

**NATIONAL BAL BHAVAN
KOTLA ROAD, NEW DELHI - 110002**

**NOTICE FOR INVITING APPLICATIONS FOR THE POSTS OF
ASSISTANT ACCOUNTS OFFICER (AAO) AND OFFICE ASSISTANT ON DEPUTATION BASIS**

Applications from suitable candidates are invited through proper channel to fill up the post of Assistant Accounts Officer (AAO) and Office Assistant on deputation basis for a period of 03 years. Please ensure that the application should be accompanied with the Vigilance Clearance Certificate and attested copies of APARs of last 5 years. While forwarding the application of candidate, the concerned competent authorities may please ensure immediate relieving of the candidate to be selected for the above posts. The Director, NBB reserves the right to reject any or all applications. The envelope containing the application should clearly be superscribed the post applied for. The eligibility conditions of the posts are given below:-

1	Name of Post	Assistant Accounts Officer (AAO)
2	No. of Post	One
3	Classification	Group 'C' in Central Government
4	Pay Band + Grade Pay	Rs.9300-34800 plus Grade Pay of Rs.4600/-
5	Age limit	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
6	Qualification and experience required	(i) Officer holding the analogous post on regular basis in Central Government / State Government/ Autonomous Body. OR (ii) With 08 years of regular service in the pay band -2 Rs.9300-34800/-+GP of Rs.4200/- as Assistant or Audit Assistant in accounts branch. (iii) Knowledge of Government of India rules relating to Autonomous Bodies. (iv) Bachelor Degree or any qualification recognized by Central Govt. (v) Good knowledge of English & Hindi (vi) Proficiency in computer
7	Other conditions	(i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. (ii) 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 Government shall ordinarily not Exceed Three Years.

1	Name of Post	Office Assistant
2	No. of Post	One
3	Classification	Group 'C' in Central Government
4	Pay Band + Grade Pay	Rs.9300-34800 plus Grade Pay of Rs.4200/-
5	Age limit	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
6	Qualification and experience required	<p>(i) Officer holding the analogous post on regular basis in Central Government / State Government/ Autonomous Body.</p> <p style="text-align: center;">OR</p> <p>(ii) With 08 years of regular service in the pay band-1 Rs.5200-20800/-+GP of Rs.2400/- as Upper Division Clerk (UDC).</p> <p>(iii) Knowledge of Government of India rules relating to Autonomous Bodies.</p> <p>(iv) Bachelor Degree or any qualification recognized by Central Govt.</p> <p>(v) Good knowledge of English & Hindi</p> <p>(vi) Proficiency in computer</p>
7	Other conditions	<p>(i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(ii) 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 Government shall ordinarily not Exceed Three Years.</p>

(Director, NBB)

APPLICATION FOR THE POST ON DEPUTATION BASIS

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1. Post applied for: _____
2. Name (IN BLOCK LETTERS): _____
3. Father / Husband Name: _____
4. Category
(General/SC/ST/OBC): _____
5. Date of Birth: _____
6. Age as on _____: _____
7. Date of superannuation
from the present service _____
8. Present basic pay and
scale of pay: _____

9. Correspondence address: _____

10. Name / particulars of the
Organization / Relieving
authority (with designation) _____
where presently working. _____

11. Educational Qualification (in chronological order from Senior
Secondary [class-XII] onwards)

S. No.	Examination Passed	Years of passing	Board / University	Total marks obtained

Contd...2.

12. Posts held in last ten years (in chronological order)

S. No.	Post held	Organization	Post held	Pay Scale with break up	Nature of duties performed

13. Name of native District and State: _____

14. Contact telephone Numbers: (With STD Code) _____

15. Any other relevant information: _____

DECLARATION

I solemnly declare the statements and details given above in the application form are correct to the best of my knowledge and belief. In case any of the details in the application form are found false at a later stage, my candidature / appointment may be cancelled / withdrawn. I am in agreement with the instruction contained in the advertisement issued by the NBB for the post applied for.

(Signature of the Candidate)

Date: _____

Place: _____

(FOR USE OF FORWARDING OFFICE)

It is certified that the details provided by the applicant as above are correct as per the records. No vigilance / disciplinary case is pending / contemplated against Shri / Smt. / Ms. _____. If selected, the individual will be relieved immediately.

(Signature of the forwarding officer)

Name _____

Designation _____

Seal of the Office _____