

No. A-12026/11/2018-SRA (360667)  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Food and Public Distribution  
(SRA/Establishment-III)

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### **DETAILED VACANCY CIRCULAR**

Applications are invited from the eligible officials for filling up 05 (Five) posts of **Junior Accountant-cum-Storekeeper (JASK)**, Level-5 in Storage and Research Division, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution on deputation (including short-term contract) basis. Details of the post, eligibility conditions etc. are given in **Annexure-I**.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by:-

(i) Bio-data (as per the proforma given in **Annexure-II**) – Certification part to be filled up and countersigned by the Employer/Cadre Controlling Authority. Each page of the Bio-Data and all supporting documents to be attested by an officer not below the rank of Under Secretary.

(ii) Photocopies of APARs for the last five (5) years duly attested on each page by an officer not below the rank of Under Secretary.

3. Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent directly to the Under Secretary (SRA/E.III), Room No.42, Ministry of Consumer Affairs, Food and Public Distribution, Department of Food and Public Distribution, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this advertisement in Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/documents are liable to be rejected. **Unemployed and private candidates are not eligible; therefore, they need not apply.**

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a) **Name of the post:** Junior Accountant-cum-Storekeeper

b) **Number of vacant posts:** 05 (Five)

c) **Classification of post:** Group 'C', Non-Gazetted, Ministerial

d) **Pay Scale:** Level-5 of the Pay Matrix

e) **Age Limit:** The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date for receipt of applications.

f) **Period of Deputation:** 03 years

g) **Eligibility conditions for appointment on deputation (including short-term contract) basis:** Officials of the Central Government or State Governments or Union Territories or Autonomous Bodies or Public Sector Undertakings or Statutory Organisations or Universities or Semi-Government Organizations:

(a) (i) Holding analogous posts on regular basis; or

(ii) With five years regular service in posts in Level-4 in the pay matrix (Rs.25500-81100) or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience:

**Essential:** Bachelor of Commerce Degree from any recognized University.

**Desirable:** Two-year experience of cash management, accounts, storekeeping in Central Government or State Government Offices, Banks, Public Sector Undertaking.

**Note:** The Departmental officials in the feeder category who are in the direct line of promotion shall 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 the 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 five years). The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of receipt of applications.

**Indicative Duties of Junior Accountant-cum-Storekeeper:** Junior Accountant-cum-Storekeeper (JASK) is required to attend the cases related to establishment/Accounts and budget matters. Preparation of all types of bills, personal claim of officers, reports and returns, PFMS of all types of Bills, Regular salary Bills, Maintenance of records related to IT/Accounts/Purchase/Stores etc. and online reports and returns.

**Place of posting:** The place of posting will be in following field offices under S&R Division, Department of Food and Public Distribution but liable to be posted anywhere in India:

S. No.	Vacancy Place	No. of Vacancy
1.	QCC, Bhopal	01
2.	QCC, Bangalore	01
3.	QCC, Lucknow	01
4.	QCC, Pune	01
5.	QCC, Kolkata	01

**Information:**

a. The official selected will have the option to draw his grade pay plus deputation (duty) allowances or to have his pay fixed in the time scale of the pay attached to this post in accordance with the DOPT's OM No.2/29/91-Estt. (Pay-II) dated 5.1.1994, as amended from time to time.

b. The application may be sent (in triplicate) in the enclosed Proforma, along with the complete and up-to-date Confidential Reports/APAR Dossiers of the eligible official (s) who could be spared immediately in the event of their selection, may kindly be forwarded through proper channel so as to reach this Ministry within 60 days from the date of issue of this circular. While forwarding application(s), it may also be verified and certified that particulars furnished by the official (s) are correct and that no vigilance case is either pending or contemplated against the applicant(s). Application received after the due date or without the Confidential Reports/APAR Dossiers/Vigilance Clearance and Integrity Certificates and a statement of major/minor penalty, if any, imposed on the official (s) during the last 10 years or otherwise found incomplete or received after prescribed closing date will not be considered.