



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

No. F 5-5/2006 (Admn. I/A&B)

Application 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, 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 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 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. 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](http://www.ugc.ac.in./jobs).

Application in the prescribed format complete in all respect duly forwarded by his/her employer along with attested copies of the last three APARs/ACRs should reach the Deputy Secretary (Admn. I/A&B), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002 by 26/11/2015. Incomplete application will not be entertained.



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**I. Terms and 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, 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 post on regular basis in parent cadre/department.

or

With 5 years regular service in posts in the scale of Rs. 9300-34800/-+4200 (Grade pay) 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 Govt. Office/PSU/Autonomous Body/Statutory Body
- iii. A pass in SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government OR Successful completion of training in the 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 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. 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. 2000/- 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. 4000/- p.m. in other cases.
5. Application in duplicate in the given proforma along with the complete and attested copies of APAR for the years 2012-13,2013-14 & 2014-15 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 by 26/11/2015. While sending the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary cases is pending or contemplated against the officer.



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**II. Terms and 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 Government
  - a) Holding analogous posts on regular basis or 6 years regular service in PB-I Grade Pay Rs. 2800/- or 8 years regular service in PB-I Grade Pay Rs.2400/-
  - b) Possessing the following educational qualification:
    - i. Graduation Degree of a recognized University/institute with two years, experience in cash, Accounts & budget work in Govt./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 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. 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. 2000/- 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. 4000/- p.m. in other cases.
5. Application in duplicate in the given proforma along with the complete and attested copies of APAR for last three years i.e 2012-13,2013-14 & 2014-15 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 by 26.11.2015. While sending the application, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary cases is pending or contemplated against the officer.

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

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

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. 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
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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 :  
(Delhi/ Pune/ Kolkata)/

Bangalore/

Guwahati/Bhopal)

15. Remarks:

**Date** \_\_\_\_\_

**Signature of Candidate**

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

\_\_\_\_\_

\_\_\_\_\_

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