

APPLICATION FOR THE POST OF ADMIN-cum-ACCOUNTS OFFICER IN JERC, GURUGRAM

1	a) Name b) Present Designation & Organization c) Office Address d) Residential Address e) Tele Ph. No. /Mobile No. f) E-mail ID					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central/ State Government rules					
4	Educational Qualification & Details of Experience				<i>Please fill up 'Format-'A' attached .</i>	
5	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient					
	Organization	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 th CPC level in Pay Matrix	Nature of duties
6	Nature of present employment i.e. Regular or Contract					
7	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 which you belong					
8	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous organization (d) Public Sector undertakings					
9	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					

10	Total emolument per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) Transport Allowance f) Any other allowances	
11	Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
12	Whether belongs to SC/ST	

Signature of the candidate

Address:

FORMAT – A
FOR THE POST OF ADMIN-CUM-ACCOUNTS OFFICER

Sl. No. 4 ANNEXURE-I

Educational Qualifications:

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University	Year of Admission	Year of Passing	Actual Duration of course	Percentage/ Grade	Specialization, if any	Whether done Full Time Or Distance Learning

Note: Please attach certified copy of Degree/Mark sheet/Certificate of any Course, Diploma etc.

Sl. No. 4 Annexure-II

Details Experience:

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Knowledge of financial Rules/Regulations including General Financial Rules (GFR), Delegation of Financial Power Rules, Fundamental Rules/ Supplementary Rules (FR/SR) and of the rules and orders concerning financial matters.	
2.	Knowledge of procedure of preparing BE/RE and expenditure control, drawing and disbursement, preparation of Annual Accounts, Carrying out CAG Audit, Tax matters, statutory recoveries, deposits etc. their financial control etc. Working knowledge of Public Financial Management System, GEM portal of GOI	
3.	Knowledge of Service Matters e.g. pay fixation, recoveries, TDS & service book matters etc.	
4.	Experience of eOffice	
5.	<p>i. Your thinking of the duties/ responsibilities and qualities of AAO need to have for efficient discharge of his duties.</p> <p>ii. To what extent on a scale of 1-10 you rate yourself on 5 (i) above</p>	

Signature of the candidate
Address: