



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

No.F.5-5/06 (Admn.I/A&B)

25 April, 2011

The Joint Controller General of Accounts,  
Office of the Controller General of Accounts  
Lok Nayak Bhavan  
New Delhi

25 APR 2011

Subject: Request for sponsoring candidates for the posts of Account officers and Junior Accounts Officers in the office of the UGC and its Regional Offices.

Sir,

The University Grants Commission is a central autonomous body under the Ministry of Human Resource Development. There are 6 posts of Accounts Officers in Regional Offices and 2 posts of Accounts Officers in Delhi under PB-2 in the scale of pay of Rs.9300-34800 + 4600 (GP) and 4 posts of JAOs in Delhi under the PB-2 in the scale of pay of Rs.9300-34800 + 4200 (GP) sanctioned by the MHRD for Internal Audit.

All the six posts of Accounts Officers in Regional Offices located at Pune, Kolkata, Hyderabad, Bangalore, Guwahati and Bhopal and four posts of JAOs in Delhi Office are vacant for the last many years. In addition to the above one post of Accounts Officer is likely to be vacant in Delhi office in May/June, 2011.

Despite repeated advertisements in various news papers as well as publishing in the official website of UGC the office is not getting positive response to fill up the posts on deputation basis.

Since we are not getting any application in response to our advertisement, you are requested to kindly sponsor names of suitable candidates from the organized accounts cadre to fill up the six posts of Accounts Officers in Regional Offices of UGC and one post of A.O. and four posts of JAOs in the UGC Head Quarters at Delhi.

As the Pay Band and Grade Pay of Accounts Officers and Assistant Accounts Officers of organized accounts cadre are higher than the sanctioned grade pay for the UGC, their pay will be protected as per the decision of the Commission as personal to them. As such, the incumbents in higher scale with higher grade of pay in parent cadre, or getting proforma promotion in higher scale with higher grade of pay during the period of deputation with UGC, his/her higher scale with grade pay will be protected as personal to him/her.

Notice for invitation of application and terms and conditions for deputation is attached herewith

Your early action in the matter is solicited.

Yours faithfully,

Encl : As above

(R.C. Kandera)  
Deputy Secretary



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002.

Applications are invited for four posts of Junior Accounts Officer at University Grants Commission, New Delhi in the pay scale of Rs. 9300-34800+ Rs.4200(Grade pay) and six posts of Accounts Officer for University Grants Commission, Regional Offices (one each at WRO- Pune, ERO- Kolkata, SERO- Hyderabad, SWRO- Bangalore, NERO – Guwahati and CRO- Bhopal) on deputation basis on Foreign Service terms in the scale of PB- 2 Rs.9300-34800+ 4600/- (Grade Pay). The posts are to be filled on deputation basis (foreign service) initially for one year extendable upto three years from the JAO (Civil) examination passed officers in organized Accounts Cadre of Govt. of India on usual terms and conditions laid down in Govt. of India, Ministry of Personnel & Training OM No. 2/29/81-Estt. (Pay.II) dated 05.01.1994 as amended from time to time. If the incumbent is in higher scale in parent cadre or gets proforma promotion in higher scale during the period of deputation with UGC, his/ her higher scale will be protected as personal to him/ her. The CGHS facilities will be provided by University Grants Commission office to the persons selected for the posts of University Grants Commission, New Delhi. However, there is no CGHS facilities in University Grants Commission Regional Offices and they will, therefore, be covered under CS(MA) Rules. The Junior Accounts Officer at New Delhi will also be entitled for general pool accommodation from estate office.

The eligibility conditions and other essential qualifications and prescribed format of applications for the post of AO and JAO should be noted/downloaded from the University Grants Commission website: - [www.ugc.ac.in](http://www.ugc.ac.in)

Application in the prescribed format complete in all respect duly forwarded by his employer alongwith attested copies of last three ACRs should reach in the office of the Under Secretary (Admn. I/A&B., University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110 002 within one month from the date of publication of this advertisement. Incomplete application will not be entertained.



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002

I Terms & Conditions for the post of Accounts Officer of the UGC in the pay scale of PB-2 Rs.9300-34800/- + 4600/- (Grade Pay). (For Regional Offices at Pune, Kolkata, Hyderabad, Bangalore, Guwahati & Bhopal)

1. Method of Recruitment : Transfer on Deputation on Foreign Services terms
2. Eligibility - Officers under Central Government
  - (a) With 3 years regular service in posts in the scale of Rs.9300-34800/- +4600/- (Grade Pay) or Equivalent:
  - (b) Possessing the following educational qualification:

Essential:

Graduate and JAO(Civil) Exam qualified from any organized accounts/audit cadre of Govt. of India.

3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department shall not ordinarily exceed 3 years. The maximum age for appointment shall not exceed 56 years as on the closing date of receipt of applications. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. The persons selected will have the option to draw his/ her grade pay plus deputation (duty) allowance in accordance with the DPT O.M. No.2/29/91-Estt.(P-II) dated 5/01/1994 or to have his/ her pay fixed in the scale of pay of the post subject to relevant rules on the subject. According to the said order, deputation (duty) allowance shall be paid to the officer at the rate of 5% of basic pay and GP thereon subject to the ceiling of Rs.500/- p.m. for transfer within the same station and at the rate of 10% of basic pay and GP thereon subject to a ceiling of Rs.1000/- p.m. in other cases. If the incumbent is in higher scale in parent cadre or gets perma promotion in higher scale during the period of deputation with UGC, his/ her pay in higher scale will be protected as personal to him/ her.
5. Applications in duplicate in the given proforma along with the complete and attested copies of confidential reports for last three years of eligible persons who could be spared in the event of their selection, may be sent to the Under Secretary (Admn.I/A&B), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002. While sending the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer.



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002.

II Terms & Conditions for the post of Junior Accounts officer for UGC Internal Audit Cell, New Delhi on deputation in the scale of pay of PB-2 Rs.9300-34800/- + 4200/- (Grade Pay).

1. METHOD OF RECRUITMENT: Transfer on deputation on Foreign Service terms.

2. ELIGIBILITY - Officers under Central Govt.

(a) In the scale of pay of PB-2 Rs.9300-34800/- + 4200/- (Grade Pay) or equivalent

(b) Possessing the following educational qualification:

**ESSENTIAL**

Graduate with JAO (Civil) Exam. qualified from any organized accounts cadre of Govt. of India.

3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not ordinarily exceed 3 years. The maximum age for appointment shall not exceed 56 years as on the closing date of receipt of applications. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. The persons selected will have the option to draw his grade pay plus deputation (duty) allowance in accordance with the DOPT OM No.2/29/91-Estt.(P.II) dated 5.1.1994 or to have his/her pay fixed in the scale of pay of the post subject to relevant rules on the subject. According to the said order, deputation (duty) allowance shall be paid to the officer @5% of basic pay and GP thereon subject to the ceiling of Rs.500/- p.m. for transfer within the same station and at the rate of 10% of basic pay and GP thereon subject to a ceiling of Rs.1000/- p.m. in other cases. If the incumbent is in higher scale in parent cadre or gets performance promotion in higher scale during the period of deputation with UGC, his/ her pay in higher scale will be protected as personal to him/ her.

5. Applications in duplicate in the given proforma along with the complete and attested copies of last three years ACRs of eligible persons who could be spared in the event of their selection, may be sent to the Under Secretary (Admn.I/A&B), UGC, Bahadur Shah Zafar Marg, New Delhi-110002. While sending the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer.

**PROFORMA APPLICATION FOR THE POST OF ACCOUNTS OFFICER /  
JUNIOR ACCOUNTS OFFICER**

1. Name & Address ( in block letters ) :
2. Date of Birth ( in Christian Era ) :
3. Date of retirement under Central / State Govt.'s rule :
4. Educational qualifications : Whether educational and other qualifications required for the post are satisfied ( if any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority of the same ):

Qualification / Experience required      Possessed by the Officer

Essential: 1

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
6. Whether your candidature is for appointment on transfer on deputation or transfer basis:
7. Details of Employment in Chronological order enclose a separate sheet duly authenticated by your signature, if the space is insufficient :

---

Office/Instt./Org.	Post held	From	To	Scale of Pay & basic Pay	Nature of duties
--------------------	-----------	------	----	-----------------------------	---------------------

---

8. Nature of present employment i.e. ad hoc or temporary or quasi-permanent or permanent:
9. In case the present employment is held on deputation/contract basis please state :
  - a) The date of initial appointment :
  - b) Period of appointment on deputation/contract;
  - c) Name of the parent office/organization to which you belong :

10. Additional details about present employment :

Please state whether working under:-

- |                              |                      |
|------------------------------|----------------------|
| a) Central Govt./State Govt. | c) Govt. undertaking |
| b) Autonomous organization   | d) Universities      |

11. Are you in revised scale of pay, if yes, give the date from which the revision took place and also indicate the pay revised\_\_\_\_\_

12. Total emoluments per month now drawn :

13. 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:

14. Whether belong to SC/ST:

15. Preference of posting :  
(Delhi/Pune/Kolkata)/ Hyderabad/ Bangalore/ Guwahati/ Bhopal.

16. Remarks :

Date \_\_\_\_\_

Signature of the Candidate

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Countersigned \_\_\_\_\_  
(Employer)



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI – 110 002.**

II Terms & Conditions for the post of Junior Accounts officer for UGC Internal Audit Cell, New Delhi on deputation in the scale of pay of PB-2 Rs.9300-34800/- + 4200/- (Grade Pay).

1. METHOD OF RECRUITMENT: Transfer on deputation on Foreign Service terms.

2. ELIGIBILITY - Officers under Central Govt.

(a) In the scale of pay of PB-2 Rs.9300-34800/- + 4200/- (Grade Pay) or equivalent

(b) Possessing the following educational qualification:

**ESSENTIAL**

Graduate with JAO (Civil) Exam. qualified from any organized accounts cadre of Govt. of India.

3. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall not ordinarily exceed 3 years. The maximum age for appointment shall not exceed 56 years as on the closing date of receipt of applications. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. The persons selected will have the option to draw his grade pay plus deputation (duty) allowance in accordance with the DOPT OM No.2/29/91-Estt.(P.II) dated 5.1.1994 or to have his/her pay fixed in the scale of pay of the post subject to relevant rules on the subject. According to the said order, deputation (duty) allowance shall be paid to the officer @5% of basic pay and GP thereon subject to the ceiling of Rs.500/- p.m. for transfer within the same station and at the rate of 10% of basic pay and GP thereon subject to a ceiling of Rs.1000/- p.m. in other cases. If the incumbent is in higher scale in parent cadre or gets proforma promotion in higher scale during the period of deputation with UGC, his/ her pay in higher scale will be protected as personal to him/ her.

5. Applications in duplicate in the given proforma along with the complete and attested copies of last three years ACRs of eligible persons who could be spared in the event of their selection, may be sent to the Under Secretary (Admn.I/A&B), UGC, Bahadurshah Zafar Marg, New Delhi-110002. While sending the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer.