

No. DFSS/2/15/2019  
Government of India  
Ministry of Home Affairs  
**Directorate of Forensic Science Services**

Block No.9, 8<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi – 110 003.  
Dated: Mar. , 2021.

**OFFICE MEMORANDUM**

Sub.: Filling up of three posts of Senior Accountant (Group 'B' Non - Gazetted, Ministerial) in Level – 07 of Pay Matrix (Rs.44,900 – 1,42,400/-) under the Directorate of Forensic Science Services cadre on deputation / absorption basis.

The undersigned is directed to state that three posts of Senior Accountant (Group 'B' Non - Gazetted, Ministerial) in Level – 07 of Pay Matrix (Rs.44,900 – 1,42,400/-) are proposed to be filled up under the Directorate of Forensic Science Services through below mentioned methods of recruitment:

S. No.	Method of recruitment	No. of posts to be filled up
1.	By deputation / absorption	02 nos.
2.	By deputation / promotion	01 no.
	Total:	03 nos.

2. Above mentioned three posts of Sr. Accountant are proposed to be filled up in below mentioned offices under the Directorate of Forensic Science Services:

S. No.	Name of office	No. of posts to be filled up
1.	Central Forensic Science Laboratory, Bhopal	01 no.
2.	Central Forensic Science Laboratory, Pune	01 no.
3.	Central Forensic Science Laboratory, Kamrup (Assam)	01 no.
	Total:	03 nos.

3. The eligibility conditions, experience and job requirements for the post are shown in Annexure – I enclosed. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

4. The pay of officials, selected for appointment on deputation, and various other conditions will be governed in accordance with the orders/ instructions issued in this regard from time to time by the Government of India.

5. The applications in the prescribed proforma in Annexure – II enclosed, in respect of suitable, eligible and willing officials, who can be relieved immediately, if selected, may please be sent, along with up-to-date ACRs / APARs of last five years, photocopies duly attested by an officer not below the rank of Under Secretary to Govt. of India, and as also the certificate endorsed at Annexure – II duly signed by the Competent Authority. The duly completed applications must reach at the following address within a period of two months from the date of issue of this Circular:

The Director – cum – Chief Forensic Scientist,  
Directorate of Forensic Science Services,  
Block No. – 9, Floor – 8,  
CGO Complex, Lodhi Road, New Delhi – 110 003.

6. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
7. Applications received after the last date or without the required documents will not be entertained.

Yours faithfully,



**(Yoginder Kumar)**  
**Assistant Director (Adm.)**

**ANNEXURE - I**

1. **Name of the Post:** Senior Accountant.
2. **Number of posts  
& place of posting:** 03 posts as detailed below

S. No.	Place of posting	No. of posts to be filled up
1.	Central Forensic Science Laboratory, Bhopal	01 no.
2.	Central Forensic Science Laboratory, Pune	01 no.
3.	Central Forensic Science Laboratory, Kamrup (Assam)	01 no.
	<b>Total:</b>	<b>03 nos.</b>

3. **Method of Recruitment:** i) By deputation / absorption : 02 posts.  
ii) By deputation / promotion : 01 post.
4. **Scale of Pay** : Level – 07 of Pay Matrix (Rs.44,900 – 1,42,400/-).
5. **Eligibility** : a) Officers under the Central Govt. or State Govt. or Union Territories:  
i) holding analogous post on regular basis in the parent cadre or department  
or  
ii) With five years regular service in the posts in Level – 06 of pay matrix (Rs.35,400 – 1,12,400/-)  
or  
b) Possessing any one of the following qualifications:  
i) Pass in the Subordinate Audit / Accounts Service Exam. or equivalent examination conducted by any one of the organized accounts departments of the Central Government.  
ii) Successful completion of training in the Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of 03 years' experience in Cash, Accounts and Budget work.

Note – 1: the departmental Junior Accountant in the Directorate of Forensic Science Services, in level – 6 in the pay matrix (Rs.35,400 – 1,12,400/-) with five years of regular service in the grade and having the educational qualification and experience prescribed for deputationists shall also be considered along with outsiders and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

6. **Period of deputation:** The 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 Govt. shall ordinarily not exceed three years.

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**ANNEXURE - II**

Application for appointment to the post of Senior Accountant (Group 'B' Non - Gazetted, Ministerial) in Level - 7 of Pay Matrix on deputation / absorption basis under the Directorate of Forensic Science Services, New Delhi.

1. Name & Address :  
(in Block Letters)
2. Date of Birth :
3. Date of retirement under Central/  
State Govt. Rules. :
4. Educational Qualification possessed :  
(including the training courses required)
5. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

S. No.	Office/Org./Deptt	Post held	from	to	Scale of Pay & present basic Pay	Nature of duties

6. Nature of present employment :  
i.e. ad hoc or temporary or permanent or on deputation.
7. Name & complete address of present Office / organization :
8. In case 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 you belong, along with complete address.
9. Additional details about present employment:  
Please state whether working under:  
Central Government / State Government / Union Territory.
10. 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.
11. (i) Whether the present pay scale is acquired under MACP Scheme? :  
(ii) If yes, please mention the regular pay scale of the present post held :
12. Total emoluments per month now drawn:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Category to which belong to.
15. Choice of location for which applying:
16. Remarks.

(Signature of applicant)

Date:

**Certificate to be given by Head of Office of the applicant:**

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the officer and he is clear from the vigilance angle.
3. His integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

(Head of Office)