

राष्ट्रीय जालमा कुष्ठ एवं अन्य माइकोबैक्टीरियल रोग संस्थान

National JALMA Institute for Leprosy & Other Mycobacterial Diseases

(भारतीय आयुर्विज्ञान अनुसंधान परिषद)

डा.एम.मियाजाकी मार्ग, ताजगंज, आगरा।

वेबसाइट: www.jalma-icmr.org.in

No : NJIL/8/1/10-11/Advt.

Dated : 27th August, 2010

C I R C U L A R

It is proposed to fill up a post of Accounts Officer in the Pay Band of Rs.15600-39100+Grade Pay Rs.5400 (PB-3) at National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Agra.

The duties of Accounts Officer include apart from pre-check of bills presented by DDO, preparation of budget, compilation of accounts (including preparation of balance sheet), scrutiny of financial proposals relating to the purchase of stores, Equipment etc., rendering of financial advice to the Director.

Departmental candidates holding the post of Section Officer or equivalent post in the Pay Band of Rs.9300-34800+Grade Pay Rs.4600 (PB-2) or previous equivalent scale on regular basis with five years regular service in the grade and who have passed the Cash and Accounts Training Course from ISTM and or have relevant and adequate experience to be considered for the post.

Departmental candidates who fulfil the above eligibility criteria may send their application on plain paper alongwith their complete bio-data, through proper channel for the post of ACCOUNTS OFFICER to the Director-in-Charge, National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Dr. M. Miyazaki Marg, Taj Ganj, AGRA-282 001 so as to reach latest by 27th September, 2010.

**(किरन कटोच)
प्रभारी निदेशक**

Copy to : All ICMR Institutes/Centres
Notice Board, NJILOMD, Agra

No : NJIL/8/1/10-11/Advt.

Dated : 27th August, 2010

To

The Directors/Director-in-Charge
of all Institutes/Centres of ICMR

Subject : **Filling up of one post of Accounts Officer at this Institute.**

Sir/Madam,

A copy of the circular for filling up of one post of Accounts Officer at this Institute is sent herewith.

It is requested that the circular may kindly be displayed on the Notice Board of your Institute/Centre and the applications received by you may be forwarded to the Director-in-Charge, National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Dr. Matsuki Miyazaki Marg, Taj Ganj, AGRA-282 001 (U.P.) on or before 27th September, 2010 preferably by Speed Post.

भवदीया,

(किरन कटोच)
प्रभारी निदेशक

Encl : As above.

Copy to : The Director General, ICMR, New Delhi (Attn : Mr. Ramesh Chander, ADG-I(A)) with reference to Council's letter No.6/2/17/2010-ECD-I dated 06th August, 2010 for information and display.