

NEHRU INSTITUTE OF MOUNTAINEERING, UTTARKASHI (UTTARAKHAND)

Website:www.nimindia.net

Phone:01374-222123/224663

Vacancy Circular

Nehru Institute of Mountaineering, Uttarkashi (Uttarakhand) an autonomous body under Ministry of Defence invites applications for filling up one post of Registrar in the Pay Matrix Level-9 (Pre-revised Pay Band II Rs. 9300-34800 plus Grade pay of Rs. 5400/-) on deputation basis. The eligibility criteria and qualifications for this post are as follows:-

Number of vacant posts	Eligibility Criteria
01	<p>Officers of the Central Government, State Government, Autonomous Bodies PSUs/Central Academic Institutions.</p> <p>(a) (i) Holding analogous post on regular basis. OR (ii) With two years regular service in the pay matrix Level 8 (pre-revised PB-II, GP-4800). OR (iii) With four years regular service in the pay matrix Level 7 (pre-revised PB II GP Rs. 4600).</p> <p>(b) (i) Successful completion of training in the accounts Wing of the Central/State Government organization. (ii) A pass in SAS or equivalent examinations conducted by Central/State Government Agencies.</p> <p>(c) Should have knowledge and experience in the following areas:</p> <p>(i) <u>Accounts:</u> Handling all types of accounting transactions; preparation of budget estimates; expenditure control; preparation of annual accounts such Income and Expenditure and Balance sheet.</p> <p>(ii) <u>Administration:</u> Dealing with Service and Personnel Matters, RTI Matters and Court Cases etc.</p>

2. The Registrar is a Staff Officer to the Principal and functions as an advisor to him in matters relating to Accounts and Establishment/Administration.

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3. **Period and other terms and conditions of deputation:** The initial period of deputation shall be for three years extendable by further period of two years as per DOPT O.M No-6/8/2009-Estt (Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by DOP&T's aforementioned O.M of 17.06.2016 and Government of India's instructions issued from time to time on the subject.

Age Limit: The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.

4. Eligible and willing candidate may apply through proper channel in prescribed formate-Annexure II. Cadre controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose serivises can be spared on deputation immediatly on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in the prescribed proforma- Annexure-I
- (ii) Vigilance Clearance/Integrity Certificate alongwith details of Major/Minor Penalties, if any, imposed on the applicant during the last ten years Annexure-II
- (iii) Photocopies of the ACRs/APARS for the last five years duly attested on each page by an officer not below the rank of Under Secretary/equivalent.

5. The applications of suitable and eligible officers completed in all respects in the prescribed formate (Annexure.I) alongwith the documents may be forwarded to **The Principal, Nehru Institute of Mountaineering, Uttarkashi (Uttarakhand)-249193**. The last date for receipt of applications complete in all respects will be 45 days from the date of publication of vacancy in the employment News/Rozgar Samachar. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Since this vacancy is to be filled up on deputation basis, private candidates are not eligible to apply.**

6. Applications received after the last date or otherwise found incomplete shall not be entertained.

APPLICATION FOR THE POST OF REGISTRAR IN NEHRU INSTITUTE OF MOUNTAINEERING, UTTARKASHI (UTTARAKHAND) ON DEPUTATION BASIS

(Since this vacancy is to be filled on deputation basis, **Private candidates are not eligible**)

1.	Name					
2.	Date of Birth					
3.	Present Post					
4.	Date from which the present post is held on regular basis					
5.	Present place of posting					
6.	Service/Parent cadre to which belong					
7.	Date of joining of Service					
8.	Level in the Pay matrix of the present post					
9.	Present Basic Pay					
10.	Pay Band/Grade Pay in pre-revised pay structure					
11.	Whether the eligibility criteria prescribed for the post is satisfied					
12.	Contact details: Mobile/Office/e-mail id:					
13.	Educational/Professional Qualification (Please mention Graduation Level and Other)					
	SI No	Qualification	Subject	Year/Division	Institution/University/ Place/ Country	
14	Detail of Experience/employment (Please attach a separate sheet, if required)					
	SI No	Office	Post held	From	To	Pay band alongwith Grade Pay
15	Date of retirement under the Service rules applicable to the applicant					
16	Training(s) undergone					

Certified that information furnished above by me is correct in all respect to the best of my knowledge and belief.

(Signature of the Candidate)

Date:

Place:

Annexure II

(To be filled by the cadre controlling authority)

Office of.....

F. No.....

Date

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer in Annexure-I have been checked from office records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of applicant is certified as 'Beyond Doubt'.
5. No vigilance case is pending / contemplated against the officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, Panalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up to date APARs for the last 5 years are enclosed. Photocopies of APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name.....

Designation.....

Tel. of the Forwarding Officer

(Office Seal)

Date:

Place: