

**EDUCATIONAL QUALIFICATION, EXPERIENCE AND QUALIFYING SERVICE FOR STAFF ON PROMOTION/DEPUTATION  
ON FOREIGN SERVICE TERMS/ SHORT-TERM CONTRACT**

Sl. No	Post	Scale of Pay	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	Pay & Accounts Officer	Level 10 (Rs.56,100 – 1,77,500)	Graduate Degree preferably in Commerce	Having knowledge of Central Government Accounting procedure such as the procedural details for budget, drawing and disbursement, receipts and payments, statutory recoveries, funds etc. their accounting & financial control.	Officers under Central Government / State Government: i) Holding analogous posts on regular basis; or ii) With 3 years combined regular service in the scale of Rs.(53,100-1,67,800) Pay Level-9 and Rs.(47,600-1,51,100) Pay Level-8 or equivalent; or iii) With 4 years Regular service in the scale of Rs.(44,900 – 1,42,400) Pay Level 7 or equivalent. iv) With 8 years Regular service in the scale of Rs.(35,400 – 1,12,400) Pay Level 6 or equivalent.

**2. PERIOD OF DEPUTATION:**

The period of deputation will initially be 3 (three) years which is extendable as per normal rules and in consultation with the Ministry of Power.

**3. PAY AND ALLOWANCE AND CONDITIONS OF SERVICE:**

Pay, allowance and other conditions of Service shall be governed in accordance with the Central Government Rules and other general orders / instructions / guidelines issued by Central Government from time to time, in respect of comparable officers in each grade.

**4. MEDICAL FACILITIES:**

Medical facilities shall be admissible as per the provisions contained in Central Services (Medical Attendance) Rules, 1994 and subsequent changes from time to time.

**5. BIO-DATA**

Bio-data shall be furnished by the applicant in the prescribed format as given.

### **BIO-DATA**

1. Name & Office address :  
(in block letter)
2. Date of Birth :  
(as per HSLC Certificate)
3. Educational Qualifications  
(attested photocopies to be enclosed) :
4. Present basic pay :
5. Permanent post held with scale of Pay :  
(revised) and date of appointment there  
to on regular basis
6. Details of employment in chronological  
order as given below. (Enclose a  
separate sheet, duly authenticated by  
your signature if the space below is  
not sufficient).

Sl.No	Name of the Office/organisation	Post held	From	To	Scale of Pay and basic pay and Grade pay	Nature of duties

7. Nature of present employment i.e. :  
Whether ad-hoc or temporary or  
Permanent.
8. In case the present employment is :  
Held on deputation basis, please state
  - a) Date of appointment to the :  
Present post
  - b) Period of appointment on :  
Deputation / contract
  - c) Name of the parent office /  
Organisation to which you belong.

9. Additional details about present :  
Employment.
10. Please state whether working under :  
(a) Central Government :  
(b) State Government :  
(c) Autonomous Organisation :  
(d) Government Undertakings :  
(e) University :
11. Additional information, if any, :  
which you would like to mention  
In support of your suitability for  
Posts. (Enclose a separate sheet,  
If the space is not sufficient).
12. Whether belong to SC/ST :
13. NOC from Competent Authority is to be enclosed.
14. Vigilance Clearance from Competent Authority is to be enclosed.
15. ACR's/PAR's of last 5 (five) years is to be enclosed.
16. Full Official and Residential Address :  
with telephone and Mobile no.

Place :

Aizawl :

Signature of the candidate