

F.No. A-12026/6/2004-Adm.I (LD)  
Government of India  
Ministry of Law and Justice  
Legislative Department  
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New Delhi, dated 02.05.2018.

To,

The Secretary,  
Ministry/Department.

**Subject:- Filling up one post of Cash Officer on deputation basis in the Legislative Department, Ministry of Law and Justice.**

Sir/ Madam,

I am directed to say that one post of Cash officer in the Legislative Department, Ministry of Law and Justice is required to be filled on deputation basis. The post of Cash Officer belongs to General Central Service, Group 'B' Gazetted, Non-Ministerial in level 7 (Rs.44900-142400) in the pay matrix [pre-revised Pay Band-2 of Rs.9300 - 34800/- with Grade Pay of Rs.4600/-]. Deputation to the said post is to be made from the officers under the Central Government -

- (a) (i) holding analogous post on regular basis in the Parent Cadre or Department ;or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level 6 (Rs.35400-112400) in the pay matrix [pre-revised Pay Band-2, Rs.9300-34800 plus Grade Pay of Rs.4200] or equivalent in the Parent Cadre or Department; and
- (b) possessing any one of the following qualifications, namely :-
- (i) Pass in the subordinate accounts service examination conducted by any of the organized accounts Departments of the Central Government and two years' experience in cash, accounts and budget work; or
- (ii) Successfully completion of the training in the cash and accounts work in the Institute of Secretariat Training & Management or equivalent and three years' experience in cash, accounts and budget work.

(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 of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

2. Appointment to the post on deputation will be initially for a period of three years. The other terms and conditions of appointment will be governed by the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009- Estt. (Pay.II) dated 17<sup>th</sup> June, 2010 as amended from time to time.

3. It is requested that applications from suitable Central Government Officers in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together with their up-to-date CR dossiers and vigilance clearance latest by 60 days from the publication of the vacancy in the Employment News.

End:- As above.

Yours faithfully,



(B.M. Sharma)

Deputy Secretary to the Government of India.

Tel.: 23389014.

Copy to: -

1. DS (Official Languages Wing) / US ( Vidhi Sahitya Prakashan) [for giving wide publicity].
2. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.
3. OL Section for Hindi Version.

(R.K. Sharma)

Section Officer.

Tel. 23385023.

Proforma for the post of Cash Officer

1.	Name of the Officer	:	
2.	Post for which to be considered	:	
3.	(a) Date of Birth (b) Date of retirement	:	
4.	Educational and other qualifications possessed by the Officer	:	
5.	Whether fulfils the essential qualifications and experience prescribed for the post under the recruitment rules.	:	
6.	Present Address and contact number	:	
7.	Present post held on regular basis under the Central Govt. with level in the pay matrix	:	
8.	Date of appointment to the present grade	:	
9.	Date of return from the last deputation	:	
10.	If belongs to schedule Caste/ Scheduled Tribe/ OBC	:	
11.	Brief particulars of service with nature of duties- performed	:	
12.	The Year in which the Training in Cash & Accounts successfully completed	:	
13.	Remarks	:	

Place:

Date:

Signature of the Candidate.

Certified that the particulars furnished by the officer are correct. In the event of selection, services of the officer will be spared immediately.

Countersigned  
Head of Department/ Competent Authority