



Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying and Fisheries  
**C.C.S. National Institute of Animal Health**  
**Baghpat-250609 UP**  
Phone no- 0121-2222472

File No. No. A-1-4/2009-NIAH  
Dated-30.04.2016

**Vacancy Circular**

**Hiring the services for the job of Junior Account Officer on outsourcing basis against a vacant post for limited period in CCS National Institute of Animal Health, Baghpat**

Applications from interested retired Government officials from the post of JAO/Accountant/ Auditor/ Finance Officer/ DDO or equivalent rank and have experience of working in administration, finance and budget, are hereby invited for engagement on contractual basis for the job of Junior Account Officer (JAO) at CCS National Institute of Animal Health, Baghpat initially for a period of one year or till the joining of regular incumbent on the post, whichever is earlier.

1. Age limit: Below 65 year. Age can however be relaxed in deserving cases.
2. Remuneration: A consolidated fee in accordance with O.M No A.12026/5/2013-Admn.I dated 24.11.2014 and in accordance with various codal provisions/GFR.
3. No. of vacancies : One
4. Last date of Application: The applications in the prescribed proforma should reach the undersigned on or before 30<sup>th</sup> May 2016.

Enclosures: Attested photocopies of the following documents should be enclosed with the application:

- i. Last Pay drawn Certificate,
  - ii. Pension payment order.
  - iii. Residence proof.
  - iv. Two Photograph
  - v. Date of Birth proof
5. Preference will be given to retired Central Government employee.
  6. Address : The applications in prescribed proforma, in a sealed envelope clearly indicating "Application for Contractual Engagement as a retired person for the job of Junior Account Officer (JAO)" may be sent at the following address:  
The Director,  
CCS National Institute of Animal Health  
Department of Animal Husbandry, Dairying and Fisheries  
Ministry of Agriculture & Farmers Welfare  
Government of India  
Baghpat-250609 UP
  7. For any further query please contact at [ccs.niah@gov.in](mailto:ccs.niah@gov.in)

(Sandeep Kumar Singh)  
Joint Director, CCS NIAH

**Application for engagement of retired government official for the job of Junior Account Officer (JAO) on contract basis in CCS National Institute of Animal Health, Baghpat**

1.	Name	
2.	Father's name	
3.	Residential/correspondence address	
4.	Telephone, mobile, e- mail	
5.	Date of birth	
6.	Date of retirement	
7.	Department/organization from where retired	
8.	Post held at the time of retirement	
9.	PB and GP of substantive post at the time of retirement	
10.	PB and GP at the time of retirement (due to ACP /MACP etc.)	
11.	Basic pay in PB Rs : Grade pay Rs. :	Total Rs.:

12. Experience during last 10years of service (please attach a separate sheet if required)

Post	Department/office	Period	Nature of work

13. Education and profession qualifications:

14. Training/courses (during service):

15. Computer knowledge (tick any one)

- I. I am proficient in typing / MS office and can do my work independently on computer/ ( )
- II. I am not proficient in typing /MS office but still can do work on computer. ( )
- III. I am not comfortable working on the computer but can do my work with the help of data entry operator. ( )

16. Any other relevant information

**Undertaking**

I do hereby undertake that I had been an honest and sincere worker throughout my service and that I will work for CCS NIAH Baghpat with full sincerity, commitment, dedication and team spirit. I will perform all the work allotted to me by my superiors and would never let by my superiors or the organization down.

Date:

Place:

Signature: