



F.No. A. 35021/01/2020-Admn.II  
Union Public Service Commission  
Dholpur House, Shahjahan Road,  
New Delhi-110069

Date: 14/11/2023

**VACANCY CIRCULAR**

**Subject: - Filling up the posts of Accounts Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Office of UPSC in level 9 of pay matrix (Rs.53100-167800) on deputation (including Short-Term contract) basis.**

It is proposed to prepare a panel to fill up the 02 (two) posts of Accounts Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Office of UPSC in level 9 of pay matrix (Rs.53100-167800) 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 organization :-

- (a)(i) Holding analogous posts on regular basis 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-8 (Rs.47600- 151100) in the pay matrix or equivalent in the parent cadre or Department ; and  
**(b) possessing the following educational qualifications and experience:-**  
(i) pass in Subordinate Accounts Services or equivalent examination conducted by any of the Organized Accounts Department of the Central Government and two years' experience in cash, accounts and budget work;  
or  
(ii) having successfully completed training in cash and accounts course conducted by the Institute of Secretariat Training and Management or equivalent training with five 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.

**Note-3:** 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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**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 Accounts Officer:-**

The post of Accounts Officer carries all responsibilities with regard to Accounts matter and supervision of all functions in the Section as under:-

- a) Pre-auditing and signing of all types of Bills.
- b) Monitoring of Budget and all Reports and Returns
- c) Signing of all weekly, Bi-weekly, Monthly, Bi-monthly, Quarterly, Half Yearly and Yearly Reports & Returns.
- d) Signing of Last Pay Certificates issued to the officials who are posted out from UPSC
- e) Liaison with Pay & Accounts Office.
- f) Liaison with Principal Accounts Office of Min of PPG &P
- g) Liaison with Bank of Maharashtra
- h) Liaison with Other Sections in UPSC
- i) Liaison with PFMS team of CGA.
- j) Liaison with Vendor who is filing the Income Tax return on behalf of UPSC for timely and correct submission of Quarterly and Annual Return.
- k) Liaison with Vendor who° is filing the Income Tax return for updating and uploading of all income & Income Tax details for timely issue of Form-16 and Form 16A.
- l) Liaison and coordination with Ministry of Finance, Deptt. of Expenditure, Deptt. of Economic Affairs and D/O PPG&P with regard to allocation of Fund, Supplementary Grant Re-Appropriation of Funds and preparation of Demands for Grants of UPSC.
- m) Liaison with visiting Audit Wing/parties of Ministry of PPG&P and Director General Audit , Central Revenues for settlement of Audit observations in respect of Accounts of UPSC
- n) Making spot payments of TA to candidates called for interview/PT Boards.
- o) Making spot payment of TA Honorarium to various Advisors.
- p) Drawing & sending examination advances to various Supervisors all over the Country for conduct of various Examinations.
- q) Monitoring the adjustment bills of all advances given to Supervisors under proper Procedure of manual of Accounts.
- (r) 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.

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- (iv) Attested photocopies of the ACRs for the last five years i.e. 2017-18 to 2021-2022 (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. K.N. Bhutia, Under Secretary (Admn.II), Room No. 216, Annexe 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. **The candidates must also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>.** 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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(K.N. Bhutia)

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/ Statutory 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 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. (i)Date of entry in service  
(ii.)Date of retirement under Central/State Govt. Rules
4. Educational Qualifications

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-8 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 and two years' experience in cash, accounts and budget; or

(ii) have successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent training with five 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.**

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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 appointm- ent
				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.

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

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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 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> 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

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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.

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**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**

**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. The photocopies of the APARs for the last 5 years (for the year from 2017-18 to 2021-2022) 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.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature : \_\_\_\_\_

Name & Designation : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Office Seal : \_\_\_\_\_

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List of enclosure:

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

(\*Strike out which is not applicable.)