

To

1. All the Heads of Department of IA&AD (Except MAB Offices).
2. Director (P).

Subject: Filling up the posts of Administrative Officer in Level-10 of Pay Matrix in Union Public Service Commission (UPSC), New Delhi on deputation basis -regarding.

Sir / Madam,

I am directed to intimate that the Union Public Service Commission, New Delhi has proposed to fill up the posts of Administrative Officer in Level-10 in Pay Matrix on deputation basis on "Foreign Service Terms". The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application. The eligibility criteria and qualifications as on last date of submission of application for this post are as follows:-

S. No.	Name of the post	Level in pay matrix	Eligibility/experience
1.	Administrative Officer	Level-10	a) Sr. Audit Officer/Sr. Accounts Officer; or b) Asstt. Accounts Officer/Asstt. Audit Officer with two years of regular service in Level-8 of the Pay Matrix. c) Bachelors degree in from a recognized university or equivalent; or d) Three years experience in administration, establishment and accounts work.

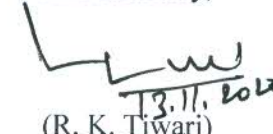
02. In this regard, it is requested to kindly recommend the names of suitable officers who are willing and can be spared immediately in the event of their selection for the post of Administration Officer in Level-10 in Pay Matrix on deputation basis. The recommendations accompanied with the following documents/ certificates may kindly be sent to the **Asstt. Comptroller and Auditor General (N) latest by 23/11/2020.**

- (i) Bio-data (2 copies) in the enclosed prescribed proforma;
- (ii) Photocopies of complete and upto date APARs for the last 5 years duly attested on each page; and
- (iii) Integrity Certificate / Vigilance Clearance Certificate and statement of major/minor penalty, imposed during the last 10 years.

03. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently

04. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,



(R. K. Tiwari)

Sr. Administrative Officer (App)-I

Encls:- As above.

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- 7. Nature of present employment, i.e ad-hoc or temporary or permanent
- 8. 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
- 9. 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
- 10. Are you in the 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 th CPC	Revised Basic Pay

- 11. Total emoluments per month now drawn
- 12. 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 below is insufficient)
- 13. Full postal address of forwarding authority with name & telephone number
- 14. Whether belongs to SC/ST
- 15. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Dated:

Certificate to Be Furnished by The Employer/Head of Office/Forwarding Authority

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 _____
 - (ii) His/her integrity is certified.
 - (iii) The photocopies of the APARs for the period **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. :
Office Seal :

Fax No. :

Place:
Date:

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

(*Strike out which is not applicable.)