

Employment Notice No. 02/2010

It is proposed to fill up **ONE** post of **Programme Assistant (Cash & Bills)** (Group B/Ministerial) at NIEPMD in the scale of pay Rs.9300-34800 plus Grade Pay Rs.4600/- **on Deputation Basis**. The period of deputation will be for a period of one year which shall be extended or curtailed as per the sole discretion of the Competent Authority. Interested candidates shall submit the application form neatly typed and containing the complete details of name in full, father's name, present post held on regular basis, date of birth, whether SC/ST/OBC/PH (nature of disability to be mentioned) postal address with pin code, Telephone no. E-mail ID, educational & technical qualifications, experience with certified copies of proof of age, caste, qualification etc., and a latest passport size photo affixed on the application form. The application should accompany with the **recruitment fee of Rs.500/-** in case of general/OBC candidates in the form of Demand Draft from any Nationalized Bank drawn *in favour of Director, NIEPMD payable at Chennai*. No fee is prescribed for candidates belonging to SC/ST/PH category. Application as above with attested photocopies of the complete and upto date Confidential Reports for the last five years shall be submitted within 15 days of publication of this advt. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications and the terms and conditions of appointment on deputation basis will be in accordance with the instructions issued by GOI/DOPT OM dated 11.3.1998 and as amended and issued from time to time.

(1) **Name of the Post** : **Programme Assistant (Cash & Bills)**
(Group B/Ministerial) in the pay band of Rs.9300-34800 plus Grade Pay Rs.4600 in PB2.

(2) **Eligibility** : Officers serving with the Central Govt/Central Autonomous Bodies/Central Universities etc., and possessing minimum qualification as Graduate from a recognized university with five years experience in dealing with the maintenance of Cash Books, Preparation of bills, claims, maintenance of accounts in a Central Govt. organization. Working knowledge in computer applications.

Working experience as Cashier in a Central Govt. organization would be the desirable qualification.

While forwarding the application, the Cadre Controlling authority/HOO/HOD shall verify and certify that the particulars furnished by the Officer is correct and that no vigilance/Inquiry case is either pending or contemplated against the applicant and no major/minor penalty has been imposed on him/her during the entire service.

Director