



National Bal Bhavan

Kotla Road, New Delhi – 110002

NOTICE FOR INVITING APPLICATIONS FOR THE POST OF ASSISTANT ACCOUNTS OFFICER (AAO) ON DEPUTATION BASIS

Applications from suitable candidates are invited through proper channel in the prescribed format to fill up one post of **Assistant Accounts Officer (AAO)** on deputation basis for initially period of 03 years. While forwarding the application of the candidate, the concerned Competent Authority may ensure that all the columns in the application form are filled properly. The incomplete application forms would be rejected summarily. 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 post is given below:

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| Name of Post | Assistant Accounts Officer (AAO) |
| No. of Post | One |
| Classification | Group 'C' in Central Government |
| Pay Band + Grade Pay | Pay Level 7 (7th CPC)/Rs. 9300-34800 plus Grade Pay of Rs. 4600/- (Pre-Revised) |
| 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. |
| 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 -2 Rs. 9300-34800/- +GP of Rs. 4200/- as Assistant or Audit Assistant in accounts branch.</p> <p>(iii) Knowledge of prevailing rules in service matters in Government of India relating to Autonomous Bodies.</p> <p>(iv) Bachelor Degree or equalent equivalent qualification recognized by Central Govt.</p> <p>(v) Good knowledge of English & Hindi</p> <p>(vi) Proficiency in computer</p> |
| 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> |

Please note the following instructions :-

1. NBB reserves the right to fill or not to fill the above post.
2. Age will be reckoned as on the last date of submission of application.
3. The candidates are requested to submit their application in the prescribed proforma (available on NBB's website- www.nationalbalbhavan.nic.in) through proper channel accompanied with an authenticated statement showing the APARs Grading of preceding five years duly signed and stamped by the Competent Authority of concerned office. Candidates should also forward self attested copies of documents in support of educational and other qualifications and experience etc. The applications without these documents will be rejected summarily.
4. The last date for submission of application is 30 days from the date of publication of this vacancy notice in the Newspapers. Applications received after the last date will not be considered.
5. The officers having regular service in substantive post in Pay Level 6 (Grade pay of Rs. 4200/-) and not due to ACP/MACP/Adhoc are eligible to apply.