



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

F.No. 5-2/2012 (Admn.I/A&B)

2nd December, 2015

University Grants Commission, invites applications for the post of Financial Advisor on deputation in PB-4, Rs. 37,400/- - 67,000/- + Rs. 10,000 (GP).

Eligibility criteria, qualifications, experience and other details can be accessed by prospective candidate from www.ugc.ac.in. Last date for receipt of applications in prescribed format shall be 4 weeks from the date of publication.

(Vandana Sethi)
Director (Admin)

**ADVERTISEMENT FOR THE POST OF FINANCIAL ADVISOR AT
UNIVERSITY GRANTS COMMISSION, NEW DELHI ON
DEPUTATION/CONTRACT BASIS**

Application are invited for the post of Financial Advisor, University Grants Commission, New Delhi in the scale of pay of Rs. 37,400-67,000 with GP Rs. 10,000/- plus usual allowance, as admissible to University Grants Commission employees on deputation/contract basis.

2. The appointment on deputation basis will also be subject to the condition laid down by the Govt. of India DOPT OM No. 6/8/2009 – Estt. (Pay-II) dated 17.06.2010 as amended from time to time. The qualification, experience and other details required for the post are as under:-

i.	Method of selection and tenure	By transfer on deputation or on contract. Deputation/contract period shall normally be 5 years (extendable on year to year basis).
ii.	Eligibility	Officers belonging to All India Services/Central Civil Services with 17 years service in Group 'A' and holding analogous posts are eligible for this post. Other things being equal, preference shall be given to the officers belonging to Audit and Accounts Services.

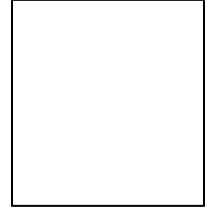
3. The person so appointed will be eligible to CGHS facility and residential accommodation under the General Pool of the Directorate of Estates, New Delhi.

4. The Application form is to be filled online at <http://www.ugc.ac.in/jobs>. The candidates are requested to go through the application process available on the above website. Merely filling up online form does not mean that the application has been submitted. The applicants are requested to fill up the online form, take a print of the PDF file generated by the online software and get the printed copy duly forwarded through proper channel along with the necessary documents, so as to reach UGC Office by the stipulated last date.

5. The printout of system generated PDF file complete in all respects along with attested copies of ACR/APAR for last five years be also sent. A certificate to the effect that neither any vigilance/disciplinary enquiry/proceedings held, pending, contemplated against him/her in the parent office, duly certified by CVO, may be enclosed by the cadre controlling authority while forwarding the application. Details of penalty imposed, if any, during last ten years may also be indicated by the cadre controlling authority. No objection certificate/cadre clearance certificate from the present/parent employer must be submitted.

6. The application complete in all respect should be sent by post to the Director, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002. Incomplete application and/or application not in the prescribed proforma shall not be entertained. The Application received after due date will not be considered. UGC will not be responsible for any postal delay.
7. Last date for filling up the online form & receipt of hard copies of applications through proper channel is 4 weeks from the date of publication.
8. The University Grants Commission reserves its right to make the appointment or not to fill up the post and the decision of the Commission in this regard shall be final.

**PROFORMA FOR APPLICATION FOR THE POST OF FINANCIAL ADVISOR
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2. (a)	Present position							
2. (b)	Official address							
2. (c)	Telephone No.							
2.(d)	Email id:							
3.	Date of Birth							
4.	Category (SC/ST/OBC/PH/General)							
5.(a)	Name of All India Service/Central Civil Service							
5.(b)	Date of entry in Group 'A' service							
6.	Title of the substantive post in the parent organization alongwith scale of pay and grade pay							
7.	Age of superannuation in the substantive post held in parent organization							
8.(a)	Current Post held alongwith Scale of Pay and Grade Pay drawn since when (please indicate)							
8.(b)	No. of years for which current scale of pay and Grade pay is drawn							
8.(c)	Is any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.							
9.	Details of employment in descending order (At least for the last 17 years starting from the present post)							
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work				
				Finance	Administration	Other		
10.	Educational Qualifications:							
	S. No.	Degree/ Diploma	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
	1.	Graduation						

2.	Post Graduation							
3.	Ph.D.							
4.	Any Other (Pl. indicate)							
* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.								
13.	Any other relevant information							

Declaration

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

Applicant's Signature with Name

Forwarding by Head of the Institution

I hereby forward the aforesaid application of Mr./Mrs. _____ working as _____ for the post of _____. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Place:
Office Seal
Date:

Name in Block letters: _____