



**No.A-35021/01/2018-Admn.II**  
**Union Public Service Commission**

**Dholpur House, Shahjahan Road**  
**New Delhi-110069**  
**Dated: 20/02/2018**

**VACANCY CIRCULAR**

**Subject : Filling up the post of Technical Assistant (Accounts) (General Central Service, Group-‘B’ Non-Gazetted, Non-Ministerial) in the office of UPSC in the scale of pay PB-2(Rs.9300-34800/-) with Grade Pay of Rs. 4200/- (Level-6 of the Pay Matrix) on deputation/absorption basis-reg.**

It is proposed to fill up four (04) vacancies (which may be increased as per requirement) of Technical Assistant (Accounts) (General Central Service, Group-‘B’ Non-Gazetted, Non-Ministerial) in the office of UPSC in the scale of PB-2(Rs.9300-34800/-) with Grade Pay of Rs. 4200/- (Level-6 of the Pay Matrix) on Deputation/Absorption basis.

**2. Eligibility Conditions : Deputation/Absorption:**

**“Officers under Central Government”-**

- (A) (i) Holding analogous posts on regular basis or equivalent 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 Pay Band-1 of Rs.5200-20200/- with Grade Pay of Rs.2800/- (Level-5 in revised Pay Matrix) or equivalent in the parent cadre or department; **or**  
(iii) With ten years’ service in the grade rendered after appointment thereto on a regular basis in the PB-1 of Rs.5200-20200/- with Grade Pay of Rs.2400/- (Level-4 in revised Pay Matrix) or equivalent in the parent cadre or department; **and**  
(B)(i) Possessing three years’ experience in cash, accounts and budget works; **or**  
(ii) Having completed training in cash and accounts work conducted by the Institute of Secretariat Training and Management or equivalent training.

**3. List of duties/responsibilities attached to the post of Technical Assistant (Accounts) Officer:**

The post of Technical Assistant (Accounts) carries all responsibilities in regard to Accounts subject as under:-

- 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.
- 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. Reconciliation of Monthly Expenditure/Debit claims with P&AO. Preparation of Annual-Quarterly and Monthly Reports and Returns.
- XII. Audit work related to Internal Audit and Statutory Audit by Director General Audit, Central Revenues for settlement of Audit Objections in respect of Accounts of UPSC.
- XIII. Any other task, as assigned by senior Officers.

4. **Regulation of pay and other terms of deputation** : -

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. **Age-limit** :-

The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation**: -

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Govt. shall ordinarily not exceed three years.

7. Application (in duplicate) only 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 Annexure-II) along with the following documents:

(i) Integrity certificate

(ii) List 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 APARs for the last five years (2012-13 to 2016-17) (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 **Sh. S. Padmanabha, Under Secretary (Estt.), Room No. 218/AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the 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 who reflects gender balance and women candidates are encouraged to apply”.***

(S. Padmanabha)  
Under Secretary (Estt.)  
Union Public Service Commission  
Tel. No. 011-23388476

**Copy forwarded to :-**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
4. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
5. The Director (CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

(S. Padmanabha)  
Under Secretary (Estt.)  
Union Public Service Commission

**Proforma for application for the post of Technical Assistant (Accounts) on Deputation/ Absorption basis in the Office of UPSC.****BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications  
*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*
- 5(a). Do you hold analogous post on regular basis or equivalent in the parent cadre or department; or
- (b). Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (Level-5 in revised Pay Matrix) or equivalent in the parent cadre or department; or
- (c). Do you possess ten years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (Level-4 in revised Pay Matrix) or equivalent in the parent cadre or department; and
- 6(a). Do you possess three years' experience in cash, accounts and budget work; or
- (b). Have you completed training in Cash and Accounts work conducted by the Institute of Secretariat Training and Management or equivalent training
7. Details of employment with brief description of duties performed, in chronological order (Starting from entry in Central Government service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*

Office/ Organization	Post held with scale of pay / Level of pay in pay matrix	Period of service		Basic pay	Nature of appointment whether regular/ad- hoc/deputation	Post wise brief details of duties performed
		from	to			
1	2	3	4	5	9	10

8. Nature of present employment, i.e ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of parent office/Organization to which you belong
10. 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 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

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. Full postal address of forwarding authority with name & telephone number
14. Whether belongs to SC/ST
15. Remarks

**Signature of the candidate**  
**Full office address**

**Tel. No.**  
**Email ID**

**Date :**

**(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

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 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.** :

**Office Seal** :

**Fax No.** :

**Place:**

**Dated:**

**List of enclosure:**

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

(\*Strike out which is not applicable.)