

No.A.15012/1/Accountant/2015-Admn.II  
Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless

Block No.9 CGO Complex  
Lodhi Road New Delhi-3

Dated the 5.11.2015

To

The Director,  
Directorate of Advertisement & Visual Publicity,  
Ministry of Information & Broadcasting,  
Soochana Bhavan, Scope Complex,  
New Delhi.

Sub : Publication of advertisement in 'Employment News' for filling up of vacancy of Accounts Officer, Junior Hindi Translator and Accountant on deputation basis.

Sir,

With reference to the above cited subject, I am directed to inform that it has been decided to fill up vacancy for the post of Accounts Officer, Junior Hindi Translator and Accountant on deputation basis in DCPW.

2. You are therefore, requested that the advertisement may please be published at the earliest in the 'Employment News'. The matter to be advertised is also enclosed herewith.

Yours faithfully,

  
( R.K.Singh )  
Asstt. Director (Admn)  
Tele : 24361589

Enclosures: As above

EAAD (IT)

**Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless**

Applications are invited to fill up vacancies in DCPW on deputation basis as given below.

S.No.	Name of the post	Group	No. of Posts	Pay Band
1.	Accounts Officer	Group B Gazetted	01	9300-34800 (GP 4600/-)
2.	Junior Hindi Translator	Group B Non-Gazetted	01	9300-34800 (GP 4200/-)
3.	Accountant	Group B Non-Gazetted	01	9300-34800 (GP 4200/-)

**S.No.1 Accounts Officer**

**Eligibility :**

- (i) Officer under the Central Government holding analogous posts on regular basis or posts of Junior Accounts Officer / Accountant or equivalent in the pay scale of Rs. 1640-2900 (pre-revised scale) with 5 years' regular service in the grade ; or
- (ii) Regular Accounts / Audit Officers from any of the Organised Accounts Department ; or
- (iii) Officers of the Central Government holding posts in the pay scale of Rs. 2000-3500 (pre-revised scale) or equivalent on regular basis with 3 years' regular service in the grade who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possess experience in Cash and Accounts and Budget work ; or
- (iv) Subordinate Accounts Services Accountants with 5 years' regular service in the grade from any of the Organised Accounts Department.

**S.No.2 Junior Hindi Translator**

**Eligibility :-**

- A.
- (i) Analogous posts; OR
  - (ii) Posts in the pay scale of Rs. 4000-100-6000/- (pre-revised scale) or equivalent with 5 years regular service in the grade; OR
  - (iii) Posts in the pay scale of Rs. 3050-75-3950-80-4590/- (pre-revised scale) or equivalent with 8 years regular service in the grade: and

B. Possessing the following educational qualifications and experience

Master's degree of a recognised University English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

OR

Master's degree of a recognised University in any subject other than Hindi/English with Hindi/& English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective subject at the degree level.

OR

Master's degree of a recognised University in any subject other than Hindi/English with Hindi/ English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

OR

Bachelor's degree of a recognised University, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus recognised Diploma/Certificate course in Translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government offices including Govt. of India undertakings.

**Sl.No.3 Accountant**

**Eligibility :-**

- A.
- (i) Assistants of Central Secretariat Service holding the post on regular basis; OR
  - (ii) Upper division clerks of Central Secretariat Clerical service with eight years regular service in the grade; AND
  - (iii) who have undergone training in cash and accounts works in the institute of Secretariat training and management or equivalent and possess three years experience of cash, accounts and budget work;

failing which

B. Officers of the Central Government:

(a)

- (i) holding analogous posts on regular basis in the parent Cadre/ Department; OR
- (ii) with three years service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs.5000-8000/- (pre-revised scale) or equivalent in the parent cadre or department; OR
- (iii) with six years service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs.4500-7000/- (pre-revised scale) or equivalent in the parent cadre or department; OR
- (iv) with Eight years service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs.4000-6000/- (pre-revised scale) or equivalent in the parent cadre or department; AND

(b)

- (i) who have undergone training in cash and accounts works in the institute of Secretariat training and management or equivalent and possess three years experience of cash, accounts and budget work; OR
- (ii) A pass in sub-ordinate Accounts Services or equivalent examination conducted by any of the organised accounts department or the Central Govt.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed 3 years).

2. The present place of posting is Delhi but the post bears All India Service Liability. The pay of the deputationist will be fixed as per GOI, DOP&T O.M. No. 2/29/91-Estt (Pay-III) dated 5.1.94 as amended from time to time. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation will not exceed three years.

3. The officials who volunteer for the post will not be permitted to withdraw their names later. Recommendations of names which are not accompanied by the requisite bio-data and last 5 years of ACRs will not be

considered. Names and Bio-data of suitable and eligible candidates may please be forwarded in ~~Annexure-II~~ along with the last five years ACR to **Assistant Director (Admn), Ministry of Home Affairs, Directorate of Coordination (Police Wireless), Block No.9, CGO Complex, Lodhi Road, New Delhi – 110 003** within sixty days from the date of issue of this publication in Employment News.

(Note: For Bio-Data Pro Forma and other details please see DCPW website [WWW.dcpw.nic.in](http://WWW.dcpw.nic.in) under Administration/Deputation)

BIO-DATA PRO FORMA

1. Name and Address in Block letters :
2. Post Applied for :
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 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)	

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. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. :

Office/Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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9. Nature of present employment, i.e. *ad hoc* or temporary or permanent. :
10. In case the present employment is held on deputation/contract basis, please state – :

- (a) The date of initial appointment :  
 (c) Period of appointment on deputation/  
 Contract  
 (c) Name of the parent office/ organization :  
 to which you belong
11. Additional details about present employment:

Please state whether working under –

- (a) Central Government :  
 (b) State Government :  
 (c) Autonomous Organisations :  
 (d) Government Undertakings :  
 (e) Universities :
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 :  
 :
14. Additional information, if any, which you :  
 would like to mention in support of your  
 suitability for the post. Enclose a separate  
 sheet, if the space is insufficient.
15. Whether belongs to SC/ST :  
 :
16. Remarks :  
 :

Signature of the candidate  
 Address

Date \_\_\_\_\_

Countersigned \_\_\_\_\_  
 (Employer)

( TO BE FILLED BY FORWARDING OFFICE )

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings or departmental enquiry are pending or contemplated against the officer and recommendations (if any)

Signature of the Competent Authority  
 with official seal

Dated :