

No.A-35018/10/circular/2016/MF.CGA(A)/Gr.B/428
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Dated, the 26th April, 2016

CIRCULAR

The Applications are invited for filling up the **Six** posts of Accounts Officer in PB-2 with Grade Pay Rs. 4600 in University Grants Commission (UGC), New Delhi and its Regional Offices (one each at WRO-Pune, ERO-Kolkata, SWRO-Bangalore, NERO-Guwahati, CRO-Bhopal) on deputation basis as per UGC letter dated 13.04.2016 (copy enclosed).


The Pay Band and Grade Pay of Accounts Officer/Sr. Accounts Officer of organized accounts cadre are higher than the sanctioned grade pay of the UGC, their pay will be protected as per the decision of the Commission as personal to them.

The applications of willing and eligible Sr. Accounts Officer/Accounts Officer may please be forwarded to this office in prescribed proforma along with Vigilance Clearance Certificate/Integrity Certificate/Statement of Major /Minor Penalty imposed, if any.

While forwarding applications for deputation, this office instruction contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 may be kept in view.

Encl: As above

To,
Sr.AO (ITD)-For website.


(Chander Prakash)
Account Officer (Gr 'B')



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)

April, 2016

The Joint Controller General of Accounts
Office of the Controller General of Accounts
Lok Nayak Bhawan, Khan Market,
New Delhi

Admn I
2/1/16

13 APR 2016

Subject: Request for sponsoring candidate for the posts of Accounts 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 the regional offices and 2 posts of Accounts Officer in Delhi under PB-2 in the scale of pay of Ra. 9300-34800 + 4600 (GP) and 4 posts of Junior Accounts Officer in Delhi under the PB-2 in the scale pay of Ra. 9300-34800 + 4200 (GP) sanctioned by the M/HRD for Internal Audit.

Out the above posts five posts of Accounts Officer in UGC, regional offices located at Pune, Kolkata, Bangalore, Guwahati and Bhopal, four posts of Junior Accounts Officer & one post of Accounts Officer in Delhi Office are vacant for the last few years in addition of the above.

Despite repeated advertisement 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 post 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 five posts of Account Officers in Regional Offices of UGC and one post of Accounts Officer and four posts of Junior Accounts Officer 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 of 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. The advertisement has also been uploaded in UGC website www.ugc.ac.in/jobs and sent for publication in the leading news papers like Hindu, Hindustan Times & नवभारत and the application should reach to the Deputy Secretary (Admin), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi within 4 (four) weeks from the date of publication of the advertisement.

7368
2/4/16

19 APR 2016
2016S

Yours faithfully,

(Vandana Sethi)
Director (Admn.)

Encl: As above

Sh. Anoop



उच्चशिक्षण आयोग

बाहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

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

April, 2016

Application are invited for **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) and **four posts** of Junior Accounts Officer at University Grants commission, New Delhi in the pay scale of Rs. 9300-34800+Rs. 4200 (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 **"(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 duly forwarded by his/her employer along with attested copies of the last three APARs/ACRs should reach to **the Deputy Secretary (Admn. 1/A&B), University Grants Commission, Bahadur Shab Zafar Marg, New Delhi-110002 within 4 (four) weeks from the date of publication of the advertisement.** The candidates who have already applied earlier need not apply again. Incomplete application will not be entertained.



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

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 2013-14, 2014-15 & 2015-16** 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.**



ज्ञान-विज्ञान विभूतये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

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 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 2013-14,2014-15 & 2015-16** 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/
JUNIOR ACCOUNTS OFFICER**

1. Name & Address (in block letter) :
2. Date of Birth (in Christian Era) :
3. Data 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 Chronologica^l 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 reviser:

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: _____

Countersigned _____
(Employer)