

No.A-12026/2/2018-Admn.'A'
Government of India
Ministry of Urban Housing and Urban Affairs
DIRECTORATE OF ESTATES

Nirman Bhawan
New Delhi

Dated: 14th November, 2018

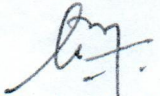
Office Memorandum

Subject: Filling up the post of Cashier in the Directorate of Estates – req.

The undersigned is directed to say that the post of Cashier in the Directorate of Estates is required to be filled up shortly. The post will be filled up amongst the **regular Assistant Section Officers / Senior Secretariat Assistants** of the C.S.S. / C.S.C.S. Cadre of the Ministry of Housing and Urban Affairs. The candidate selected will be paid a special pay as cash handling allowance as admissible.

2. The official selected will be required to undertake the job of handling cash book, maintenance of cash books and other relevant registers and attend to other works related to it. The official will be required to deposit a Cash Security of Rs.10,000/- (Rupees Ten Thousand only) in lump sum and also execute a Surety Bond in form 14 as prescribed in the GFR 306(3). Preference will be given to the candidates who has undergone Cash and Accounts Training from ISTM.

3. Ministry of Housing and Urban Affairs (Sectt), Directorate General, CPWD, Directorate of Printing, N.B.O., L&DO etc. are requested to circulate the vacancy among the **regular and eligible Assistant Section Officers/Senior Secretariat Assistants** and to forward the applications of the willing officials to the undersigned along with their up-to-date APAR Dossiers and vigilance/disciplinary clearance and Integrity Certificate, on or before **7th December, 2018.**


(K Dinakar Raj)
Deputy Director of Estates (Estt.)

To

1. Admn.-IV Section, M/o Housing and Urban Affairs, Nirman Bhawan, New Delhi.
2. EC-IV(MC) Section, Directorate General, CPWD, Nirman Bhawan, New Delhi.
3. Deputy Director and Head of Office, National Building Organization, M/o Housing & Urban Affairs, Nirman Bhawan, New Delhi.
4. Deputy Director (Admn.-I), Directorate of Printing, Nirman Bhawan, New Delhi.
5. Deputy L&DO (Admn.), Land and Development Office, Nirman Bhawan, New Delhi.
6. All Sections of Directorate of Estates
7. Notice Board.
8. Circular folder on the website of Directorate of Estates.