

# National Institute of Technical Teachers' Training and Research

Shanti Marg, Shamla Hills, Bhopal 462002.

(Autonomous Institution under MHRD, Govt. of India, New Delhi)

Ph. Nos.:0755-2661600,01,02,07,08 Website: [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in)

## ADVERTISEMENT No. 04/2020 (On Deputation)

National Institute of Technical Teachers' Training and Research, Bhopal, invites applications for filling up ONE post of Senior Accounts Officer (SAO) in the Pay Matrix Level 10 (pre revised Band III Rs. 15600-39100 plus Grade pay of Rs. 5400/-) on deputation basis in NITTTR Bhopal from amongst suitable and eligible officers. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows :-

### 1. Eligibility Criteria

Name of the post and pay scale with Grade pay	Number of vacant posts	Eligibility Criteria	Desirable Qualifications/ Experience
<b>Senior Accounts Officer.</b>  Pay Matrix Level-10 ( Pre - revised pay band III Rs. 15600-39100 plus grade pay of Rs. 5400/-)	ONE	<p>i. Officials of the Central Government holding analogous post on regular basis in parent cadre/ department.</p> <p style="text-align: center;"><b>OR</b></p> <p>with two years regular service in pay Matrix Sevel-9/PB-2- GP- 5400/equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>With five years regular service in Level-8/PB-2 GP- 4800/ equivalent</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. Officers from State Government/ Autonomous Bodies/ PSUs holding regular post in equivalent grade:</p> <p>iii. Professional qualifications of Chartered Accountant/Cost Accountant/MBA(Finance) ;</p> <p style="text-align: center;"><b>OR</b></p> <p>Having passed SAS/equivalent examination of organized Accounts Cadre of Central/State Government;</p> <p style="text-align: center;"><b>OR</b></p> <p>Having successfully completed Cash &amp; Accounts training conducted by ISTM;</p>	Knowledge & experience in PFMS or other accounting software

2. **Period and other terms and conditions of deputation :**

The initial period of deputation shall be for **Three years** extendable further as per norms governed by the DoP&T's O.M. 6/8/2009 Estt.(Pay-II) dated 17.6.2010 and Government of India's instructions issued from time to time on the subject.

**Age Limit**

The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

**Eligibility for Government Accommodation**

The officers appointed in the NITTTR will be eligible for Residential Accommodation as per institute's norms

3. Eligible and willing candidate may apply through proper channel in prescribed format (Annexure I). Cadre authorities/ Head of Departments are requested to forward applications of eligible and willing candidate whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents -
  - i Application in prescribed Performa as per Annexure I.
  - ii Cadre Clearance Certificate from the Controlling/Competent Authority.
  - iii Statement giving details of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) Years (Annexure II).
  - iv Vigilance Clearance/integrity Certificate (Annexure II)
  - v Photocopies of the ACRs/APARs for the last five(5) years duly attested on each photocopies by Competent Authority.
4. While forwarding the application it may also be verified and certified by the Competent Authority that the particulars furnished by the applicant are correct (Annexure II).
5. The applications of suitable and eligible officers complete in all respect, in the prescribed format (Annexure-I), along with documents listed in Para 3 and 4 above may be forwarded to The Director, National Institute of Technical Teacher's Training and Research, Shanti Marg, Shamlu Hills, Bhopal- 462002. The last date for receipt of applications complete in all respect is **10<sup>th</sup> January, 2021**. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Since this vacancy is to be filled up on deputation basis **candidates from private organizations are not eligible**.
6. Applications received after the last date or otherwise found incomplete shall not be entertained.
7. NITTTR reserves the right to withdraw the vacancy circular at any time without assigning any reason.

Director,  
NITTTR, Bhopal

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### Application for the post of Senior Accounts Officer (SAO) on deputation basis

Advertisement No.	<b>04/2020 (On Deputation)</b>
Application No.	

Paste your  
recent  
passport size  
photograph

1.	Name			
2.	नाम (Name in Devnagiri script)			
3.	Address			
4.	Date of Birth (DD/MM/YYYY)	Age	_____ Years	_____ Months
5.	Gender			
6.	PAN Number			
7.	Aadhar No.			
8.	Mobile/Office/Residence Number	Mobile : _____	Office : _____	Res. : _____
9.	Email id			
10.	Present Post and Pay Band with GP/Pay Matrix			
11.	Present Basic Pay			
12.	Date from which the present post is held on regular basis			
13.	Present Cadre and place of posting			
14.	Date of joining service and length of service	_____ Years	_____ Months	
15.	Date of retirement as per parent organisation's rules			
16.	Old Pay Scale + Grade Pay (As per VI CPC)			

17.	Whether the eligibility criteria prescribed for the post are satisfied				
18.	Educational/Professional Qualifications (Mention Graduation level and above)				
Sl. No.	Qualification	Subject	Year/Division	Institution/University/Place/Country	
19.	Training(s) undergone, if any				
	Sr. No.	Name of the Organisation		Duration	
20.	Details of Experience/employment				
Sl. No.	Office	Post Held	From	To	Pay Band along with Grade Pay/ Pay Matrix

Certified that above information furnished by me is correct in all respect to the best of my knowledge & belief.

Date :

Place :

(Signature of the Candidate)

List of Enclosures :

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

Note :

1. Please read the instructions carefully before filling up the form.  
(Website: [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in))
2. Please use additional sheet where the space is not adequate.
3. Attach proofs for all records/information mentioned in this application.

To be filled up by the Competent Authority  
Office of \_\_\_\_\_

No.

Date :

1. The applicant, if selected, will be relived immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photo copies of up-to-date ACRs/APARs for the last 5 years are enclosed and have been attested on each page by competent authority.

Signature \_\_\_\_\_

(Name, Designation & Tele No. of the forwarding officer)

Date :

(SEAL)

Place :