

UNIVERSITY GRANTS COMMISSION, NEW DELHI

No. F. 5-1/2016 (Admn.I/A&B)

August, 2017

University Grants Commission, New Delhi invites application for appointment on transfer on deputation basis for the posts given below. The posts are available both in main office and its Regional Offices:

S. No	Name of the Post	Scale of Pay	No. of Post
1.	Accounts Officer (SAS)	Level-7 Rs.44,900-1,42,400/-	06
2.	Junior Accounts Officer (SAS)	Level-6 Rs.35,400-1,12,400/-	04

The eligibility criteria, qualifications, experience and other details can be accessed from the website www.ugc.ac.in/jobs. The application should reach in UGC office within 4 (four) weeks from the date of the advertisement.

Secretary, UGC



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

No. F. 5-1/2016 (Admn. I/A&B)

August, 2017

Application are invited for **Six posts** of Accounts Officer (SAS) for University Grants Commission, i.e. **one in Main office** at New Delhi & **five in Regional Offices** (one each at WRO-Pune, ERO-Kolkata, SWRO-Bangalore, NERO-Guwahati and CRO-Bhopal) on deputation basis (on Foreign Service terms) in the scale of Pay Level-7 Rs.44,900-1,42,400/- and **four posts** of Junior Accounts Officer (SAS) at University Grants commission, New Delhi in the pay scale of Level-6 Rs.35,400-1,12,400/-. The posts are to be filled on deputation basis (Foreign Service) initially for one year extendable upto five years from the 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.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time **“(If the incumbent is higher pay band or/and Grade Pay in parent cadre or gets proforma promotion in higher pay band or/and grade pay during the period of deputation with UGC his/her pay in parent cadre will be protected personal to him/her)”**. The CGHS facilities will be provided by University Grants Commission, Office to the persons selected for the posts in 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 Officers at New Delhi will also be entitled for general pool accommodation from office of the Directorate of Estates as per entitlement.

The eligibility conditions and other essential qualifications and prescribed format of application for the post of AO and JAO can be noted / downloaded from the University Grants Commission Website: www.ugc.ac.in./jobs.

Application in the prescribed format complete in all respect alongwith vigilance clearance duly forwarded by his/her employer along with attested copies of the last Five ACRs/ APARs should reach to **the Deputy Secretary (Admn. I/A&B), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002 within 4 (four) weeks from the date of publication of the advertisement.** Incomplete application will not be entertained.



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I. Terms and conditions for the Post of Accounts Officer (SAS) of the UGC in the pay scale of Level-7 Rs.44,900-1,42,400/-. (For Regional Offices at Pune, Kolkata, Bangalore, Guwahati, Bhopal & Head Office at New Delhi.

1. Method of Recruitment: Transfer on Deputation on Foreign Service terms.
2. Eligibility - Officers Under Central Government

(a) Holding analogous posts on regular basis in the parent cadre/department.

OR

With 5 years regular service in posts in the pre revised scale of Rs.9300-34800/- + 4200 (Grade pay) now revised to Level-6 Rs.35,400-1,12,400/-or Equivalent.

(b) Possessing the following educational qualification:

- i. Graduate Degree from recognized University.
- ii. Experience of 3 years in cash, accounts, budget work in a Govt. Office/PSU/Autonomous Body/Statutory Body.
- iii. A pass in the AAO(Civil) or equivalent examination conducted by any one of the Organized Accounts/Audit Cadre of the Central Government OR Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 5 years experience in Cash, Accounts and Budget work.

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 DOPT O.M.No. 6/8/2009-Esst. (Pay II) dated 17.06.2010 or have his/her pay fixed in the scale of pay of the post subject to relevant rules on the subject. In case officer wishes to retain his substantive pay in UGC, deputation allowances would be admissible as per Government of India rates.
5. Application in duplicate in the given proforma along with the complete and attested copies of **ACRs/APARs for the years 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17** of eligible persons who could be spared in the event of their selection, may be sent to **the Deputy Secretary (Admn. I/A&B), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110002 within 4 (four) weeks from the date of publication of the advertisement. 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 and Conditions for the Post of Junior Accounts Officer (SAS) for UGC Internal Audit Cell, New Delhi on deputation in the scale of pay of Level-6 Rs.35,400-1,12,400/-

1. Method of Recruitment: Transfer on Deputation on Foreign Service terms.
2. Eligibility - Officers under the Central/State Government, PSU and other Autonomous Organizations.
 - a) Holding analogous posts on regular basis or 6 years regular service in pre-revised PB-I Grade Pay Rs. 2800/- pay scale as revised Rs.29,200-92,300/- or 8 years regular service in pre-revised PB-I Grade Pay Rs.2400/- as revised Rs.25,500-81,100/-.
 - b) Possessing the following educational qualifications & experience:
 - i. Graduation Degree of a recognized University/institute with two years, experience in a Cash, Account & Budget work in Govt. Office /PSU/Autonomous Body /University.
 - ii. Have undergone training in Cash and Accounts Work in the ISTM or equivalent training course.
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 as 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 pay plus deputation (duty) allowance in accordance with the DOPT O.M.No. 6/8/2009-Esst. (Pay II) dated 17.06.2010 or have his/her pay fixed in the scale of pay of the post subject to relevant rules on the subject. In case officer wishes to retain his substantive pay in UGC, deputation allowances would be admissible as per Govt. of India rates.
5. Application in duplicate in the given proforma along with the complete and attested copies of ACRs/APAR for last five years i.e 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17 of eligible persons who could be spared in the event of their selection, may be sent to the Deputy Secretary (Admn. I/A&B), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110002 within 4 (four) weeks from the date of publication of the advertisement. 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 (SAS) IN
THE PAYS SCALE OF LEVEL-7 Rs.44,900-1,42,400/-/JUNIOR ACCOUNTS
OFFICER (SAS) IN THE PAY SCALE OF LEVEL-6 Rs.35,400-1,12,400/-**

1. Name & Address (in block letter) :
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 Authority of the same. Please attach documentary proof of training etc.)

Qualification/Experience required
Officer

Possessed by the

Essential: 1

5. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:
6. Details of Employment in Chronological order stating from the present post(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

7. Nature of Present employment i.e. adhoc or temporary of quasi-permanent or permanent.
8. 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 :
9. Additional details about present employment :
Please state whether working under:

(a) Central Govt./ State Govt.	(b) Autonomous organization
(c) Govt. Undertaking	(d) Universities

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

11. Total emoluments per month now drawn :

12. 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 :

13. Whether belong to SC/ST :

14. Preference of posting (For Accounts Officer) :-

(Delhi / Pune / Kolkata / Bangalore / Bhopal / Guwahati)

15. The four post of Junior Accounts Officer are for UGC Main Office at New Delhi only.

16. Remarks:

Date _____
Candidate

Signature of

Address: _____

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Countersigned _____
(Employer)