

**MOST IMMEDIATE**

No. A.12018/3/2014-Pers- 1(A)  
Bureau of Civil Aviation Security  
'A' Wing, I-III Floor, Janpath Bhawan,  
Janpath, New Delhi.

Dated 16.09.2014

**Subject: Filling up of one post of Junior Accountant in the Bureau of Civil Aviation Security on deputation basis.**

One post of **Junior Accountant** (General Central Service Group 'C' Non-Gazetted, Non-Ministerial) in the in Pay Band 1(Rs. 5200-20,200/-) with Grade Pay of Rs.2800/- in the Bureau of Civil Aviation Security is to be filled up on deputation basis from the Officers of the Central or State Government :-

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) Upper Division Clerk of the Central Secretariat Clerical Service with five years'

regular service in the pre-revised pay scale of Rs. 4000-100-6000, (revised in pay band 1 with grade pay Rs. 2400/-) and has successfully completed training in Cash and Accounts work from the Institute of Secretariat Training and Management and possessing three years' experience in Cash and Accounts and Budget work; or

- (iii) Upper Division Clerk who has passed Subordinate Accounts Service Examination.

**Note: 1** The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department or the Central Government shall ordinarily not exceed three years.

**Note: 2** The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

**2.** The officer selected for deputation to the post of **Junior Accountant** will be governed by the terms and conditions of deputation laid down in the Ministry of Personnel, Public Grievances & Pensions (Deptt. Of Personnel and Training) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. They have option to either draw pay in the scale of pay applicable to them in their parent organization plus deputation duty allowance or have their pay fixed in the scale of pay applicable to deputation post.

**3.** The officer may be posted anywhere in India or abroad.

**4.** The Bio-data, in the prescribed format (in duplicate), of suitable officers may be forwarded along with the following documents, within 60 days from the date of publication of this circular in the 'Employment News'.

**5.** List of essential documents to be attached with the Bio-data:-

i) Vigilance Clearance Certificate;

ii) Integrity Certificate;

iii) List of penalties (Major/Minor) imposed; if any during the last ten years;

iv) PARs dossier or PARs for the last five years (It may kindly be noted that photostat copies of ACRs/ PARs should be attested by an officer not below the rank of Under Secretary or equivalent on each page).

**Important Note:** Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected.

**6.** Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

(Rakhee Sadhu)  
Dy. Director (Pers)  
Tele: 23718561

1. All Ministries/Departments of Govt. of India.
2. Joint Secretary (Admn.), Central Board of Excise and Customs, Deptt. of Revenue, North Block, New Delhi.
3. Joint Secretary (Admn.), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi.
4. The Secretary, Cabinet Secretariat, Bikaner House Annexe, Shahjahan Road, New Delhi-110011.
5. Director, Intelligence Bureau, North Block, New Delhi.
6. Director, Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi.
7. Chief Secretaries of all States/UTs.
8. The Regional Dy. Commissioner of Security, Bureau of Civil Aviation Security, New Delhi, Mumbai, Kolkata, Chennai, Amritsar, Ahmedabad, Guwahati and Hyderabad
9. Ministry of Civil Aviation [ Attn: Sh. S.V. Ramana, U.S(AS) ].
10. NIC, BCAS (with request to upload the circular on the website.)

**BIODATA PROFORMA**

Post Applied for:.....

1. Name (in block letters) .....

2. Address.....

(i) Permanent address: .....

(ii) Address for communication:.....

(iii) Email ID:.....

(iv) Phone No.....

(v) Fax No:.....

3. Date of Birth (in Christian Era).....

4. Date of retirement under Central/State Government rules.....

5. Educational Qualifications.....

6. 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)

Qualification/experience required	Qualification/experience possessed by of officer
Essential:	
(i) Holding analogous posts on regular basis in the parent cadre or department; or	
(ii) Upper Division Clerk of the Central Secretariat Clerical Service with five years' regular service in the pre-revised pay scale of Rs. 4000-100-6000, (revised in pay band 1 with grade pay Rs. 2400/-)	

grade pay Rs. 2400/-)	
(iii) Successful completion of training in Cash and Accounts work from the Institute of Secretariat Training and Management and possessing three years' experience in Cash and Accounts and Budget work; or	
(iv) Upper Division Clerk who has passed Subordinate Accounts Service Examination.	
Desirable:	
NIL	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

8. Details of Employment, in chronological order (latest post held first). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Organisation	Post	From	To	Scale of pay and basic pay/ PB/Grade Pay	Nature of duties.

9. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.

10. In case the present employment is held on deputation/contract basis please state:

- i) The date of initial appointment
- ii) Period of appointment on deputation/contract

- iii) Name and address of the parent office/organization to which you belong
11. Additional details about present employment: Please state whether working under:-  
(a) Central Govt. (b) State Govt. (c) Union Territory (d) Central Police Organisation (e) Autonomous organization (f) Government undertaking (g) Universities (h) Others
12. Are you in the Revised scale of pay?  
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Basic Pay and total emoluments per month now drawn.
14. Whether belongs to SC/ST
15. Educational detail (degree upwards)  
College / University
16. Any other information regarding suitability the candidate may like to add:  
(May use separate sheet if required)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-data dully 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 applicant

Address: \_\_\_\_\_

Place:

Date:

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
3. His integrity is certified.
4. Statement of major or minor penalties during the last 10 years is attached.

(Head of Office  
or authorized officer  
not below the rank of Under Secretary)

Place:

Date: