No.A-12023/01/2019-Est.I
Government of India
Ministry of Rural Development
Department of Rural Development
Krishi Bhawan, New Delhi
Dated the 4th July, 2019

OFFICE MEMORANDUM

Subject: Filling up of 01 (one) post of Deputy Director (Budget and Accounts) on deputation basis in the Department of Rural Development, Ministry of Rural Development – regarding.

The undersigned is directed to say that Department of Rural Development, Ministry of Rural Development, New Delhi requires the services of an officer for appointment to the post of Deputy Director (Budget and Accounts) in level-11 (Rs.67700-208700/-) of pay matrix, on deputation basis from amongst the Officers of any of the organised Accounts Service e.g. Indian Audit and Accounts Services, Indian Defence Accounts Services, Indian Railway Accounts Services, Indian Civil Accounts Services and Indian Posts and Telegraph Accounts and Finance Service.

2. The qualifications, experience and other details required for this post are given in Annexure-I.

3. It is requested that the applications of eligible and willing officers who can be spared immediately, may be forwarded in the prescribed proforma (Annexure-II) to the Under Secretary (Admn.), Department of Rural Development, Room No.366-A, 3rd Floor, Krishi Bhawan, New Delhi latest by 31.08.2019 along with the following information/documents:-

   a. Vigilance Clearance in respect of the officer.
   b. Integrity Certificate and statement showing major/minor penalties, if any, imposed on the officer during last 10 years.
   c. Up-to-date APAR dossier of the applicant or clear photocopies of APARs for last 5 years duly attested by a Gazetted officer with disclosure certificate.

4. Application received after the closing date of receipt of application or without the APAR dossiers (or photocopies of APARs) or otherwise found incomplete is liable to be rejected.

5. The Officers who apply for the above post will not be allowed to withdraw their applications subsequently.

6. While forwarding the application, it may be verified and certified that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

Encl: As above.

(Rajeev Bahl)
Under Secretary to the Govt. of India
Tel: 011-23385311
To

1. All Ministries/Departments of the Government of India (as per standard list) with the request that wide publicity may be given to the vacancy circular in their Ministries/Departments and in their attached/subordinate offices, autonomous organizations.
2. UPSC/Election Commission.
3. The Chief Secretaries of all State Governments and Administrators of Union Territories (as per standard list) with the request that wide publicity may be given to the vacancy circular to all the eligible Organisations under their control.
4. All Officers/Sections in the Department of Rural Development/Department of Land Resources.
5. NIC, Department of Rural Development with the request to upload this vacancy circular on the website of this Ministry.
6. Notice Board
7. Space copies
No.A-12023/01/2019-Estt.I
Government of India
Ministry of Rural Development
Department of Rural Development

Qualifications, experience and other details required for the post of Deputy Director (Budget and Accounts) in the Department of Rural Development, Ministry of Rural Development.

<table>
<thead>
<tr>
<th></th>
<th>Name of the post:</th>
<th>Deputy Director (Budget and Accounts)</th>
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<tbody>
<tr>
<td>2</td>
<td>Number of post:</td>
<td>01 (One)</td>
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<tr>
<td>3</td>
<td>Classification:</td>
<td>General Central Service, Group ‘A’ (Gazetted), Ministerial</td>
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<td>4</td>
<td>Pay scale/pay level:</td>
<td>Level-11 (Rs.67700-208700/-) in pay matrix</td>
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| 5 | Duties and responsibilities of the post: | 1. Coordination of entire Budget work in respect of the Ministry.
2. Scrutiny of Budget proposals in respect of various Plan and Non-Plan Schemes of the Ministry.
4. Scrutiny of the proposals for Supplementary Demands for Grants during the course of the financial year.
5. Compilation and printing of Detailed Demands for Grants and the Performance Budget of the Ministry.
6. Examination of proposals for Re-appropriation of Funds under various Plan & Non Plan Schemes and issuing of consolidated re-appropriation order at the fag end of the financial year.
7. Follow-up action on the announcements made by the Finance Minister in his budget speech.
8. Preparation of Detailed Explanatory Note for P.A.C. on the saving in excess registered under each Demand for Grants of the Ministry.
9. Coordination and compilation of the work relating to the Standing Committee of Parliament on Budget.
10. Issue of Surrender of Savings Statements at the fag end of year. |
11. Review of expenditure under various Plan Schemes at the end of every month and reporting of the same to the Senior Officers.

12. Preparation of Action Taken Notes on C&AG Reports on specific issues relating to budget.

13. To ensure compliance of Economy instructions issued by the Ministry of Finance from time to time.

6. Pay and allowances admissible:

The pay of the selected candidate will be governed as per instructions of the Central Government regarding appointment on deputation.

7. Eligibility conditions:

**Deputation:**

Officers of any of the organized Accounts Services e.g., Indian Audit and Accounts Services, Indian Defence Accounts Services, Indian Railway Accounts Services, Indian Civil Accounts Services and Indian Posts and Telegraph Accounts and Finance Service:

(a) (i) holding analogous posts on a regular basis in the parent cadre or department;

or

(ii) with five years’ service in the grade rendered after appointment thereto on regular basis in level-10 (Rs.56100-177500/-) in the pay matrix or equivalent in the parent cadre or department;

and

(b) having a Bachelors’ Degree in any subject from a recognized University and five years’ experience of Management of Finances, Budgeting, sanction of schemes and expenditure proposals and financial matters.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 to exceed four 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 application for the post of Deputy Director (Budget and Accounts) in the Department of Rural Development, Ministry of Rural Development on deputation basis.

1. Name (in block letters) and address with mobile/telephone No. .................................................................................................................................
.........................................................................................................................................................................................................................................

2. Date of Birth (in Christian era) ........................................................................................................................................................................................................

3. Date of Retirement .................................................................................................................................................................................................

4. Educational Qualification ....................................................................................................................................................................................

5. 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)
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<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/ Experience possessed by the Officer</th>
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<td>2.</td>
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6. Please state clearly whether in the light of entries made by you at above, you meet the requirements of the post of Deputy Director (Budget and Accounts)
........................................................................................................................................................................................................................................

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
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<table>
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<tr>
<th>Office/Institute/Organization</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay/pay band plus grade pay and basic pay</th>
<th>Nature of duties</th>
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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 you belong

10. Additional details about your present employment. Please state whether working under:
    (a) Central Government
    (b) State Government
    (c) Autonomous Organization
    (d) Government Undertakings
    (e) Universities
    (f) Others (Please specify)

11. 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/Pay Band/Grade Pay

12. Total emoluments per month now drawn

13. 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

14. Whether belongs to SC/ST

15. Remarks

Declaration: - 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)
Address with Telephone No.

Date..................................
Place..................................
To be certified by the Cadre Controlling Authority/Employer

1. Certified that the particulars furnished by Shri /Smt. / Ms. ...........
   have been verified from his / her service record and found correct.

2. The Officer is clear from vigilance.

3. (i) The Integrity Certificate and (ii) the statement showing major/minor penalty imposed on the Officer during the last 10 years are enclosed.

4. Up-to-date CR dossier of the Officer or clear photocopies of ACRs for last 5 years duly attested by a Gazetted Officer are enclosed.

5. In the event of selection for appointment to the post of Dy. Director (Budget and Accounts) in the Department of Rural Development, Shri /Smt. / Ms. ...........
   will be relieved of his duties from this office immediately.

   Signature, Name & Seal of the Employer/
   Cadre Controlling Authority

File No. .........................
Date .........................