Subject: Filling up the post of Finance & Budget Officer (General Central Service, Group-'A' Gazetted, Non-Ministerial) in Level-11 of the pay matrix [Rs.67700-208700] on Deputation/absorption basis in the office of UPSC - reg.

It is proposed to prepare a panel to fill up one (01) post of Finance & Budget Officer (General Central Service, Group-'A' Gazetted, Non-Ministerial) in Level-11 of the pay matrix [Rs.67700-208700] on Deputation/Absorption basis in the office of UPSC.

2. Eligibility Conditions:

Deputation/ Absorption:-

Officers from any of the following Organized Accounts Services or Departments, namely:-

(i) Indian Audit and Accounts Service;
(ii) Indian Civil Accounts Service;
(iii) Indian Cost Accounts Service;
(iv) Indian Defence Accounts Service;
(v) Post and Telegraph Accounts and Finance Service;
(vi) Indian Railway Accounts Service;
(vii) Controller General of Defence Accounts under Ministry of Defence;
(viii) Controller General of Accounts under Ministry of Finance;
(ix) Officers under Accounts and Finance Wings of Department of Posts and Telecommunications;
(x) the Indian Audit and Accounts Department under the Comptroller and Auditor General, or
(xi) any other equivalent Accounts Service of the Central Government,

(a) holding analogous posts on regular basis in the parent cadre or department; or

(b) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level 10 or Level 9 of pay matrix or equivalent in the parent cadre or department; or

(c) with six years' service in the grade rendered after appointment thereto on regular basis in the Level 8 of pay matrix or equivalent in the parent cadre or department.

Note 1: The period of deputation including period of deputation to 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 exceed four years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
Note: Officers of Central Government or State Governments or Union territory Administrations shall only be eligible to be considered for appointment on absorption basis.

3. **List of duties/responsibilities attached to the post of Finance & Budget Officer:**

The List of duties/responsibilities attached to the post of Finance & Budget Officer is as under:

i. Examination of proposals received from various branches of the Commission and to advise further course of action.

ii. To present bills to the Pay and Accounts Officer in respect of payments made in Commission's office and act as Drawing and Disbursing officer.

iii. To arrange audit in respect of receipts and expenditure in Commission's office.

iv. To arrange for the preparation of Budget and all expenditure statements connected with Budget work.

v. To arrange for submission of monthly statements of expenditure and liability to the Department of Personnel and training and submission of quarterly statement of pay and allowances.

vi. To arrange for the final payment in respect of persons retired/deceased/resigned after obtaining no demand certificates from all concerned.

vii. To arrange for payment by cheque of TA and honorarium bills to advisors. Recouping the permanent advance by arranging for deposit of cheque in the Bank of Maharashtra.

viii. To arrange for the receipt of cash receipts for adviser's suites, Reception and Earnest money from contracts.

ix. To arrange spot payments in cash to the candidates summoned by the Commission to appear before the personality test Boards.

x. To arrange payments to the retired Chairman/Members of the Public Service Commission who are appointed to preside over the ad-hoc boards.

xi. To arrange payments to the supervisors appointed to conduct the various examinations held by the Commission.

xii. To arrange account of the examination fees realized from the candidates appearing in the various examinations held by the commission.

xiii. To arrange refund of fees realized from candidates where Commission sanction refunds.

xiv. Any other work as assigned by Head of Office/Jt. Secretary (Admn.)/Addl. Secretary (FA) from time to time.

xv. To attend meetings of technical and financial evaluation pertaining to procurement of the Commission.

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 organizations or departments 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 for the last five years (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 Annexure, may be forwarded to Sh. Sanjay Kumar Gupta Under Secretary (Admn.), Room No. 218, Annex Building, 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.K. Mann)
Under Secretary (Admn.)
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 cadre controlling authorities of the Organised Accounts Services (as per the list enclosed) with the request that the vacancy may please be given wide circulation.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. The Assistant Director, Advertisement Section, Employment News, Ministry of Information and Broadcasting, Room NO. 764, 7th Floor, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003
Annexure-I

Proforma for application for the post of Finance & Budget Officer on Deputation 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. Do you hold analogous post on regular basis in the parent cadre or department; or
6. five years' service in the grade rendered after appointment thereto on regular basis in posts in level 10 or level 9 of pay matrix or equivalent in the parent cadre or department; or
7. six years' service in the grade rendered after appointment thereto on regular basis in the level 8 of pay matrix or equivalent in the parent cadre or department
8. Please state whether working under Organized Accounts Services or Departments. If yes, mentioned the name of Organized Accounts Services/Departments.
9. Details of employment, 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

<table>
<thead>
<tr>
<th>Office/Organization</th>
<th>Post held with scale of pay</th>
<th>Period of Service</th>
<th>Nature of appointment (regular/Ad-hoc/deputation)</th>
<th>Basic pay (Revised)</th>
<th>Nature of duties with brief details of works performed during the appointment</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

10. Nature of present employment, i.e. ad-hoc or temporary or permanent

11. 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
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay scale (pre-revised) with Grade Pay</th>
<th>Basic pay (pre-revised)</th>
<th>Date of revision of pay</th>
<th>Revised Basic Pay as per 7th CPC</th>
<th>Level of pay in 7th CPC Matrix</th>
</tr>
</thead>
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</table>

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

Dated:
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 for the last 5 years (for the year from 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.*

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

Place: 
Dated: 

List of enclosure:
1. 
2. 
3. 
4. 
5. 
6. 

(*Strike out which is not applicable.)