## OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA NEW DELHI

No.1302 -Staff (App)-I/05-2020/Vol.II Dated:- 13 .11.2020

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	<ul> <li>a) Sr. Audit Officer/Sr. Accounts Offier; or</li> <li>b) Asstt. Accounts Officer/Asstt. Audit Officer with two years of regular service in Level-8 of the Pay Matrix.</li> <li>c) Bachelors degree in from a recognized university or equivalent; or</li> <li>d) Three years experience in administration, establishment and accounts work.</li> </ul>

- 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.

Encls:- As above.

Yours faithfully,

(R. K. Tiwari)

Sr. Administrative Officer (App)-I

ma for application for the post of Administrative Officer on promotion or atation 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. a. Do you hold analogous post on regular basis in
- (A) the parent cadre or department; or
  - b. Do you possess two years' regular service in the grade rendered after appointment thereto on a regular basis in the level 8 in the pay matrix or equivalent in the parent cadre or department; or
  - c. Do you possess three years' regular service in the grade rendered after appointment thereto on a regular basis in the level 7 in the pay matrix or equivalent in the parent cadre or department; and
- 5. Do you possess the following educational
- (B) qualifications and experience:
  - (i) Bachelor's degree in Arts or Science or Commerce from a recognised University or equivalent; or
  - (ii) three years diploma in Personnel Administration or Human Resource Development from a recognised institution; and
  - (iii) three years' experience in administration, establishment and accounts works.

## (Please enclose all supporting documents for point No. 5(A) & 5(B)

6. 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

Office/ Organization	Whether Central Government/State Governments /UTs/ Universities/ recognised research Institute/PSUs/ statutory/autonomou s organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/	Nature of duties with brief details of works
				From	То	Ad-hoc/ deputation)	performed during the appointment
1.	2	3	4	5	6	7	8
		a hear					

- 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
  - (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 <sup>th</sup> CPC	Revised Basic Pay
				Control (State Control of Control	

- 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:

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

by_	Certified	that the are	particulars furnished correct and he/she possesses
The second second	icational qualifications	and experience mentioned in	the vacancy circular.
<b>2.</b> (i)	Also certified that: - There is no vigil	ance or disciplinary case	pending/contemplated against
(ii)	His/her integrity is ce	rtified.	
(iii) offic	The photocopies of the cer of the rank of Under	e APARs for the period <b>2014-1</b> Secretary to the Govt. of India or	5 to 2018-19 duly attested by an rabove, are enclosed.
(iv)	*No major/minor pena	alty has been imposed on him/h	er during the last 10 years*
(v)	A list of major/minor	penalties imposed on him/her d	luring the last 10 years is enclosed.
	Yu.	Signature	The state of the s
		Name & Designation	
		Telephone No.	
		Office Seal	
		Fax No.	
Plac	e:		
Date			
List	of enclosure:		
1.			
2.			
3.			
4.			
5.			

(\*Strike out which is not applicable.)