
5<sup>th</sup> Floor, Investment Building, LIC Campus-2, Pandri, Raipur (C.G.)-492 004

Staff Selection Commission (MPR) proposes to fill up the vacancy of Accountant on deputation basis from amongst the serving officials in Central Government. The details of terms and conditions and eligibility requirements of the post are as under:

Name of Post	Accountant
Number of Post	01 (One)
Scale of Pay	Level-6 (Rs. 35400-112400)
Qualification/ requirements	
(i) Assistant of CSS with 05 years of service in the Grade or with 10 years of combined service in the grades of Assistant/UDC or Upper Division Clerks of CSCS with 10 years' service in the grade, who have undergone training in Cash and Account Work in the Institute of Secretariat Training Management or equivalent and possess 3 years' experience of Cash, Account and Budget work,	
(ii) Failing (i) above, Officers under the Central Govt. holding analogous post; or SAS Accountants or SAS passed Clerks from any of the organized Accounts Department (period of deputation shall ordinarily not exceed 3 years).	
Method of Recruitment	On deputation basis
Term of Engagement	The period of deputation shall ordinarily not exceed 3 years.

2. Applications format may be seen/downloaded on the website of SSC(MPR) i.e. <https://www.sscmpr.org>

3. Applications, in the prescribed format, from officials fulfilling eligibility criteria, duly completed in all respects (through proper channel), along with vigilance clearance, duly self attested Photocopies of APARs for the last 5 years and statement giving details of major/minor penalties imposed on the officer, if any, may be addressed to Regional Director, SSC(MPR), 5<sup>th</sup> Floor, Investment Building, LIC Campus-2, Pandri, Raipur (C.G.)-492 004 on or before **03.11.2023**. Applicants are requested to superscribe the words "**Application for the post of Accountant**" on the envelopes. Applications received after the last date or without self attested photocopies of the APARs or otherwise found incomplete will not be considered.

Dy. Director  
SSC(MPR), Raipur

**Eligibility Criteria for the Post**

S.No.	Name of Post & Pay Level	Qualification/ requirements	No. of Posts
1.	Accountant  Level-6	<p>(i) Assistant of CSS with 05 years of service in the Grade or with 10 years of combined service in the grades of Assistant/UDC or Upper Division Clerks of CSCS with 10 years' service in the grade, who have undergone training in Cash and Account Work in the Institute of Secretariat Training Management or equivalent and possess 3 years' experience of Cash, Account and Budget work,</p> <p>(ii) Failing (i) above, Officers under the Central Govt. holding analogous post; or SAS Accountants or SAS passed Clerks from any of the organized Accounts Department (period of deputation shall ordinarily not exceed 3 years).</p>	01

**CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/ State Govt. Rules
4. Educational Qualifications
5. 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)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. 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	Scale of Pay and Basic Pay	Nature of duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent
8. 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
9. 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
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
11. Are you in Revised Scale of Pay? If yes, give the date from Which the revision took place and also indicate the pre-revised scale
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention 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)

(Note: Enclose a separate sheet, if the space is insufficient)
14. 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 Organizations are eligible only for Short Term Contract.)
15. Whether belongs to SC/ST

16. Remarks (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/Societies and (iv) Any other information.

(Note: Enclose a separate sheet if the space is insufficient).

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 Candidate

Address:-----

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Date:

Countersigned-----

(Employer with Seal)

बायोडाटा

1. नाम और पत्ता :  
(स्पष्ट अक्षर में)
2. जन्म तिथि :  
(इसवी सन में)
3. केंद्र/राज्य सरकार के नियम के अधीन  
सेवा निवृत्ति की तारीख :
4. शैक्षिक योग्यताएं :
5. क्या इस पद के लिए अपेक्षित शैक्षिक और  
अन्य योग्यताएं पूरी हैं (यदि किसी योग्यता को  
नियमों में निर्धारित किसी योग्यता के समक्ष्य माना  
गया हो तो इसके लिए प्राधिकार का उल्लेख करें।)

अपेक्षित योग्यता / अनुभव

अधिकारी द्वारा प्राप्त योग्यता / अनुभव

अनिवार्य

(1)

(2)

(3)

वांछित

(1)

(2)

6. कृपया स्पष्ट तौर पर यह उल्लेख करें कि क्या आपके द्वारा की गई उपर्युक्त प्रविष्टियों के अलोक में, आप इस पद की आवश्यकता पूरी करते हैं।

7. कालक्रमानुसार रोजगार ब्यौरा यदि निचे दिया गया स्थान पर्याप्त नहीं है, तो अपने हस्ताक्षर से विधिवत प्रमाणित एक पृथक पत्रक संलग्न करें।

कार्यालय/ संस्था	धारित पद	से	तक	वेतनमान और मूल वेतन	कार्यों का स्वरूप (विस्तार से)

8. वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ या अस्थायी या स्थायिवत या स्थायी
9. यदि वर्तमान रोजगार प्रतिनियुक्ति/ संविदा आधार पर हो, तो कृपया बताएँ-  
(क) प्रारंभिक नियुक्ति की तारीख  
(ख) प्रतिनियुक्ति/ संविदा आधार पर नियुक्ति की अवधि  
(ग) मूल कार्यालय/ संगठन का नाम जिससे आप संबंधित हैं।
10. वर्तमान रोजगार के बारे में अतिरिक्त ब्यौरा :

कृपया बताएं कि किसके अधीन कार्यरत हैं।

(क) केन्द्रीय सरकार

(ख) राज्य सरकार

(ग) स्वायत्त संगठन

(घ) सरकारी उपक्रम

(ङ) विश्वविद्यालय

(च) अन्य

(संबन्ध कॉलम के सामने अपने नियोक्ता का नाम निर्दिष्ट करें)

11. कृपया बताएं कि क्या आप उसी विभाग में कार्यरत हैं तथा फीडर ग्रेड में हैं या फीडर से फीडर ग्रेड में हैं।
12. क्या आप संशोधित वेतनमान में हैं ? यदि हाँ, तो जब से संशोधित हुआ है वह तारीख बताएं और पूर्व संशोधित वेतनमान का भी उल्लेख करें।
13. अब प्रति माह ली जाने वाली कुल परिलब्धियाँ
14. अतिरिक्त जानकारी, यदि कोई हो, जिसे आप इस पद के लिए अपनी उपयुक्तता के समर्थन में बताना चाहेंगे (इसमें अन्य बातों के साथ-साथ (i) अतिरिक्त शैक्षणिक योग्यताओं (ii) व्यावसायिक प्रशिक्षण और (iii) रिक्ति परिपत्र/ विज्ञापन में निर्धारित अनुभव के अतिरिक्त कार्य अनुभव) के संबंध में जानकारी दी जा सकती है)
- टिपण्णी: यदि यह स्थान पर्याप्त नहीं है तो एक पृथक पत्रक संलग्न करें।
15. कृपया बताएं कि क्या आप प्रतिनियुक्ति (आई एस टी सी)/ आमेसन/ पुनर्नियोजन आधार पर आवेदन कर रहे हैं ("आमेसन" के लिए केवल केन्द्रीय/ राज्य सरकारों के अधिकारी ही पात्र हैं। गैर-सरकारी संगठनों के अभ्यर्थी केवल अल्पावधि के लिए पात्र हैं.)
16. क्या अनुसूचित जाति/ अनुसूचित जनजाति के हैं
17. अभ्युक्तियाँ (अभ्यर्थी (i) अनुसंधान प्रकाशनों और रिपोर्ट तथा विशेष परियोजनाओं (ii) पुरस्कार/ छात्रवृत्ति/ शासकीय सम्मान (iii) व्यावसायिक निकायों/ संस्थाओं/ समितियों के साथ सम्बद्धता और (iv) किसी अन्य जानकारी से संबंधित सूचना दे सकते हैं।)

टिपण्णी: यदि यह स्थान पर्याप्त नहीं है, तो एक पृथक पत्रक संलग्न करें।

मैंने रिक्ति परिपत्र/ विज्ञापन को ध्यानपूर्वक पढ़ लिया है तथा मुझे यह भली-भाँति मालूम है कि इस पद के लिए चयन के समय मेरे द्वारा प्रस्तुत दस्तावेजों से विधिवत् समर्थित उक्त ब्यौरे (बायोडाटा) चयन समिति द्वारा मूल्यांकन भी किया जाएगा।

दिनांक:

अभ्यर्थी के हस्ताक्षर  
पता-----  
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प्रतिहस्ताक्षरित

(नियोक्ता की मुहर सहित)



(Certification by the Employer / Cadre Controlling Authority)

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the Advt. I selected, he / she will be relieved immediately.

It is also certified that:-

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Ms \_\_\_\_\_
- ii) His / her integrity is certified.
- iii) His/ her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)
- v) Cadre Controlling Authority has no objection to the consideration of the applicant for the posts mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel No. \_\_\_\_\_

Office Seal. \_\_\_\_\_

Place:-

Date:-

List of enclosures:-

1. .
2. .
3. .
4. .
5. .
6. .