



भारत सरकार/Government of India

कौशल विकास एवं उद्यमिता मंत्रालय /Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय / Directorate General of Training
राष्ट्रीय कौशल प्रशिक्षण संस्थान महिलाएं /National Skill Training Institute For Women-Mohali
परिसर सरकारी आई०टी०आई०नीलपुर/in Campus of Govt. Women ITI, Neelapur
राजपुरा, जिला पटियाला -140401 / Rajpura, District- Patiala-140401

Ref. No.: A-11015/1/2024-O/o NSTI(W) MOHALI /E-64210/ / 8541 Dated:-22-04-2024

परिपत्र

Subject: Filling up three posts of Accountant in Pay Level 5 on deputation basis one each at National Skill Training Institute(W) Mohali (PB), Shimla (HP) and Jammu (J&K)

It is proposed to fill up three posts Accountant in Pay Level 5 on deputation basis one each at National Skill Training Institute(W) Mohali (PB), Shimla (HP) and Jammu (J&K) on deputation basis. The period of deputation initially be for a period of one year extendable to maximum of three years.

Eligibility :-

Officers under the central government or state governments or union territory administration or PSUs or recognized research institution or university or statutory or autonomous organization:

(i) Holding analogous post on regular basis in the parent cadre or department:

OR

(ii) With five years of regular service in the post in Level-4 of the pay in Level-4 of the pay matrix or equivalent in the parent cadre or department: **AND**

(iii) Three years' experience relating to cash and accounts.

Note: The departmental officers in the feeder category who are in the direct line of the promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Applications in the enclosed proforma alongwith photocopies of the complete and upto date APARs duly attested by Head of Office in respect of the officers who could be spared in the event of their selection may be sent to the Principal/ADT/HOO, National Skill Training Institute (Women) Mohali in campus of Neelapur ITI at Rajpura District Patiala, Punjab-140401 within 30 days of issue of this circular. Applications received after the last date or without attested copies of Confidential Reports or otherwise found incomplete, will not be considered. While forwarding applications, it may be verified and ensured that

particulars furnished by the applicants are true and correct. A certificate that no Vigilance case is pending or contemplated against the applicant and no major/minor penalty is imposed on him/her during last 5 years along with cadre clearance and integrity certificate may be furnished with the applications. Candidate may also send an advance application to the undersigned.


This issues with the approval of competent authority.

Encl: **Proforma.**

(Kamini Kashyap)
Principal/ADT/HOO

Copy to:-

1. All Ministries/Department of Govt. of India including DGT, Ministry of Skill Development & Entrepreneurship.
2. All Field Offices of DGT (As per list attached)
3. ✓ Sh. Mukesh Kaushik, TO/Nodal Officer (IT) with the direction to upload the circular on website.
4. Notice Board.


22/04/24
(Kamini Kashyap)
Principal/ADT/HOO
कार्यालय प्रमुख
Head of Office
रा० कौ० प्रशि० संस्थान (महिला)
N.S.T.I for Women
मोहाली-(पंजाब)
MOHALI-(PUNJAB)

**PROFORMA FOR THE POST OF ACCOUNTANT IN NATIONAL SKILL TRAINING INSTITUTE
(W) MOHALI (PB), SHIMLA (HP) AND JAMMU (J&K).**

1. Name
2. Date of birth
3. Date of appointment
4. Educational Qualification
5. Present Post held, date
from which held & Pay Scale
6. Name of Department/Organization
7. Nature of Duties
(Please attach a signed separate sheet, if necessary)
8. Whether belongs to SC/ST/OBC/PH
9. Whether Permanent/Temporary
10. Any other information in support
of your candidature
11. Choice of Station on deputation

Dated:

(Signature of the applicant)

CERTIFICATE OF EMPLOYER

It is certified that the above particulars of Shri/Smt. _____ are verified and he/she is free from vigilance angle. His/her attested copies of upto date APARs are enclosed herewith. He/She can be spared for transfer when required.

Signature of Head of Office
With Office Seal