

**INDIAN INSTITUTE OF ADVANCED STUDY  
RASHTRAPATI NIVAS- 171 005**

**ADVERTISEMENT NO. ----- 3/2018**

Applications are invited in prescribed format from Indian citizen for the post of **Accounts Officer** and **Sales Assistant** at the Indian Institute of Advanced Study, Shimla **on deputation basis**, initially for a period of two years. The description of the post is as under:-

**1. Accounts Officer**

1.	Eligibility	Officials working in organized Accounts Sector (CAG, Defence Accounts, P&T Accounts, Railway Accounts, States & UTs Accounts Services etc.) at Level-6 (35400-112400) are eligible to apply. Officials presently working at Level-9 (53100-167800) will get pay protection
2.	Age Limit	As per rules of deputation.
3.	Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Level-7 (44900-142400)

**2. Sales Assistant**

1.	Eligibility	Bachelor's degree from a recognized University with experience in promoting sales and book-keeping.
2.	Desirable	Practical knowledge of use of Computer i.e Microsoft Word, Excel, Access, Power Point and Internet etc.
3.	Age Limit	As per rules of deputation.
4.	Pay in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Level-5 (Rs.29200-92300)

**IMPORTANT GENERAL INSTRUCTIONS:**

- (a) The filled in application form (Available on our website [www.ias.ac.in](http://www.ias.ac.in)) complete in all respects along with the required documents should be addressed to **The Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla – 171005 (Himachal Pradesh)**. The applications should reach on or before **4<sup>th</sup> June 2018**.

- (b) The envelope must be superscripted as **Application for the post of \_\_\_\_\_ (Name of the post applied)**.
- (g) The Institute reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing further notice or assigning any reason thereof.
- (i) The Institute reserves the right to short-list the candidates based on qualification, experience and suitability.

**INVALID APPLICATIONS:**

Candidates are requested to read all instructions thoroughly before sending their applications. Otherwise, their applications are likely to be **rejected** on one or more of the following reasons:

- (i) Application received after the closing date of Employment Notice.
- (ii) Application without signatures (or) signatures done in capital letters (or) different type of signatures at different places of the application.
- (iii) Copies of self attested requisite certificates not enclosed.
- (iv) Application without colour photograph.
- (v) Incomplete application.
- (vi) Category/post not filled up or incorrectly filled.
- (vii) Application filled in a language other than Hindi/English.
- (viii) Application addressed to wrong addressee.
- (ix) Incomplete correspondence address and pin code of the applicant.

**NOTE: PLEASE SEE PAGE NO.3 to 6 FOR APPLICATION FORM.**

## BIO-DATA/CURRICULUM VITAE PROFORMA

**For the post of: Accounts Officer and Sales Assistant**

1. Name and Address (in Block Letters)	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">                 Please affix your latest passport size photograph self attested.             </div>
1.(A) Telephone No. Fax No. & e-mail address:	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
<b>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 of the same)</b>	
<b>Qualifications/Experiences required as mentioned in the advertisement.</b>	<b>Qualifications/Experience possessed by the Officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification:	A) Qualification:
B) Experience :	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
5. In the case of Degree and post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

**6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.**

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Level at Pay Matrix /Pay Band and Grade Pay of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Level at Pay Matrix, Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay (Basic) at Pay Matrix Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institute	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization

<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>		
12. 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		
13. Total emoluments per month now drawn		
Basic Pay in Pay Matrix/ Pay Band	Grade Pay	Total Emoluments
14. In Case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed.		
Basic Pay which Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (With break-up details)	Total Emoluments
<p><b>15.A Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post  (This among other things may provide information with regard to (i) additional academic qualifications</p>		
<p>(ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
16. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the Candidate)

Address

Mobile/Telephone No. + 91

Place:

Date:

### **Certification by the Employment/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. She/he possesses educational qualification and experience mentioned in the Advertisement. If selected, She/hewill be relieved immediately.

#### **2. Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against **Ms.Smt./Shri\_\_\_\_\_**

ii) Her/his integrity is certified.

iii) The CR Dossier containing photocopies of the ACRs for the last 5 years of the Applicant duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on her/ him during the last 10 years.

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with Seal)**