



विश्वविद्यालयअनुदानआयोग
University Grants Commission
मानवसंसाधनविकासमंत्रालय, भारतसरकार
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाहजफरमार्ग, नईदिल्ली002 110 -
Bahadurshah Zafar Marg, New Delhi-110002
Phone : 011-23604328, 011-23604201



By Hand

No.F. 5-1/2012 (Admn.I/A&B)

25 September, 2018

(As per list attached)

25 SEP 2018

**Sub: Nomination for the post of Deputy Director (IAC & IFD) in the level – 11,
Rs. 67,700 – 2,08,700/- on deputation on Foreign Service terms.**

Sir,

I am directed to say that one post of Deputy Director (IAC & IFD), UGC, New Delhi in the pay level – 11, Rs. 67,700 – 2,08,700/- would fall vacant w.e.f. 01.11.2018 consequent upon retirement of the present incumbent. The post is to be filled on deputation basis (Foreign Service) initially for one year further extendable as per Govt. of India rules/ orders from the SAS / JAO passed officer in organized Accounts cadre of Government of India on usual terms and conditions laid down in Government of India, Ministry of Personnel & Training O.M. No. 6-8/2009 – Estt. (Pay II) dated 17.06.2010, as amended from time to time. The eligibility of incumbents for the deputation of this post is indicated as under.

- a) Officers under the Central Government;
- I. Holding analogous posts on regular basis; in the parent cadre/ department/ or
 - II. With 5 years service on regular basis in level – 10, Rs. 56,100 – 1,77,500/- in the parent cadre/ department as Sr. Accounts officer or Sr. Audit officer.

And

- b) Possessing the following:
- I. Degree of a recognized university
 - II. 5 years experience in Cash, Account and Budget Work in a Government Office/ PSU/ Autonomous Body/ Statutory Body.
 - III. A pass in the SAS or equivalent examination conducted by the organized Accounts / Audit organization of Govt. of India.

The maximum age limit of applicant for appointment by deputation for this post shall not exceed 56 years as on the last date of receipt of applications, in terms of DOPT O.M. No. AB 14017/48/92 – Estt. (RR) dated 17.11.1992. The officer selected shall be entitled for CGHS facilities and Central Government residential Accommodation allotted by the Directorate of Estates.

Cont.

It is, therefore, requested to nominate sufficient number of eligible persons who are interested to work in UGC, New Delhi with the requisite details in the proforma enclosed herewith with the current vigilance clearance and attested copies of Annual Performance Assessment Reports for the last five years (i.e. up to year 2017 – 2018) within a period of sixty days from the date of issue of this letter to enable this office to select suitable officer for the said post. The applicant will not be allowed to withdraw his / her candidature at later stage. The applications of the officers who can be relieved in the event of their selection may alone be forwarded within the prescribed date.

Yours faithfully,



(Dr. Ajay Kumar Khanduri)
Deputy Secretary (Admn.)

1. The Controller of Defence Accounts, Ulan Batar Road, Sport View, Palam, New Delhi, Delhi 110010.
2. The Financial Commissioner, Ministry of Railways/ Railway Board, Rail Bhawan, New Delhi.
3. The Financial Adviser, Department of Posts, Dak Tar Bhawan, New Delhi – 110001
4. The Comptroller & Auditor General of India, 9' Deen Dayal Upadhyay Marg New Delhi.
5. The Assistant Controller of Accounts, office of the Controller General of Accounts (CGA) Govt. of India, Ministry of finance Department of Expenditure, GPO Complex, Mahalekha Nyantrak Bhawan, INA New Delhi.
- ✓ 6. The Publication officer, UGC (for up-loading on UGC Web-site under link "Jobs").
7. The Under Secretary (General Administration), UGC (for short advertisement in "Employment News" as per specimen enclosed herewith).

BIO-DATA / CURRICULUM VITAE PRO FORMA

1. Name and Address (in block Letters)
2. Date of Birth (in Christian era)
3. (i) Date of entry into service
- (ii) Date of retirement under Central Government Rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for the post are satisfied.

Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer
Essential (A) Qualification (B) Experience	Essential (A) Qualification (B) Experience

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
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale/Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	Office / Institution	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 organization.

- 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details
- 11. 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
- 12. Total emoluments per month

Basic Pay in the Pay Level	Dearness Pay / interim relief / other Allowances, etc. (with break-up details)	Total Emoluments
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13 Additional information, if any, relevant to the post you applied for 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)

NOTE:- Enclose a separate sheet, if the space is insufficient).

14 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.

(Signature of the candidate)

Address

.....

Date

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the Applicant 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) His /Her photocopies of the APARs for the last 5 years duly attested is enclosed.
- (iv) No major / minor penalty has been imposed on him / her during the last 10 years or A list of major / minor penalties imposed on him /her during the last 10 years is enclosed (as the case may be).

Countersigned

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(Employer / Cadre Controlling Authority with Seal)