

## **VACANCY NOTICE**

Applications are invited through proper channel from eligible officials working under the A&N Administration/Central Govt/Autonomous body for filling up 1(one) post of Chief Accounts Officer in the scale of Pay PB-3 Rs.15600-39100+GP Rs 6600 in the establishment of Sri Vijaya Puram Municipal Council by transfer on deputation basis.

The method of recruitment as per notified RR is brought out as hereunder:-

**Deputation:** - i. Officers of the Central/State Govt. /UTs  
ii. Holding analogous post on regular basis in the parent cadre/department

**OR**

1. Senior Accounts Officer in the Scale of Pay of Rs. 15600-39100 with Grade Pay of Rs. 5400 in PB-3 with 2 Years regular service in the grade.

**OR**

2. Accounts Officer in the Scale of Pay of Rs 9300-34800 with Grade Pay of Rs 5400 in PB-2 with 4 Years regular service in the grade.

**Note 1:** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Eligible officers may submit the application in the prescribed format appended below through proper channel along with last five (05) years ACR Dossier, Vigilance clearance Certificate and Integrity Certificate to the Secretary, Municipal Council, Sri Vijaya Puram. The application complete in all respects shall be submitted duly countersigned on the above address **latest by 20/01/2026.**

The Head of the department/Office may ensure that the applications of officials against whom disciplinary proceedings are pending or being contemplated are not forwarded/recommended.

Application received after the due date and incomplete shall not be entertained.

**Administrative Officer (i/c)**  
**Municipal Council**

**PROFORMA FORM OF APPLICATION FOR THE POST OF CHIEF**  
**ACCOUNT OFFICER**

1. Name of the Applicant (in Block letters).
2. Father/Husband Name
3. Date of Birth (in Christian era)
4. Address for Communication with Telephone/Cell No.
5. Education Qualifications
6. Date of Entry in Govt. Service.
7. Experience as per details of Service

<b>Dept.</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay</b>	<b>Nature of Duty</b>

8. Scale of pay and Present Basic Pay + Grade pay
9. Please state whether working under
  - a. Central Government
  - b. State Government
  - c. A & N Administration
  - d. Other (specify)
10. Additional information if any, which you would like to mention in support of your suitability for the post (add separate sheet if necessary)
11. Remarks.

Signature of the Candidate

Place:

Date:

“The information given by the applicant as above has been verified from the official's record and it is found correct. It is also certify that the neither any

vigilance case/departmental enquiry is pending against the applicant nor the same is contemplated. Photocopies of for the last five years ACR are also enclosed. In the event of the selection of above applicant this Organization shall have no objection to relieve him for appointment on transfer on deputation basis to the SPMC".

Signature of HOD/HOI

(Office Seal)

Place:

Date:

Encl: