



F.No.A-35021/02/2020-Admn.II  
Union Public Service Commission

*Dholpur House, Shahjahan Road,  
New Delhi-110069*

*Dated: 16th October 2020*

**VACANCY CIRCULAR**

**Subject: Filling up the 06 posts of Junior Accounts Officer, Group 'B', Gazetted, Non-Ministerial) in Level-8 of Pay Matrix in the Office of UPSC on Deputation (ISTC) basis. -reg.**

It is proposed to fill up 06 posts of Junior Accounts Officer (General Central Service, Group-B, Gazetted, Non-Ministerial) in the Level-8 (Rs.47600-151100) of Pay Matrix in the Office of UPSC on deputation (including short-term contract) basis.

**2. Eligibility Conditions:Deputation (including short-term contract)**

Officers of Central Government or State Governments or Union territories or Universities or recognized research institute or public sector undertakings or statutory or autonomous organisation,;-

- (a)(i) holding analogous posts on regular basis or equivalent in the parent cadre or Department; or  
(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in Level-7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience:-  
(i) pass in the Subordinate Accounts Service or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government;  
**or**  
(ii) having successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent training with four years' experience in cash, accounts and budget work.

**Note 1:** The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** 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 organization or department of the Central Government shall ordinarily not to exceed three years.

**3. Age limit:**

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.

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**4. List of duties & responsibilities attached to the post of Junior Accounts Officer: -**

**A. Checking of all types of Bills/Supplementary Bills/Contingent bills on account of:-**

- a) TA/DA and Honorarium to Advisors, Experts, Interpreters, Hon'ble Ex-Members etc.
- b) TA/DA to the candidates attending the Personality test/Interview Boards.
- c) Secretary's Account.
- d) Grant-in-aid.
- e) Wages to contractual labourers from Advisor suites.
- f) Professional services.
- g) Wages to casual labourers.
- h) Books and publications.
- i) Other Administrative Expenses.
- j) Office Expenses.
- k) Post retiral Benefits to Hon'ble Chairman/Members who demitted the office
- l) Domestic help to Hon'ble Chairman/Members who retired from UPSC.
- m) Information Technology-Computer Hardware & Software, Printers etc.
- n) Printing Charges.
- o) Postage charges.
- p) Confidential Expenditure.
- q) Other Exam Charges.
- r) Minor works.
- s) (Contingent Bills) received through Gem in PFMS
- t) (Monthly salary /pay & allowances in respect of all employees (Hon'ble Chairman/Members, All Group- `A', 'C' and Ex-Cadre Officials.
- u) (Supplementary Bills) for pay & allowances. (Salary, Overtime and Night Duty, Tuition Fees Re-imbursment)
- v) Ad-hoc Bonus.
- w) Leave Encashment while availing LTC
- x) (Advance/Withdrawal Bills) of GP Fund.
- (aa) (Advance Bills) for House Building, Motor Car and Computer.
- (bb) Leave salary and Pay Advance.
- (cc) (Claims in respect of officials who retired from Govt. Service or died while in service) account of: -
  - (i) Encashment of unavailed portion of EL/HPL
  - (ii) Savings Fund & Insurance Fund under CGEGIS
  - (iii) Immediate relief to the family of deceased officials
  - (iv) Final payment of GPF accumulation
  - (v) Deposit Linked Insurance Scheme
  - (vi) Commuted Value of Pension
  - (vii) Gratuity/DCRG.
- (dd) Travelling Allowance.
- (ee) Leave Travel Concession advance
- (ff) Leave travel Concession final
- (gg) Medical expenses advance
- (hh) Medical expenses final

*Contd...*

**B. Checking of all works done by Technical Assistants on account of:-**

- a) Replies sent to individuals under RTI Act.
- b) Weekly, Bi-weekly, monthly, Bi-monthly, Quarterly, Half yearly and Yearly Reports and Returns.
- c) Pay Bill Register and attestation of entries in Ledger pages and in Abstract
- d) Assessment of Income and calculation of Income Tax Liability.
- e) Form-16 Part- 'A' and Part-B'.
- f) Form-16A (for professional & Contractors)
- g) Data for preparation of Budget Estimates and Revised Estimates (BE/RE) of Expenditure.
- h) Budget Estimates/Revised Estimates (BE/RE) of Expenditure
- i) Appropriation Accounts of UPSC
- j) Monthly Expenditure Statement under Major Head 2051.
- k) Quarterly Expenditure Statement
- l) Quarterly Income Tax Return (24Q and 26Q)
- m) Replies to the Audit Objections
- n) Reconciliation of Expenditure
- o) Replies to Parliament Questions and Parliamentary standing Committees.
- p) Annual Inspection Report
- q) Bill Control Registers
- r) GPF Advance/withdrawal/final withdrawal Register.
- s) Register pertaining to HBA, Motor Car and PC Advance
- t) Overtime details Register
- u) Night Duty Allowance Register
- v) Register pertaining Tuition Fees Re-imburement Register
- w) Register Pertaining to Post Retiral Benefits to Hon'ble Chairman/Members who Demitted office.
- x) Appropriation Register of Other Charges Head, Information Technology Head and Minor Works Head.

**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:**

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 organization or department of the Central Government shall ordinarily not to exceed **three years**.

**7.** Application along with Bio-data (in duplicate) 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).*

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- (iii) Vigilance clearance certificate.  
(iv) Attested photocopies of the ACRs for the last five years i.e. 2014-15 to 2018-19 (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 the Annexure, may be forwarded to Shri Alok Kumar Dixit, US(Admn.II), Room No. 424-B, Ayog Sachivalaya Building, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/रोज़गारसमाचार. **The candidates must also apply online on the website of UPSC i.e. <https://www.upsc.gov.in/vacancy-circulars>.** Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to 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 reflect gender balance and women candidates are encouraged to apply.**

(Alok Kumar Dixit)  
Under Secretary(Admn.II)

Copy to:-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Govt./Union Territories, Recognized Research Institutions/Cadre Controlling Authorities of Universities/Public Sector Undertakings/Autonomous Organizations, with 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, Soochna 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. The Director (CS-I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. All Cadre Controlling Officers of Secretariat Training & Management Institute/Various organised Accounts Services (as per the list attached) with the request to give wide publicity to this vacancy circular
7. 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.
8. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission. They may upload data on the software to invite applications through online method.

**Proforma for application for the post of Junior Accounts Officer on Deputation (ISTC) basis in the Office of UPSC**

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 posts on regular basis or equivalent in the parent cadre or Department; or

(ii) do you possess two years' service in the grade rendered after appointment thereto on a regular basis in Level-7(Rs.44900-142400) in the pay matrix or equivalent in the parent cadre or Department;

**and**

- (b) Do you possess the following qualifications and experience namely:-

(i) passed the Subordinate Accounts Service or equivalent examination conducted by any one of the organised Accounts Departments of the Central Government; **or**

(ii) have successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent training with four 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 Government/State Governments /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

8. a) Name of parent office/Organization to which you belong  
(b) Category of parent Office (whether Central Govt./ State Govt. / Others)  
(c) Nature of present employment (whether ad-hoc / temporary / 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

10. Additional details about present employment:

Please state whether working under-

- (a) Central Government  
(b) State Government  
(c) UT  
(d) Universities

Contd...

- (e) recognized research institute
- (f) public sector undertakings
- (g) statutory organization
- (h) autonomous organization

11. Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade.
12. 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

13. Total emoluments per month now drawn
14. 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)*
15. Full postal address of forwarding authority with name & telephone number
16. Whether belongs to SC/ST
17. 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 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. Photocopies of the ACRs for the last 5 years (for the year 2014-15 to 2018-19) 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.\*  
*(\*Strike out which is not applicable.)*

Signature :  
Name & Designation :  
Telephone No. :  
Fax No. :  
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
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