

NOTICE

Direct Recruitment to the post of MTS (Multi Tasking Staff) in Pay Band-I (Rs. 5200-20200) carrying Grade pay of Rs.1800/- in the offices of the Principal Accountant General (G&SSA) U.P. Allahabad (including office of the Accountant General (E&RSA) U.P., Allahabad & Lucknow, Principal Director of Audit- Central U.P. Allahabad & Lucknow), Accountant General (Accounts & Entitlement)-I, U.P. Allahabad (including Accountant General (A&E)-II, U.P. Allahabad, Principal Director, Regional Training institute Allahabad & Director General, International Centre for Information System and Audit Noida), Principal Director of Audit, North Eastern Railway, Gorakhpur, Principal Director of Audit, North Central Railway, Allahabad, Uttar Pradesh under Indian Audit and Accounts Department.

1. VACANCIES/RESERVATION

The office wise approximate number of vacancies to be filled in is as under:

Name of the office	Vertical Reservation (Vacancies)					Horizontal Reservation	
	Gen	OBC	SC	ST	Total	Ex-S	PH
Principal Accountant General (G & SSA) U.P. Allahabad.	58	32	01	00	91	03	09
Accountant General (Accounts & Entitlement)-I U.P. Allahabad.	46	44	00	01	91	03	09
Principal Director of Audit, North Eastern Railway, Gorakhpur	06	06	00	00	12	01	01
Principal Director of Audit, North Central Railway, Allahabad	06	03	01	00	10	01	01
TOTAL	116	85	02	01	204	08	20

The numbers of vacancies given above are tentative only and may increase or decrease.

Horizontal reservation will be applicable irrespective of the categories under vertical reservation. The persons suffering from the following disabilities (40% or more) will be considered under the Physically Handicapped category –

- i. OH [One leg affected (O.L.)/One arm affected (OA)],
- ii. HH (Hearing Handicapped) and
- iii. VH (Low Vision/Blind)

Following duties have been prescribed for the Multi Tasking Staff:-

- 1) General cleanliness & upkeep of the Section/ Unit.
- 2) Sanitation work of building/ office.
- 3) Cleaning of rooms.
- 4) Cleaning of building fixtures etc.
- 5) Watch & ward duties.
- 6) Opening & closing of rooms.
- 7) Up-keeping of parks, lawns, potted plants etc.
- 8) Dusting of furniture etc.
- 9) Carrying of files & other papers within the building/ office.
- 10) Delivering of dak (outside the building).
- 11) Physical maintenance of records of Section.
- 12) Stitching and binding of records/ files/ registers of the Section/ unit.
- 13) Photocopying, sending of fax etc.
- 14) Other non-clerical work in the Section/ unit.
- 15) Assisting in routine office work like diary, dispatch etc. including on computer.
- 16) Maintenance of office equipments/ fixtures and fittings and provide necessary assistance for running of such equipments.
- 17) Driving of vehicles, if in possession of valid driving license.
- 18) House Keeping and hospitality functions.
- 19) Any other work assigned by the superior authority.

The persons recruited will be posted in the abovementioned offices of the Indian Audit and Accounts Department. Presently, all India service liability is **not** involved. However persons recruited are liable to be posted in any of the new IA&AD offices/branch-offices that may be created in the State of Uttar Pradesh.

2. NATIONALITY/CITIZENSHIP:

The applicant must be either:

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee who came over to India, before 1st January, 1962, with the

intention of permanently settling in India, or

e. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the united Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

PROVIDED THAT a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a **certificate of eligibility** has been issued by the Government of India.

3 (A) AGE LIMIT:The candidate must have attained the age of 18 years and must not have attained the age of 25 years as on the last date of submission of online application form.

3(B) The upper age limit as prescribed in Para 3(A) will be relaxable:

(i) Upto a maximum of 5 years if a candidate belongs to a Schedule Caste (SC) or a Scheduled Tribe (ST) category.

(ii) Upto a maximum of **3 years** in the case of candidates belonging to the Other Backward Classes (OBC), but **not belonging to the Creamy Layer** as defined in the Government of India, Department of Personnel & Training OM No. 36012/22/93- Estt. (SCT) dated 08.09.1993 and modified vide Government of India, Department of Personnel & Training OM No. 36033/3/2004-Estt (Res) dated: 09-3-2004 and OM No. 36033/3/2004-Estt (Res) dated: 14.10.2008

(iii) Upto a maximum of **10 years** in case of candidates belonging to physically handicapped category. For candidates belonging to SC/ ST/ OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of column (i) and (ii) above;

(iv) Upto a maximum of **5 years** to the candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/ she had ordinarily resided or any other authority so designated in this behalf by the Government of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the state of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989.)

(v) Upto a maximum of **10 years of age** (upto 15 years for the members of Scheduled Caste/ Scheduled Tribes and 13 years for OBC) in the case of widows, divorcee women and women judicially separated from their husbands and who are not remarried subject to production of a copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or the judicial separation;

(vi) Upto a maximum of **3 years** (8 years for SC/ ST and 6 years for OBC's candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

(vii) No age relaxation is allowed to SC/ ST/ OBC candidates against unreserved posts.

(viii) As per order of Comptroller & Auditor General of India, the casual workers, who have been earlier engaged at least for 200-days in any two years in the concerned offices of the Indian Audit & Accounts Department to which the vacancies relate, will also be eligible for age relaxation to the extent of period of their engagement as casual labourer, subject to production of a Certificate to that effect from the concerned IA&AD office. This relaxation would be over and above the relaxation admissible to the SC/ ST/ OBC/ PH/ Ex-S candidates.

3(C) Age Concession for Ex- Servicemen will be allowed in accordance with extant orders issued by the Government of India from time to time as indicated below:

Ex- Servicemen, fulfilling the conditions laid down by the Government of India, from time to time, shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age limit by more than 3 years (6 years in case of OBC and 8 years in case of SC/ ST). Ex-servicemen candidates allowed under this age concession will be eligible to compete for all the vacancies whether reserved for them or not.

EXPLANATION: An Ex-serviceman **means** a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

(i) Who retired from such service after earning his/ her pension. This would also include persons who are retired/ retire at their own request but after having earned their pension; or

(ii) Who has been released from such service on medical grounds attributable to military service/ circumstances beyond his/her control and awarded medical or other disability pension; or

(iii) Who has been released, otherwise than on his/her own request from such service as a result of reduction in establishment; or

(iv) Who has been released from such service after completing the specific period of engagements, otherwise than at his/her own request or by way of dismissal or discharge on account of misconduct or inefficiently, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely:-

(a) Pension holders for continuous embodied service,

(b) Pension with disability attributable to military service; and

(c) Gallantry award winners.

Note: (i) Ex-servicemen who have already joined Government job in civil side after availing of the benefits given to ex-servicemen for their re-employment are also eligible for the age concession. However, such candidates will **NOT** be eligible for the benefit of reservation as Ex-S.M.

Note:(ii) The period of "Call up Service" of an Ex-servicemen in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of Para 3 (C) above.

Note:(iii) For any service member of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman and / or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE (30th day from the publication of the notice).

Note: (iv) AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

EXPLANATION: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-serviceman' may be permitted to apply for re-employment one year before the completion of the specified terms of engagements and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED ABOVE, SHALL IN NO CASE BE RELAXED.

3(D) PROOF OF AGE – The date of birth as recorded in the Matriculation Certificate or in a certificate recognized as equivalent to Matriculation. **No other documents like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted. Birth Certificates issued by the Municipalities/ Municipal Corporations are however admissible. However, if the casual workers engaged in IA&AD, in whose case the minimum required educational qualification would continue to be 8th class pass, are Non-Matriculate, they will be required to submit a certificate indicating their date of birth as per records of the Institution from the recognized educational institution, from where they have passed 8th class, duly counter signed by the Inspector of Schools/ District Education Officer.**

Note 1: Candidates should note that only the date of birth as recorded in the certificate submitted along with the application will be accepted by the office and no subsequent request for its change will be considered or granted.

Note 2: Candidates should also note that once a date of birth has been claimed by them and entered in the records of the office for the purpose, no change will be allowed subsequently on any grounds whatsoever.

Note 3: The candidate should exercise due care while entering their date of birth in the Application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation or equivalent examination certificate, disciplinary action will be taken against them by the office under the Rules.

3 (E) REQUIREMENT OF CERTIFICATES FOR RESERVATION:

The details of the categories of disabilities allowed/ eligible for the posts in accordance with extant guidelines of the Ministry of Social Justice & Empowerment are as follows:-

Nature of Physical Disabilities permissible for the post
One Leg affected (OL), One Arm affected (OA), Hearing Handicapped/ Low Vision (LV)/ Blind

- Provision for one eyed candidates and visually handicapped (Low Vision) candidates using Magnifying Glass whose Visual Degree of Disability is less than forty percent will not be considered as visually handicapped person.

- Candidates who wish to be considered as SC/ ST/ OBC/ PH/ Ex-S against vacancies reserved/ or seek age-relaxation, **must submit requisite certificates** from the competent authority at the time of interview, otherwise, their claim for SC/ ST/ OBC/ PH/ Ex-S **will not be entertained** and their candidature/ application will be considered under General Representations (UR) category candidates. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The office recruiting will however have the discretionary power to reduce / waive off any of the provision in exceptional and deserving cases.

Note: Candidates are warned that if it is found at any later stage that they have fraudulently claimed SC/ ST/ OBC/ PH/ Ex-S status, appropriate action, as per rule, will be taken against them.

4. EDUCATIONAL QUALIFICATION (As on 1st June, 2012)

The minimum required educational qualification is 10th class pass.

Note 1:In case of casual workers engaged in IA&AD, the minimum required educational qualification would continue to be 8th class pass. However, if recruited, these candidates would be appointed to Pay Band – 1S without any Grade Pay. For confirmation, following conditions will have to be fulfilled:

1. These candidates will have to pass 10th from any recognized Board of Educational/ National Open School.

2. Such candidates shall have to pass 10th within a period of two (02) years. Failure to do so shall entail termination of their services.

3. They would also have to undergo prescribed multi skilling training. On confirmation, they would be placed in Pay Band 1 with grade pay of Rs. 1800/=. Period spent in **pay band - 1S** will not be counted as service for seniority etc.

Note 2: Those candidates who do not fulfill the minimum educational qualification as on 01.06.2012 are **not eligible** and need not apply for the post. The certificate in support of minimum educational qualification should be from a recognized Board.

Note 3: Candidates are warned that if it is found at any later stage that they have fraudulently presented the fake certificates for educational qualification, appropriate action, as per rule, will be taken against them.

5. NO PERSON:

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the service,

Provided that Government of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. A candidate must be in **good mental and bodily health** and free from any physical defect likely to interfere with the efficient discharge of his/ her duties in the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilization Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

7. The decision of the Office of the Principal Accountant General (General & Social Sector Audit), Uttar Pradesh, Allahabad as to the eligibility or otherwise of a candidate shall be final.

8. No candidate will be admitted to the interview unless he / she hold a certificate of admission from the **Office of the Principal Accountant General (G&SSA), Uttar Pradesh, Allahabad.**

9. Any attempt on the part of a candidate to obtain support for or canvass his/ her candidature by any means will **disqualify** him/ her for admission.

10. The office, if considered necessary, may adopt a system of short-listing of candidates and only the short-listed candidates would be called for interview.

11. Procedure for submission of application:

(i) The candidate should carefully read the instructions in this Employment Notice for applying on-line application form. Application should be made on-line only by logging into <http://www.agup.cag.gov.in>. The candidates have to fill up required information in the on-line application form. **The on-line application form should be filled up in English only and not in any other language. The print out copy of on-line application form, duly dated and signed by the candidate, shall have to be submitted at the time of interview.** Signature of the applicant must be specific so that same may not be copied easily.

(ii) The Candidates should note the registration number allotted at the time of registering online. In case more than one application is registered, all such applications will be rejected.

(iii) The on-line application form and information regarding the interview date etc. may also be seen on the official website: www.agup.nic.in

(iv) Application can be registered upto 6:00 PM on the last date.

LAST DATE OF ONLINE REGISTRATION OF APPLICATIONS; 20th DAY FROM THE DATE OF PUBLISHING OF THE NOTICE.

12. INVALID APPLICATIONS:

The applications having any of the following deficiencies, discrepancies, or irregularities will be summarily rejected –

- (i) More than one application by the same candidate.
- (ii) Any other deemed irregularity.

HOW TO APPLY ONLINE

To apply online, the candidates can click the New Application link in the home page and follow the following four steps.

Step 1: Fill the Application Form: Before typing/entering the data online, the candidates are advised to read the instructions given under the section "How to fill the application form".

Step 2: Preview the Application Form: After filling application form, the candidates can preview the application by clicking preview application button at the bottom of the form. This option is for checking if the details are correct or not. If the data is not proper, the candidates will get a message. This message will be displayed/informed only three times. Therefore, candidates are advised to read the message and make corrections accordingly in the form. If error exists even after third time, form will be reloaded /refreshed automatically. The candidates will require to enter the data again.

Step 3: Submit Application Form: If there is no error in the application, the candidates can see the data in the non-editable form. It is therefore advised that the candidates may check if all the data displayed is correct or not. If the candidates want to change any data, they have to click the "Retry" button in order to edit/change the application. Otherwise they can click "Confirm" to save their application.

Step 4: Print Application Form : After doing step 3, the application will be saved and the application with Register Number will be shown on screen. The candidates are advised to note their "Registration Number" for further reference. For taking the print out, the "PRINT" button is to be clicked.

Step 5: View/Print application : The candidates can view and print the application any time by providing "Registration Number" in View Application link in the home page.

HOW TO FILL THE APPLICATION FORM

1. Name of the applicant: -Enter the name in FULL with initials at the end of the name. Use dots in between name and initials and space between the first name and last name. Don't use numbers and other special characters.

2. Father's name/Husband's name:- Enter Father's/Husband's name of the Candidate in FULL with initials at the end of the name. Use dots in between name and initials and space between the first name and last name. Don't use numbers and other special characters.

3. Mother's Name:- Enter Mother's name of the Candidate in FULL with initials at the end of the name. Use dots in between the name and initials and space between the first name and last name. Don't use numbers and other special characters.

4. Date of Birth:- For entering date of birth, the date, month and year may be selected from the three boxes of drop down menu.(By clicking on the down arrow , the candidates can select each).

5. Sex:- Select "Male" or "Female" from the drop down menu.

6. Category:- Select the relevant category i.e "General", "SC", "ST", "OBC" from the dropdown menu.

7. If applied under PH category:- If physically handicapped click "YES" and select whether "Hearing Handicapped", "Low Vision/Blind" or "One Leg affected or One Arm affected" from the dropdown menu. Others Click "NO".

8. If applied under Ex-S category:- click "YES". Others click "NO".

9. If worked as a casual Labourer/engaged through outsourcing in the participating offices of the IA & AD :- Candidates who have been earlier engaged at least for two

years (not beyond 31.12.2009) in the concerned offices of Indian Audit & Accounts Department in Uttar Pradesh - click "YES". Others should click "NO". If "YES", click on the relevant boxes and select the year of service from the dropdown menu and type the number of days in the text box. If worked in any office other than the mentioned nine offices click "Other" and type the name of the office where worked and select years and type days of the service from the dropdown menu and text box respectively.

10. If domiciled in the state of Jammu & Kashmir during (01/01/1980 - 31/12/1989):- Click "YES" if domiciled in Jammu & Kashmir during 01/01/1980 to 31/12/1989. Otherwise click "NO".

11. Academic Qualification : Select the academic qualification from the dropdown menu.

12. Additional activities (e.g.: Driving, Gardening, etc) Please specify :- This should be supported by relevant certificates at the time of interview.

13. Mother Tongue :- Select the mother tongue - Malayalam, Tamil, Hindi, etc from the dropdown menu.

Filling the Address Details

14. Address Details

i.Current Address:- Enter the current Residential Address (Maximum 100 characters), Post Office, City/District, State, and Pin code in the appropriate boxes. All communication will be made using the said address.

ii.Permanent Address :- Enter the permanent Residential address (Maximum 100 characters), Post Office, City/District, State, and Pin code. If the Permanent Address is same as the current address, check the "SAME AS ABOVE" box and the system will fill automatically.

iii.Phone Number, Mobile Number and Email Address are optional.

15. Nationality :- Select the Nationality from the drop down menu.

16. Enter the text given Above:- Fill the column with the value seen in the picture (7 Characters) Enter the letters and numbers as seen in the picture. **DON'T USE ANY SPACES IN BETWEEN.** This should be entered correctly else the candidate cannot submit the application form. This is a security feature for online application.

17. Declaration :- Click on the "I agree" box. This is equivalent to the signature of the candidate on the application.

<p>IMPORTANT: The Indian Audit and Accounts Department has not appointed any agent or agency for acting on its behalf to conduct any scrutiny or examination or interview. Candidates are warned against any such claims being made by the private persons/ agencies.</p>
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