EO: 98261

Dr. Ambedkar International Centre
Department of Social Justice and Empowerment
Ministry of Social Justice and Empowerment
Govt. of India

15, Janpath, New Delhi
Date: 31 July, 2026

Subject : Vacancy Circular for the post of Financial Adviser at DAIC-reg

Applications are invited for filling up of the post of Financial Adviser in Dr. Ambedkar International Centre, Department of Social Justice and Empowerment, 15, Janpath, New Delhi-110001, on deputation basis from suitable candidates who fulfill the eligibility conditions as shown below:-

S.No.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Financial Adviser	01	Pay Band 4, Rs. 37400-67000 + GP Rs. 8700 (Pre revised presently it is under Level – 13 in 7th Pay Commission).	Officers under the Central/or State Govt./Union Territories / Universities / Recognized Research Institutions/Public Sector Undertaking /Autonomous, Semi Govt. or Statutory Organizations etc. (a) (i) Holding analogous posts Pay Band - 4 (Rs. 37400-67000) with Grade pay of Rs. 8700 pre revised presently under level -13 on regular basis); or (ii) With five years' regular service in the post Pay Band -3 (Rs. 15600 - 39100) with Grade pay of Rs. 7600 pre revised presently under level -12 or equivalent ; (iii) With ten years' regular service in the posts pay band - 3 (Rs. 15600 -39100) with Grade pay of Rs. 6600 pre revised presently under level -11 or equivalent; (b) Possessing the following educational qualification, experience – Bachelor degree in any subject from a recognized university with 15 years of administrative / academic / managerial experience. Desirable – Experience of accounts related/financial advice work.

2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

3. The pay of the officer selected will be regulated in accordance with DoPT & OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the leading department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be down loaded from the official website of DAIC i.e. **https://daic.gov.in** and the official website of Department of Social Justice and Empowerment i.e. **https://socialjustice.nic.in**) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned on or before **30 days from the date of publication in the Employment Newspapers** with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary of criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

6. Queries / Clarification will be considered as final vide Recruitment Rules (RR) issued from Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment on 19.09.2016.

7. Application in the prescribed format (As per Annexure- I, II, III, IV, and V) and Educational / Experience documents should be submitted in the O/o Director, Dr. Ambedkar International Centre, 2nd Floor, 15, Janpath, New Delhi-110001 on or before 30 days from the date of publication in the Employment Newspapers. Please mention subject **"Application for the Post of Financial Adviser"** in the sealed envelope.

8. Applications/documents, duly signed and stamped by the Head of Department or an authorized representative of the concerned Department/Office, may be forwarded through the proper channel.

9. Any documents submitted directly by individuals or received in advance without the proper channel will be rejected.

(Akash Patil)
Director, DAIC

आकाश पाटील/Akash Patil
निदेशक/Director
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र
Dr. Ambedkar International Centre
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार, नई दिल्ली
Government of India, New Delhi

To:-

1) Department of Social Justice & Empowerment, GPOA-3, Netaji Nagar, New Delhi-110023.
2) The Comptroller and Auditor General of India
   Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi - 110124.
   (For circulation among officers of the Indian Audit and Accounts Service - IA&AS)
3) The Controller General of Accounts
   Office of Controller General of Accounts, Ministry of Finance, Mahalekha Niyantrak Bhawan, GPO Complex, Block-E, Aviation Colony, INA Colony, New Delhi - 110023.
   (For circulation among officers of the Indian Civil Accounts Service - ICAS)

4) The Controller General of Defence Accounts
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt. - 110010.
(For circulation among officers of the Indian Defence Accounts Service - IDAS)
5) The Chairman & Chief Executive Officer
Railway Board, Rail Bhawan, Rafi Ahmed Kidwai Marg, Central Secretariat, New Delhi - 110001.
(For circulation among officers of the Indian Railway Accounts Service - IRAS)
6) The Secretary
Department of Posts, Dak Bhawan, Ashoka Road, Central Secretariat,
New Delhi - 110001.
(For circulation among officers of the Indian Postal Service - Accounts & Finance)
7) The Director General of Audit (Central Expenditure)
Office of the Director General of Audit (Central Expenditure), Room No. 206, 2nd Floor, AGCR Building, I.P. Estate, New Delhi – 110002 (For circulation).
8) The Director (CS-I)
Department of Personnel & Training (DoPT), Lok Nayak Bhawan, Khan Market, New Delhi - 110003.
(With the kind request to upload this circular on DoPT's website for wider circulation)
9) The Consultant (Digital Media/NIC)
Dr. Ambedkar International Centre (DAIC),15, Janpath, Windsor Place, New Delhi - 110001.
(For uploading the Vacancy Circular on the official websites of DAIC and the Department of Social Justice & Empowerment)

ANNEXURE-I

Application Form

1. Name of the Applicant (In BLOCK LETTER):
2. Applied for the post of :
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belong to SC/ST:
6. Address:
7. Gender:
8. Experience possessed:
9. Date of joining/commissioning
10. Date of retirement under Central/State Government rule:
11. Present Pay Level with date (as per 7 CPC)
12. Contact Number:
13. E-mail id:
14. Qualification / and Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Officer
Essential Desirable	

Experience Required	Experience possessed by the Officer
Essential Desirable	

15. State clearly in light of entries made by you weather you qualify for post applied: Yes / No.

16. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institute/ Organization	Post Held and Service/Cadre to which it belong	From	To	Pay in the Pay Band and Classification of post	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)

17. Nature of Present employment, i.e.:
    i. Ad-hoc basis
    ii. Regular/on temporary basis
    iii. Pay in the pay band Grad Pay drawn
    iv. Grade pay drawn

18. Additional details about present employment, please state whether working under:
    i. Central Government
    ii. State Government
    iii. Autonomous Organization
    iv. Government Undertaking
    v. Universities

19. In case the present employment is held on Deputation/contract basis, please state:
    i. The date of initial appointment
    ii. Period of appointment On deputation/contract
    iii. Name of the parent office/organization to which you belong

20. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

21. Total emoluments per month now drawn

22. Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose a separate sheet, if the space is insufficient)

23. Remarks.

24. It is certify that above information is / are best of my knowledge.

Date: (Signature of Candidate)

Place:

(Verified by an officer Not below the rank of Deputy Secretary)

(Authorised Signatory)
Name & Office Seal:
Date:

ANNEXURE-II

Vigilance Clearance Certificate

Certified that no Vigilance Case of disciplinary proceedings or criminal proceedings is either pending or contemplated against _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-III

Integrity Certificate

After scrutinizing annual Confidential Report/ Annual Performance Appraisal reports of _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis, is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-IV

ACR Documents (Duly Signed by Concerned Authority)

Copy of last 5 years ACR of Shri / Ms. / Mrs. _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE-V

No Penalty Certificate

Certified that no minor / major penalty has been imposed during the last 10 years on _____ who has applied for the post of _____ in Dr. Ambedkar International Centre, 15, Janpath, New Delhi-110001 on deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)