

**No. A-41020/04/2017-Admn.I**  
Union Public Service Commission  
(Administration-I Section)  
Dholpur House, Shahjahan Road,  
New Delhi - 110069.

**Dated: 02/06/2017**

**CIRCULAR**

**Subject: - Engagement of Quasi-Medical Helper/ Quasi-Nursing Helper/ Nursing Orderly for Adviser Suite on short term contract basis in the Office of Union Public Service Commission- reg.**

Union Public Service Commission invites applications to engage Nursing Orderly for Adviser's Suite to meet the contingencies when a visiting Adviser may be taken ill as under:-

<b>S.No</b>	<b>Level</b>	<b>No of persons proposed to be engaged</b>	<b>Age Limit</b> ( as on the last date of receipt of applications)	<b>Remuneration Per Month</b>
<b>1.</b>	<b>Nursing Orderly</b>	01	Should not have attained the age of 35 years	Rs. 15,330/-

2. The details including eligibility criteria, term of reference etc. of the above appointment are available on the website of the Commission i.e. [www.upsc.gov.in](http://www.upsc.gov.in).

3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as **Nursing Orderly** on contract basis in UPSC" which should reach this office latest by 19-06-2017, at the following address:-

Suresh Kumar Nayak, Under Secretary (Admn),  
R.No. 216/AB, Union Public Service Commission,  
Dholpur House, Shahjahan Road,  
New Delhi – 110069.

4. The shortlisted candidates, to be called for the Personal Talk will be intimated accordingly through email / mobile phone.

(Suresh Kumar Nayak)  
Under Secretary UPSC (Admn)  
Tel. No. 23381202

## Proforma

### Application for engagement of Consultant in the office of UPSC

1	Name in full (Block letter)					
2	Educational qualification					
3	Date of birth					
4	Name of the Organization presently working in					
5	AADHAR No. and PAN No. (Enclose Xerox Copy of each)					
6	Complete residential address with phone number/mobile no.					
7	Address of the Organization where presently working					
8	E-mail I.D					
9	Brief particulars of experience	Post held	From	To	PB/GP	Area of Experience
10	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date:

## ELIGIBILITY CRITERIA

Persons fulfilling the below conditions as stated in column 3 & 4 below can submit their applications in requisite proforma:-

Name of Post	No. of persons likely to be engaged	Eligibility Criteria & Experience	Desirable	Remuneration Per Month
1	2	3	4	5
1. <b>Nursing Orderly</b>	01	a. Should have passed atleast 12 <sup>th</sup> Standard from recognized Board/University.  b. Should have undergone training in first aid and dressing or equivalent training from reputed organizations	Should possess one year of experience in nursing with a government or private hospital/nursing home.	<b>Rs. 15,330/-</b>

## Terms & Conditions

### 1. Period of engagement

The engagement shall be initially for a period upto **31/12/2017** which may be extended/curtailed depending upon the performance of the Nursing Orderly or functional requirement of the Office with the approval of the Competent Authority.

### 2. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

» **UPSC reserves the right to reject any application without mentioning any reason.**

### 3. Remuneration

As stated in column 5 of the eligibility criteria. Apart from consolidated monthly fee, no perquisites such as HRA, TA/DA, residential accommodation etc will be provided.

4. In special circumstances, he/she could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

### 5. Office time and working hours

Engagement would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. He/She will not be allowed to take any other assignment during the period of contractual engagement.

» **He/She will be required to mark attendance in Bio-metric System.**

### 6. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, the person engaged desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

» **In the event the engaged person is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

7. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant what so- ever arising in or out of the execution of his work including travel.

### 8. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office latest by **19-06-2017**. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

a) Copy of PAN card and AADHAR card- mandatory

9. **Scope of Duties**

- a) Rendering appropriate help to advisors/experts staying in the UPSC Advisors Suite, who may need assistance due to their sudden illness.
- b) He/She will render first aid to them in case of emergency.
- c) He will help in transporting them to the nearest Government or Private Hospital for appropriate medical attention.
- d) He will help them in taking medicine; apply hot water bottle or any other general help in taking medicines prescribed by the doctors.
- e) He will do any other duty that may be assigned to him by the medical practitioner engaged by UPSC.
- f) He is required to be available even after office hours, in case of emergency etc.