



MIZORAM STATE SPORTS COUNCIL

"An autonomous and statutory organisation constituted by the Government of Mizoram"

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No. E-27/MSSC/2000/(Vol-I)/409

Aizawl, the 12th June, 2025

CIRCULAR

The Secretary, Mizoram State Sports Council, on behalf of the President, Mizoram State Sports Council, hereby invites application for appointment to the post of Accounts Officer to be filled up by the method of deputation for an initial period of 3 (three) years. The number of posts, pay level and eligibility conditions for deputation as per provisions of the Mizoram State Sports Council (Group A posts) Recruitment Rules are mentioned below:

Name of Post	Pay level in the Matrix	No of Posts	Eligibility Conditions
Accounts Officer (AO)	Level - 10	1 (one)	Officers holding analogous post in the Central/State Government.

1. The upper age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications as per the provisions of para 9 of Government OM No. A.12011/2/2019-P & AR(GSW) dt. 09.01.2020.
2. The application should be submitted to the undersigned in the prescribed format as per *Annexure - I* through proper channel **before 01.07.2025**.
3. The details of duties attached to the post is annexed at *Annexure II*.
4. Candidates who apply for the post will not be allowed to withdraw his/her candidature subsequently.

sd/- HENRY C. LALRAWNKIMA
Secretary
Mizoram State Sports Council

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Aizawl, the 12th June, 2025

Copy to:

1. P.S to Minister, Sports & Youth Services Department for kind information of President, Mizoram State Sports Council
2. The Under Secretary to the Government of Mizoram, Sports & Youth Services Department
3. All Administrative Heads of Department, Govt. of Mizoram.
4. Website Manager, MSSC for uploading on MSSC website.


Secretary

Mizoram State Sports Council

Annexure – I

COMMON APPLICATION FORM FOR APPOINTMENT BY DEPUTATION (INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE/ABSORPTION

1	Name of applicant (In capital letters)	
2	Date of birth (Enclose self-attested copy of supporting documents like HSLC, Birth Certificate etc.)	
3	Address for correspondence including contact number	
4	Name of Post applied	
5	Designation of present post held	
6	Name of service/department	
7	Present scale of pay/level in pay matrix	
8	Date of joining the present grade/post on regular basis	
9	Educational qualification (Enclosed self-attested copy of certificates)	
10	Please state whether or not the educational and other qualifications/experience prescribed for the post in the recruitment rules/vacancy circular are satisfied by the applicant	
	Qualifications/experience required	Qualifications/experience possessed by the official
	Essential i) Holding analogous post in the Central/State Government	
	Desirable i) ii) iii)	
11	Nature of present employment (i.e. permanent/regular or ad hoc or temporary, contract etc.	
12	Please state whether the substantive employment is under any of the following employer: a) Central Government b) State Government c) Universities d) Autonomous organizations e) Government Undertaking f) Others	
13	Any additional information which you would like to mention in support of your suitability for the post (This may, among other things, include (i) additional academic qualifications (ii) professional training	

	(iii) work experience, <i>etc.</i> Separate sheet may be enclosed if necessary)			
14	Whether penalty, if any, was imposed on: the applicant during a period of 5 years preceding last date for submission of application? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.			
15	Details of post(s) held in chronological order (enclose separate sheet, if necessary)			
Sl. No.	Name of post held	Duration		Nature of duties
		From	To	

The information furnished above is/are correct to the best of my knowledge and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or misrepresented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

Date:

Name & Signature of applicant

CERTIFICATE OF THE ADMINISTRATIVE DEPARTMENT/CADRE CONTROLLING AUTHORITY

Certified that the particulars furnished by the officer are correct as per the service records and the department has no objection for appointment of the officer on deputation (including short-term contract)/deputation on foreign service/absorption (please select the appropriate one).

Date:

Signature of an officer not below the rank of
Under Secretary in the cadre controlling authority

Responsibilities of Accounts Officer

1. **Daily Financial Transactions:** Manage and record daily financial transactions, ensuring accuracy and timeliness.
2. **Financial Record-Keeping:** Maintain precise financial records, ledgers, and accounts, adhering to accounting standards and regulatory requirements.
3. **Financial Statement Preparation:** Prepare comprehensive monthly, quarterly, and annual financial statements, providing insights into financial performance.
4. **Cost Control:** Oversee office supply purchases, implementing cost-control measures to optimize expenditure.
5. **Bank Transactions:** Handle bank transactions, including deposits, withdrawals, and reconciliations, ensuring accuracy and reconciliation.
6. **Payment Processing:** Prepare bank payment vouchers and cheque disbursements, maintaining transparency and accountability.
7. **Employee Advances and Deductions:** Maintain records of employee advances and deductions, ensuring accurate tracking and reporting.
8. **Payroll Assistance:** Assist in preparing monthly payroll, ensuring timely and accurate compensation.
9. **Audit Support:** Provide support during internal and external audits, preparing financial documents and reports, and coordinating with auditors to ensure efficient audits.
10. **Financial Transaction Recording:** Record financial transactions, maintaining a comprehensive and up-to-date financial database.