



No. A. 35020/04/2022-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Date: 22.10.2024

VACANCY CIRCULAR

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Subject: Filling up of 01 post in the grade of Technical Assistant (Accounts) (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 (Rs.35400-112400) of the Pay Matrix in the Office of UPSC on Deputation (Including short term contract)/Absorption basis.

This is regarding filling up of 01 (one) vacancy in the grade of Technical Assistant (Accounts) (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 (Rs.35400-112400) of the Pay Matrix in the Office of UPSC on Deputation (Including short term contract)/Absorption basis.

2. Eligibility Conditions: Deputation (Including short-term contract)/Absorption

Officers of Central Government or State Governments or Union territories or Universities or recognised research institute or public Sector Undertakings or statutory or autonomous organisation,-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level -5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualification and experience:
 - (i) successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent course; and
 - (ii) possessing two years' experience in cash, accounts and budget work.

Note 1: The period of deputation(including short - term Contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age - limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

Absorption:

Note: The officers of Central Government or State Governments or Union territories shall be eligible to be considered for appointment on absorption basis.

3. Age limit: The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of applications.

4. List of duties & responsibilities attached to the post of Technical Assistant (Accounts):-

- (i) Preparation of regular Salary Bills/Arrear Bills, OTA Bills, Honorarium Bills of Staff/Officers of UPSC and making various entries in Pay Bill Registers.
- (ii) Dealing with sanction of various advances to Govt. servants.
- (iii) Calculation of Income Tax and other deductions due from salary of Staff/Officers & Preparation of Form-16(TDS Certificates) and Form-24 (Income Tax Return).
- (iv) Preparation of Bills of Ad-hoc Bonus with reference to admissibility and bills for payment of DA arrears and tuition fee etc.
- (v) Preparation of bills relating to payment of TA/Honorarium to Advisors of the Commission and bills related to TA payments to Candidates called for interview/Personal Talk.
- (vi) Preparation of Contingent Bills.
- (vii) Preparation of Revised Estimates/Budget Estimates (RE/BE) for Head of Account-2051-UPSC, Supplementary Grant, Re-appropriation and Surrender of funds etc.

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- (viii) Preparation of Appropriation of Accounts for the Major Head-2051-UPSC.
- (ix) Preparation of replies to Questionnaires from Department related Parliamentary Standing Committee in respect of Demand for Grants.
- (x) Preparation of Monthly Expenditure Statements in respect of different Sub-Heads.
- (xi) Implementation of all other works assigned by F&BO and AS (FA) and other officers through F&BO.

5. Regulation of pay and other terms of deputation: The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

6. Period of deputation Period of deputation (ISTC) shall be initially three year to be extendable as per DoP&T guidelines.

7. Application along with Bio-data (in duplicate) is to be submitted in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-II) along with the following documents:

- (i) Integrity certificate
- (ii) Statement of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years i.e. 2019-20 to 2023-24 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Shri K. N. Bhutia, Under Secretary (Admn.II), Room No. 11, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the Vacancy Circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

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23/10/2024
(K.N. Bhutia)
Under Secretary (Admn.II)

Copy to:-

1. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
2. Principal Secretaries of State Governments/Union Territories, Recognized Research Institutions/Cadre Controlling Authorities of Universities/Public Sector Undertakings/Autonomous/ Statutory Organizations, with a request to give wide publicity to this Vacancy Circular;
3. All Notice Boards of UPSC - eligible and interested officers may forward their application through their concerned Admn. Section within the stipulated date;
4. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sochna Bhavan, C.G.O. Complex, New Delhi - with a request to publish this Circular (indicative) in the ensuing issue of Employment News/ रोज़गार समाचार.
5. Web Cell, UPSC - with a request to upload the Vacancy Circular on the official website of the Commission. It is, further, requested to upload the data on the software to invite applications through online portal for Deputation.

Proforma for application for the post of Technical Assistant (Accounts) on Deputation (ISTC) basis/absorption in the Office of UPSC

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. (i) Date of entry in service
(ii) Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
- 5 (a) (i) Whether holding analogous posts on regular basis in the parent cadre or department; or
(ii) Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the level -5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or Department; and
(b) Do you possess the following educational qualification and experience:
(i) successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent course; and
(ii) two years' experience in cash, accounts and budget work.

[Please enclose supporting documents for point number 5(a) & 5(b)]

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
- 6.1 **Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.**
7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Whether Central Govt./State Govt. /UTs/ Universities/ recognised research Institute/PSUs/ statutory/autonomous organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

***Important: Pay band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.**

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Details of ACP/MACP with present Pay Band & Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band & Grade Pay drawn under ACP/MACP scheme	From	To

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 the applicant belongs
 - (d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
- 9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.
- 9.2 Note: Information under Column 9(c) to (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.
11. Additional details about present employment:
Please state whether working under-
 - (a) Central Government
 - (b) State Government
 - (c) UT
 - (d) Universities
 - (e) recognized research institute
 - (f) public sector undertakings
 - (g) statutory organization
 - (h) autonomous organization
12. Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade.
13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7 th CPC	Level of pay in 7 th CPC Matrix

14.	Total emoluments per month now drawn		
	Basic pay in the PB	Grade Pay	Total Emoluments

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- 15.** In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:

Basic Pay with Scale of Pay & rate of increment	Dearness pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments

- 16.A Additional information**, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i)additional academic qualifications (ii)professional training and (iii)work experience over and above prescribed in the vacancy circular/advertisement)

(Enclose a separate sheet if the space is insufficient)

16.B Achievements

The candidates are requested to indicate information with regard to:-

- (i) Research publications & reports and special projects
- (ii) Awards/scholarships/official appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information

- 17.** Full postal address of forwarding authority with name & telephone number

- 18.** Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

Signature of the candidate

Full office address

Tel. No.

Email ID

Signature of the forwarding authority

Name

Designation

Full office address

Tel No.

Officer's seal

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(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant namely _____ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt _____.
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2019-20 to 2023-24) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. *No major/minor penalty has been imposed on him/her during the last 10 years.
- v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature :

Name & Designation :

Telephone No. :

Place:

Fax No. :

Dated:

Office Seal :

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List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)