



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
डी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No.E16/73/2022-Admn.
E.Office.143839

Dated:24/05/2023

To

The Directors/Directors-in-charge of
All Institutes/Centers of ICMR

Subject :- Filling up the one post of Accounts Officer Group 'B' Gezatted in the Pay Matrix Level-9 (Rs.53100-1,67,800/-) in the Institute of Serology, Kolkata, on deputation basis-regarding

Sir/Madam,

I am directed to refer a copy of Vacancy Circular No.A.12018/03/2014-MH-II/EPI dated 19.04.2023 received from Shri Amit Choubey, Deputy Director, Ministry of Health & Family Welfare, Directorate General of Health Services, EPI Section, Nirman Bhawan New Delhi, on the subject mentioned above for information and necessary action.

Yours faithfully

(Jagdish Rajesh)
Assistant Director General (Admin.)

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADG(A)
4. Head BMI-with request to upload the same on ICMR website iq.kaur@gmail.com



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DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
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सं.E16/73/2022-प्रशासन.
E.Office.143839

दिनांक:24/05/2023

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

विषय :- प्रतिनियुक्ति के आधार पर इंस्टीट्यूट ऑफ सीरोलॉजी, कोलकाता में पे
मैट्रिक्स लेवल-9 (रु. 53100-1,67,800/-) में अकाउंट ऑफिसर ग्रुप 'बी'
राजपत्रित के एक पद को भरने के संबंध में।

महोदय/महोदया,

अधोहस्ताक्षरी को उपर्युक्त विषय पर श्री अमित चौबे, उप निदेशक, स्वास्थ्य और
परिवार कल्याण मंत्रालय, स्वास्थ्य सेवा महानिदेशालय, ई.पी.आई. अनुभाग, निर्माण भवन,
नई दिल्ली से प्राप्त परिपत्र संख्या A.12018/03/2014-MH-II/EPI दिनांक 19.04.2023 को
सूचना एवं आवश्यक कार्यवाही हेतु अग्रेषित करने का निदेश हुआ है।

भवदीय,
राजेश
24/5
जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

- प्रतिलिपि: 1. महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. प्रमुख बीएमआई - आईसीएमआर की वेबसाइट iq.kaur@gmail.com पर अपलोड
करने के अनुरोध के साथ।

स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health & Family Welfare

स्वास्थ्य सेवा महानिदेशालय /Directorate General of Health Services

ई पी आई अनुभाग/ EPI Section

निर्माण भवन ,नई दिल्ली/Nirman Bhawan, New Delhi

दिनांक /Dated: 19th April, 2023

CIRCULAR

Applications are invited for one post of Accounts Officer Group 'B' Gazetted in the Pay Matrix Level -9 (Rs.53100-1,67,800/-) [Pay band-2, Rs.9300-34800 plus Grade Pay Rs.4800/-(pre-revised)] in the Institute of Serology, Kolkata, under Directorate General Health Services / Ministry of Health and Family Welfare.

2. The post is required to be filled by transfer on deputation from Officers of the rank of Accounts / Audit Officer SAS accounts with 05 year service as such from any of the organized accounts department like Indian Audit and Accounts Department, Indian Defence Accounts, Railway Account Department;

3. The deputation period will be initially for a period of 03 years. The pay and allowances and other terms and condition of selected candidate will be regulated in accordance with the instructions contained in DoPT OM No. No. 6/8/2009- Estt. (Pay-II) dated 17.06.2010 and OM number No 2/6/2016 Estt (Pay -II) dated 23.02.2017or any other orders issued by Government of India from time to time

4. **DUTIES AND RESPONSIBILITIES:**

- i. Checking and Signing TA / DA bills, leave encashment on LTC.
- ii. Checking and Signing of PBR and checking abstract Register.
- iii. Checking & Signing Income Tax on Salary, checking of form eTDS and non -salary TDS.
- iv. Checking and Signing of monthly statement of expenditure, monthly bill statement
- v. Checking and Signing of Pensioner Cases.
- vi. Checking and signing BE, RE, FE estimation.
- vii. Online PFMS works
- viii. Checking online payment through EIS
- ix. Online Submission in TDS



5. The application of suitable officers, who are willing and eligible for the post and who can be spared immediately in the event of selection may be forwarded, through proper channel, duly verified, to the Serologist & Chemical Examiner, Institute of Serology, 3, Kyd Street, Kolkata within 60 days from the issue of this publication (**the post has been advertised in Employment News dated 18-24 February,2023**) in the prescribed proforma, along with APARs/ ACRs dossiers for the last 5 years, Integrity Certificate, Vigilance Clearance and

D.No.146 Admn
23/5/2023

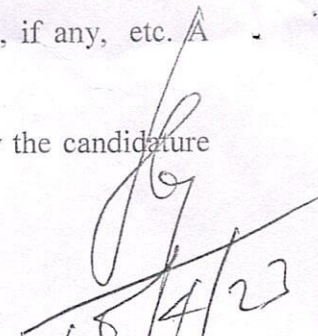
Mr. Sumit
Kumar
23/5

23/5

23/5

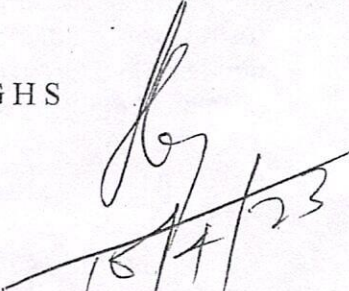
Statement giving details of major or minor penalties imposed on the Officer, if any, etc. A copy of proforma of Bio-Data is attached.

6. The candidate once selected for the post, will not be allowed to withdraw the candidature under any circumstance. Incomplete Application shall not be entertained.


18/4/23
(Amit Choubey)
Deputy Director

Copy to:-

1. All Ministries/Departments of the Government of India.
2. All Chief Secretaries of State Govt./ UTs.
3. Deputy Secretary, Department of Science and Technology, Technology Bhavan, Rafi Marg, New Delhi -110001
4. Deputy Secretary (Administration) CSIR, Anusandhan Bhavan, Rafi Marg, New Delhi.
5. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011.
6. All subordinate Offices of the Ministry of Health F.W/Dte. General of Health Services.
7. All Section/Cells of the Dte. G.H.S./ MoHFW.
8. Coordination Section, MoHFW. (20 copies)
9. Deputy Director (G) for uploading the circular on the website of Dte G H S


18/4/23
(Amit Choubey)
Deputy Director

BIO-DATA

Name of the post applied for:-			
1.	Name and Address (in Block Letters)	:	
2.	Date of Birth(in Christian era)	:	
3.	(i)Date of entry into regular service	:	
	(ii) Date of retirement under Central/State Government Rules	:	
4.	Educational Qualifications	:	
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)	:	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/experience possessed by the officer	
Essential		Essential	
(A)Qualification		(A)Qualification	
(B)Experience		(B)Experience	
Desirable		Desirable	
(A)Qualification		(A)Qualification	
(B)Experience		(B)Experience	

6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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.	
Office/Institution	Post held on Regular basis	From To
*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	

8.	Nature of present employment i.e.: Adhoc 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/contract	(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and Pay of the post held in Substantive capacity in the Parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by		

9.2	<p>the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column9(c) &(d)above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining alien in his parent cadre/ organization</p>	
10.	<p>If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
11.	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p>	
(a)	Central Government	
(b)	State Government	
(c)	Autonomous Organization	
(d)	Government Undertaking	
(e)	Universities	
(f)	Others	
12.	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
13.	<p>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.</p>	

14.	Total emoluments per month now drawn	
	Basic Pay in the PB as per 6 th CPC /Pay Level as per 7 th CPC	Grade Pay
		Total Emoluments
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be closed.	
	Basic Pay with Scale of Pay And rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break- up details)
		Total Emoluments
16.A	Additional information, if any, relevant : to the post you applied for in support of your suitability for the post.(This among other things may provide information with regard to	
	(i)additional academic qualifications :	
	(ii)professional training and :	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) :	
	(Note: Enclose a separate sheet,if the space insufficient)	
16.B	Achievements: The candidates are requested to indicate information with regard to;	
	(i)Research publications and reports and special projects :	
	(ii)Awards/ Scholarships/ Official Appreciation :	

	(iii) Affiliation with the professional bodies/institutions/societies and;	:	
	(v) Any research/ innovative measure Involving official recognition	:	
	(vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	:	
17.	Please state whether you are applying for deputation or short term contract.	:	
18.	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents In respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material If act having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt..... (ii) His / Her integrity is certified.

(iii) His / Her photocopies of the APARs/ ACRs for the last 5 years attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent are enclosed.

(iv) No major/minor penalty has been imposed on him/ her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)