



No.A-35021/03/2017-Admn.II
Union Public Service Commission

Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 07/03/2017

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 in the revised Pay Matrix) on deputation/absorption basis-reg.

It is proposed to prepare a panel to fill 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 PB-2(Rs.9300-34800/-) with Grade Pay of Rs. 4200/- (Level-6 in the revised 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.

Note 1:- For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an Officer prior to 1st January 2006 or the date from which the revised pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay/pay scale is the normal replacement grade without any up gradation.

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 ACRs/APARs for the last five years (2011-12 to 2015-16) (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. 08/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. 011-23389078

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. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Soochana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
5. Smt. Shruti patil, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.

(S. Padmanabha)
Under Secretary (Estt.)
Union Public Service Commission
Tel. No. 011-23389078

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)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, PB & G.P.	Revised basic pay

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 ACRs/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.)