

IMMEDIATE

No.A.12011/1/2007-Ad.II
Government of India
Ministry of Home Affairs

Room No. 95, North Block
New Delhi, dated 20th.09.2018

OFFICE MEMORANDUM

Sub: Filling up the post of Cashier in SSO, MHA.

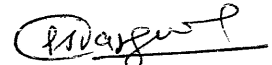
The undersigned is directed to say that services of a suitable officer are required for the post of Cashier in SSO, MHA. The details of the post and eligibility conditions are mentioned in the Annexure-I. Pay of the officer selected will be regulated in accordance with the DoPT's O.M. No. 4/5/97-Estt. (Pay I) dated 05th May, 1998 and O.M. No. 4/6/2008-Estt. (Pay II) dated 1st October, 2008 and further revision from time to time.

2. Officers who volunteer for the post will not be permitted to withdraw their names later. Recommendation of names which are not accompanied by the requisite personal data (Annexure II) will not be entertained. The selected official will be required to furnish security as required under the rules.

3. Names of suitable officers, who are eligible and willing and who can be spared immediately may be sent latest by **10.10.2018** (Afternoon) in the attached proforma (Annexure-II).

Hindi version will follow.

(Encl.: as above)



(P.S. Dangwal)

Under Secretary to the Govt. of India
Tel.No.: 23092085

To,

All Section/Desks in MHA(P)/DoL/DoJ. Applications of Officials, who are eligible and willing and who can be spared may be recommended.

Copy to :-

1. Prime Minister's Office, South Block, New Delhi
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110004
3. Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi
4. National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi-110066.
5. Computer Centre, Department of Statistics, East Block-10, R. K. Puram, New Delhi.
6. Cabinet Secretariat (Security), Bikaner House Annexe, Shahjahan Road, New Delhi
7. National Security Council Secretariat, 3rd Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi
8. Directorate of Co-ordination (Police Wireless), Block No.9, CGO Complex, Lodhi Road, New Delhi
9. Office of the Registrar General of India, Ad-II Section, Room No.114, 1st Floor, Sewa Bhawan, R.K. Puram, New Delhi
10. Inter-State Council Secretariat, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi
11. Ministry of Development of North Eastern Region (DONER), Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi
12. Directorate General Civil Defence (DGCD), East Block-VII, R. K. Puram, New Delhi
13. National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029.
14. Notice Board, MHA, North Block, New Delhi
15. Hindi Section for Hindi Conversion
16. SO (IT) – for uploading the OM on MHA Website.

ANNEXURE-I

1. POST : Cashier in Secretariat Security Organisation, Ministry of Home Affairs.
2. PAY & ALLOWANCE : Pay drawn in the cadre post plus "Cash Handling Allowance" as Admissible under rules.
3. ELIGIBILITY CONDITION : ASOs of CSS and SSAs/JSAs of CSCS Cadre of MHA Affairs having the following experience

ESSENTIAL

Practical experience of Handling Cash and Accounts work.

DESIRABLE

Training in Cash & Accounts at the ISTM.

APPLICATION FOR THE POST OF CASHIER IN S.S.O.

1. Name :
2. Date of Birth :
3. Post held and date of appointment to the post :
4. Name of the Section where working :
5. Whether completed Cash and Accounts Training. If yes, year of passing with result :
6. Educational Qualification :
7. Experience :
8. Brief Service particulars :
9. Date of return from last ex-cadre Post, if any :
10. Additional information, if any, which you would like to mention in support of your suitability for the post :
11. Whether SC/ST :

(Signature of the applicant)

Name: _____

Address: _____

Tel.: _____

Date:

Place:

RECOMMENDATIONS OF THE CONTROLLING OFFICER WITH STAMP: