

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002**

Applications are invited for three posts of Junior Accounts Officer at University Grants Commission, New Delhi and two post of Accounts Officer for University Grants Commission Regional Offices (one each at WRO-Pune and ERO-Kolkata) on deputation basis on Foreign Service terms in the scale of pay of Rs.7450-225-11500 and Rs.5500-175-9000 respectively. The posts are to be filled on deputation basis (foreign service) initially for one year extendable upto three years from the SAS/JAO 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 pay in 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 eligibility conditions and other essential qualifications and prescribed format of application for the post of AO and JAO should be noted from the University Grants Commission website : [www.ugc.ac.in](http://www.ugc.ac.in).

Application in the prescribed format 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-110002** within one month from the date of publication of this advertisement. Incomplete application will not be entertained.

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**I Terms & Conditions for the post of Accounts Officer of the UGC in the pay scale of Rs. 7450-225-11500/- (For Regional Offices at Pune & Kolkata)**

1. Method of Recruitment : Transfer on Deputation on Foreign Services terms
2. Eligibility - Officers under Central Government
  - (a) (i) Holding analogous posts on regular basis or;
  - (ii) with 3 years regular service in posts in the scale of Rs.6500-10500/- or equivalent : or
  - (iii) with 8 years regular service in posts in the scale of Rs.5500-9000/- or equivalent and ;
- (b) Possessing the following educational qualification :

**Essential:**

Graduate and SAS / JAO(C) 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 DP 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 DP 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.

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**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 Rs.5500-175-9000.**

1. METHOD OF RECRUITMENT: Transfer on deputation on Foreign Service terms.
2. ELIGIBILITY - Officers under Central Govt.
  - a) (i) holding analogous posts on regular basis or  
(ii) with 3 years regular service in posts in the scale of pay of Rs.5500-9000 or equivalent or  
(iii) with 8 years regular service in posts in the scale of pay of Rs.4000-100-6000 or equivalent and
  - b) Possessing the following educational qualification:

**ESSENTIAL**

Graduate with SAS/ JAO (C) 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 DP 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 DP 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 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.

**III 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 :

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Office/Instt./Org.	Post held	From	To	Scale of Pay & basic Pay	Nature of duties
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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.
- b) Autonomous organization
- c) Govt. undertaking
- 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)

16. Remarks :

Date \_\_\_\_\_

**Signature of the Candidate**

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

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