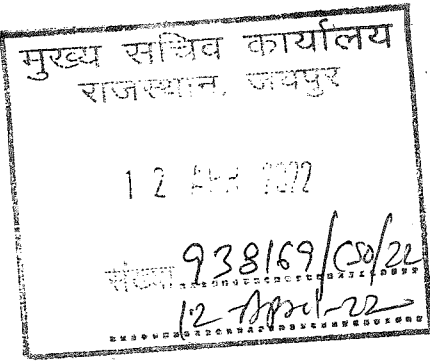


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18/04/22



F.No. A-12025/2/2021-CAC  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Chief Adviser Cost

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2<sup>nd</sup> Floor, 'C' Wing, Lok Nayak Bhawan,  
New Delhi, the 4<sup>th</sup> April, 2022

CIRCULAR

Subject: Filling up of 10 posts of Joint Director (Cost) in ICoAS under the Ministry of Finance, Department of Expenditure on deputation basis.

It is proposed to fill up 10 posts of Joint Director (Cost) in Indian Cost Accounts Service (ICoAS) under the Ministry of Finance, Department of Expenditure in Level 12 of the Pay Matrix (Pay scale Rs.78,800-209,200) by deputation (including short term contract) from officers of the Central Government or State Government or Public Sector Undertakings or Autonomous or Statutory Organizations, -

(a) (i) Holding analogous post on a regular basis in the parent cadre or Department; or

(ii) With five years' regular service in the grade rendered after appointment thereto on a regular basis in Level 11 of the Pay Matrix (Pay scale Rs.67,700-208,700) (Pre-revised: PB-3: Rs.15600-39100 plus Grade Pay Rs.6600) or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience:-

(i) Member of the Institute of Chartered Accountants of India or of the Institute of Cost Accountants of India; and

(ii) Ten years' experience in Cost Accounting.

2. The period of deputation including the period of deputation in the same or some other organization of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date of the receipt of application. The pay of the candidate selected for appointment on deputation will be regulated in accordance with the provisions contained in the Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The applications of eligible candidates in the **prescribed proforma** may be forwarded in duplicate to Adviser (Admn), Office of Chief Adviser (Cost) Ministry of Finance, Department of Expenditure, 2<sup>nd</sup> Floor, Lok Nayak Bhawan,

PS, DOP

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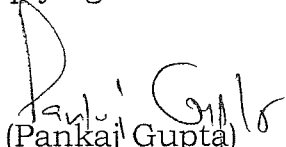
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Dr. Devendra  
18/4/22

Khan Market, New Delhi – 110003 within 60 days from the date of publication of this circular in the Employment News, along with the following documents.

- (a) ACRs/APARs for the last 5 years or photocopy of the same duly attested by an officer not below the rank of Under Secretary.
- (b) Integrity Certificate
- (c) Vigilance Clearance Certificate
- (d) Cadre clearance
- (e) Statement showing major/minor penalties, if any, imposed during the last 10 years.

4. Those who have applied earlier for the above post in response to this Office's Circular of even No. dated 10<sup>th</sup> December, 2022, which was published in the Employment News dated 1-7<sup>th</sup> January, 2022, need not apply again.

  
(Pankaj Gupta)

Adviser (Admn)

Tel No. 011-23698435

Mb. 9810840770

**To:**

- (i) All Ministries/Departments of Central Governments.
- (ii) Chief Secretaries/Chief Administrative Officers of All State Governments/Union Territories.
- (iii) Central Public Sector Undertakings through Email.
- (iv) NIC Cell, Department of Expenditure with the request to upload this vacancy circular on the website of DoE.
- (v) NIC Cell, Department of Personnel & Training with the request to upload this vacancy circular on the website of DoPT.

BIO-DATA/CURRICULUM VITAE PROFORMA  
APPLICATION FOR THE POST OF JOINT DIRECTOR (COST)  
IN ICoAS ON DEPUTATION BASIS

1. Name and Address (in Block letters) :
2. Date of Birth (in Christian era) :
3. (i) Date of entry into service :  
(ii) Date of retirement under Central/State Govt. Rules:
4. Educational Qualifications:
5. Whether educational and other qualifications/experience required for the post are satisfied:

S.No.	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
	(A) Qualification	(A) Qualification
	(B) Experience	(B) Experience

6. Please state clearly whether in the light of entries made by you above, you meet the requisite qualifications and work experience of the post:
7. Details of employment in chronological order:

Office/ Institution	Post held on regular basis	From To	Pay Band & Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

8. Nature of present employment i.e. ad-hoc or temporary or permanent:
9. 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:
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:

11. Additional details about present employment:

Please state whether working under –

- (a) Central Government
- (b) State government
- (c) Autonomous Organization
- (d) Government Undertaking
- (e) Statutory Organizations/Universities
- (f) Others

12. 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:

13. Total emoluments per month now drawn:

Basic Pay in the Pay Band/ Pay Scale	Grade Pay/Level in the Pay Matrix	Total Emoluments
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14. 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 Pay Scale and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)	Total Emoluments
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15. **A 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).

15. **B Achievements:** The candidates are requested to indicate information with regard to:

- (i) Research publications and reports and special projects;
- (ii) Awards/Scholarships/Official Appreciation;
- (iii) Affiliation with the professional bodies/institutions/societies; and
- (iv) Any other information.

16. Whether belong to SC/ST:

## **Declaration**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of 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 No:-----

Email ID: -----

## **Certificate 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 advertisement. If selected, he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending or contemplated against Shri/Ms. -----
- (ii) His/her integrity is certified.
- (iii) His/her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalties has been imposed on him during the last 10 years **or** A list of major/minor penalties imposed on him during the last 10 years is enclosed (as the case may be).

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**