

11-01/2015-SEA-I
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road,
New Delhi - 110 001

Dated: 20.03.2019

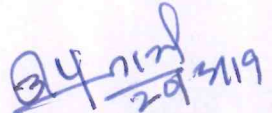
CIRCULAR

Subject: Application for the Post of Chief Finance and Accounts Officer in International Institute of Information Technology, Naya Raipur on deputation basis - reg

The undersigned is directed to forward herewith a copy of Recruitment Notice No.03/2019 dated 27.02.2019 received from the Registrar, Dr. Shyama Prasad Mukherjee, International Institute of Information Technology, Naya Raipur on the subject cited above.

2. Willing and eligible officers of the level of SAG of IP&TAFS, Group 'A' who are meeting the eligibility criteria for applying to the post of Chief Finance and Accounts Officer in IIIT, Naya Raipur on deputation basis, may apply immediately and send their application (in the prescribed format as in Annexure -B) to the undersigned for taking further necessary action.

Encl: As above.


(O.P. Jairath)
Assistant Director General (SEA-I)
Ph.No. 011-23036126

Copy to:

1. PS to CGCA.
2. All Pr.CCAs/CCAs/DG NICF.
3. All SAG Officers of IP&TAFS Group 'A', DoT HQ.
4. Sr. DDG (PAF), Department of Posts, Dak bhawan, new Delhi for taking necessary action please.
5. DDG (E&T) / Director (SEA), DoT Hqrs.
6. US (SEA) - for posting on the DoT website.
7. Circular file No.11-04/2016-SEA-I(Pt.)
8. Spare



**Dr. Shyama Prasad Mukherjee
International Institute of Information Technology
Naya Raipur**

(A Joint Initiative of NTPC & Government of Chhattisgarh)

**Invitation for Applications for the post of Chief Finance and Accounts Officer on
DEPUTATION Basis**

Recruitment Notice No. 03/2019 dated 27 February, 2019

Invitation

Applications are invited from amongst officers with 15 years experience and currently at level 14 of 7th CPC of Government of India or level 15 of Government of Chhattisgarh or PSUs at equivalent scale of IDA (not less than E7 scale of central PSUs) for recruitment to the **one post of Chief Finance and Accounts Officer (CFAO)** in IIIT-Naya Raipur on **Deputation** basis.

1. IIIT-NR proposes to fill a vacant post of CFAO on deputation basis. Eligibility criteria is annexed at **Annexure-A**.
2. Period of deputation of CFAO is for **three years**. The maximum age limit for appointment by deputation shall not exceed **57 years** as on the closing date of receipt of applications.
3. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded on the prescribed proforma, to the undersigned together with the photocopies of Annual Performance Appraisal Reports for last 3 years (duly attested by competent authority) along with copy of Bio-data, strictly in the prescribed proforma (**Annexure-B**). The application should reach this office latest by **31/03/2019**. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer.
4. Advance copies of the application shall also be considered subject to verification of the cadre clearance from the competent authority at the time of interview.

Registrar



Dr. Shyama Prasad Mukherjee
International Institute of Information Technology
Naya Raipur

(A Joint Initiative of NTPC & Government of Chhattisgarh)

ANNEXURE-A

S.No	Name of Post	Qualifications, Experience and Age Limit
1	Chief Finance and Accounts Officer	a) Master's Degree in Business Administration, or equivalent, with at least 55 % marks or an equivalent grade in a point scale wherever grading system is followed b) Officers currently at level 14 of 7 th CPC of Government of India or at level 15 of Government of Chhattisgarh with 15 years experience or PSUs at equivalent scale of IDA (not less than E7 scale of Central PSUs) with 15 years experience in managing finance and accounts of their respective organisation.

APPLICA

APPLICATION FOR THE POST OF CHIEF FINANCE AND ACCOUNTS OFFICER at IIIT-Naya Raipur

S.No.	Particulars					
1	Name & Address (in Block letters)					
2	Date of Birth (in Christian era)					
3	Date of retirement under Central /State Government Rules					
4	Educational qualifications					
Essential	Qualification/Experience required as per publication/notification					Qualification/Experience possessed by the applicant
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)					
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
7	Details of employment in chronological order					
	Office/ Institution	Post held	From	To	Scale of pay (Pre-revised and revised) & existing basic pay	Nature of duties/experience (in detail)

8	Nature of present employment, i.e. ad-hoc or temporary 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 you belong	
10	Additional details about present employment	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12	Are you in revised scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale. (Do not indicate ACP scale, if any)	
13	Scale of Pay and total emoluments per month drawn in the actual scale of pay attached to the post.	
14	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may include information with regard to (i) additional academic qualifications (ii) Professional training (iii) work experience over and above prescribed in the vacancy circular/advertisement)	
15	Whether belong to SC/ST	

Note:

- i) Enclose a separate sheet, duly authenticated by your signature, if the space above is insufficient
- ii) Incomplete applications and the applications not received through proper channel

and not supported with the photocopy of ACRs will not be entertained.

Signature of the candidate

Date.....

Certified that:

i)	No vigilance case is either pending or contemplated against the officer so recommended.
ii)	No minor/major penalties have been imposed upon the officer during the last ten (10 years).
iii)	This office has no objection in relieving the officer in case of his/her selection on deputation

Countersigned

(Employer/Head of Office/Controlling Officer)