

**F.No. A.11012/02/2010-NMPB**  
**Government of India**  
National Medicinal Plants Board  
Ministry of Health & Family Welfare  
Department of AYUSH.

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**Dated: 9/10/2013**

**OFFICE MEMORANDUM**

**Subject: Filing up of one post of Sr. Accountant by deputation in National Medicinal Plants Board, Deptt. of AYUSH.**

The undersigned is directed to invite applications for filling up of one post of Sr. Accountant (General Central Service - Group "B" - Non-Gazetted - Ministerial) in the scale of pay of Rs. 9300-34,800 plus grade pay Rs. 4200/- in the National Medicinal Plants Board, Department of AYUSH, Ministry of Health & Family Welfare.

The eligibility and other requirements, period of deputation, maximum age limit for appointment on deputation etc. are given in Annexure I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training Vide their **O.M.No.2/29/91-Estt. (Pay II) dt. 5.1.1994** as amended from time to time.

Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned department should send the copy of up-to-date ACRs of last five years of the applicant duly attested on each page by an officer not below the rank of Under Secretary. It may also be certified by the forwarding authority that the particulars furnished by the applicant are correct and that no disciplinary/vigilance case is either pending or contemplated against the applicant. Integrity certificate of the candidate may also be furnished. It may also be ensured and certified that no major/ minor penalty has been imposed on the concerned officer during the preceding ten years.

It is requested that vacancy may be given wide publicity among Central Govt. Offices, and the particulars of eligible officers who are fulfilling the eligibility prescribed and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may **kindly be forwarded to this office within 60 days from the date of issue of this O.M.** Applications received after the last date or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his /her name after selection (This O.M. and other details/ annexures are also available on the website of the board i.e. [www.nmpb.nic.in](http://www.nmpb.nic.in)).

**(Arup Kr. Bhattacharjee)**  
**Finance & Administrative Officer.**

**To**

1. All Ministries/ Departments of the Govt. of India.
2. Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt. Pin – 110010.
3. Principal Director of Audit, Economic & Services Ministries, A.G.C.R Building, I.P Estate, New Delhi.
4. Accountant General Central Revenues, A.G.C.R Building, New Delhi.
5. Controller General of Accounts, Department of Expenditure, Ministry Of Finance, Government of India, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.
6. Dy. Secretary (Srinivas) Department of AYUSH with request to arrange upload of O.M on Deptt. of AYUSH website/ Notice Board and give wide publicity.
7. Accountant General of all States: Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chattisgarh, Delhi, Goa, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir Jharkhand Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Sikkim, Tamil Nadu, Tripura, Uttar Pradesh, Uttarakhand, West Bengal, Andaman and Nicobar.

**Copy to:**

1. PPS to CEO, NMPB.
2. Notice Board/ website of NMPB.

**Eligibility conditions, Educational Qualification, Experience etc. for appointment on deputation to the post of Sr. Accountant in National Medicinal Plants Board, Deptt. of AYUSH.**

- A. (a) (i) Upper Division Clerks of the Central Secretarial Clerical Service with eight years regular service in the grade in the parent cadre or department: and
- (b) Who have undergone training in Cash and Accounts work 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 under the Central Government:**

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9,300-34,800/- plus grade pay Rs. 4200/- (pre revised scale of Rs. 5,000-8,000/-) or equivalent in the parent cadre or department; or
- (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5,200-20,200/- plus grade pay Rs. 2,800/- (pre-revised scale of Rs. 4,500-7,000/-) or equivalent in the parent cadre or department; or
- (iv) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5,200-20,200/- plus grade pay Rs. 2,400/- (pre-revised scale of Rs. 4000-6000/-) or equivalent in the parent cadre or department; and
- (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possess three years experience of cash, accounts and budget work;

OR

Pass in the Subordinate Account Service or equivalent examination conducted by any of the organized Accounts Department of the Central Government.

**Note:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**PROFORMA FOR SENDING APPLICATION**

1. Name and Address (in Block letter) -
2. Date of Birth (in Christian era) -
3. Date of retirement under Central / State Government rules -
4. Educational Qualification -
5. Whether Educational and other qualification 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) -

		<b>Qualification / Experience required</b>	<b>Qualification / Experience possessed by the officer</b>
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 -

<b>Office / Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of pay and basic pay</b>	<b>Nature of duties (In detail)</b>

8. Nature of present employment, i.e., ad hoc or Temporary or Quasi –Permanent 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 /

- (c) Name of the parent office / organization to which you belong -
10. Additional details about present employment -  
(Please state whether working under (indicate the Name of your employer against the relevant column)
- (a) Central Government -  
(b) State Government -  
(c) Autonomous Organization -  
(d) Government Undertaking -  
(e) Universities -  
(f) Others -
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade -
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. -  
(This among other things may provide information With regard to (i) additional academic qualification (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).
15. 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.) -
16. Whether belongs to SC/ST -
17. Remarks -

(The candidates may indicate information with regard to (i) Research publications and reports 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

Date.....

Address.....

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Countersigned

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(Employer with Seal)