



F.No.A. 35020/04/2022-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Fax: 011-23098552

Date: 12/12/2022

VACANCY CIRCULAR

Subject: Filling up of 02 vacancies in the grade of Technical Assistant (Accounts) (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in level-6 (Rs.35400-112400) of the Pay Matrix in the Office of UPSC on Deputation basis (Including short term contract)/Absorption basis-reg.

This is regarding filling up of 02 vacancies in the grade of Technical Assistant (Accounts) (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in level-6 (Rs.35400-112400) of the Pay Matrix in the Office of UPSC on Deputation basis (Including short term contract)/Absorption basis.

2. Eligibility Conditions: Deputation (Including short-term contract)/Absorption

Officers of Central Government or State Governments or Union territories or Universities or recognised research institute or public Sector Undertakings or statutory or autonomous organisation,-

- (a) (i) holding analogous posts on regular basis 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 level -5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualification and experience:

- (i) successfully completed training in cash and accounts course conducted by the Institute of Secretariat and Management or equivalent course; and
(ii) possessing two years' experience in cash, accounts and budget work.

Note 1: 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 organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2: 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.

Absorption:

Note: The officers of Central Government or State Governments or Union territories shall be eligible to be considered for appointment on absorption basis.

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.

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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 | |
| 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. | | |

Date:

| | |
|---------------------------------------|--|
| 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 | |

(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 2016-17 to 2020-21) 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 :

List of enclosure:

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

(*Strike out which is not applicable.)