

F.No.A-12025/01/2017-Admn.II  
संघ लोक सेवा आयोग  
Union Public Service Commission  
Dholpur House, Shahjahan Road  
New Delhi-110069

Dated: 19/04/2017

**VACANCY CIRCULAR**

**Subject: Filling up one vacant temporary post of Staff Car Driver (Ordinary Grade) [General Central Service, Group 'C', Non-Gazetted, Non-Ministerial] in Pay Level-2 (Pre-revised PB-1 with GP of Rs.1,900/-) on Deputation/Absorption basis – regarding**

It is proposed to fill up one vacant temporary post of Staff Car Driver (Ordinary Grade) [General Central Service, Group 'C', Non-Gazetted, Non-Ministerial] in Pay Level-2 (Pre-revised PB-1 with GP of Rs.1,900/-) in the office of UPSC on Deputation/Absorption basis.

**2. Eligibility Conditions for Deputation/Absorption:**

From amongst the regular Despatch Rider (Group C) and erstwhile Group D (now reclassified as Group C) employees in the office of the Union Public Service Commission who possess valid driving license for motor car on the basis of a driving test to assess their competence to drive motor cars.

**3. Regulation of Pay & other Terms of Deputation:**

The pay and other terms of deputation of the selected candidate will be regulated as per the provisions contained in the DoP&T OM No.6/8/2009-Est.(Pay-II) dated 17/06/2010 as amended from time to time.

**4. Age-Limit:**

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**5. Period of Deputation:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

**6. Consultation with UPSC:**

Consultation with Union Public Service Commission is not necessary.

*Contd...*

## **7. Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation/absorption basis.

8. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (Annexure-II) along with the following documents:-

(i) Integrity Certificate

(ii) List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed, a '*Nil*' certificate should be enclosed)

(iii) APARs for the last 05 years (2010-11 to 2014-15) duly attested by an officer of the rank of Under Secretary or above (whichever is applicable)

(iv) Vigilance Clearance certificate

**The requisite documents mentioned at the end of the Annexure maybe forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No.8, Ground Floor, Annex Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069. The last date for receipt of duly filled applications will be 15 days from the upload and publication of the Vacancy Circular on the Commission's website. Applications not forwarded through the proper channel or those received without the requisite certificates and necessary documents will not be entertained.**

**(S. PADMANABHA)  
UNDER SECRETARY (ESTT.)  
UNION PUBLIC SERVICE COMMISSION  
Tel. No: 011-23388476**

### ***Copy forwarded to:-***

1. All notice boards of UPSC. Eligible and interested officials may forward their applications through their concerned Administration Section within the stipulated date.
2. Web Cell – for uploading on the Commission's website.

**(S. PADMANABHA)  
UNDER SECRETARY (ESTT.)  
UNION PUBLIC SERVICE COMMISSION  
Tel. No: 011-23388476**

**Annexure-I**

**Proforma of application for the temporary post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption basis in the office of UPSC**

1. Name (in Block Letters)
2. Postal Address
  
3. Tel/Mob.No.
4. Date of Birth (in Christian Era)
5. Date of Retirement under Central Govt. Rules
6. Educational Qualifications
  
7. Do you hold the post of Despatch Rider on regular basis?
8. Do you hold the post of MTS (erstwhile Group-D) on regular basis?  
If yes, name of post held.
9. Do you possess a valid driving license? If yes, please enclose copy.
10. Do you possess knowledge of Motor Mechanism?
11. Do you possess experience of driving a motor car for at least three (03) years?
12. Do you possess at least three (03) years service experience as Home Guard Civil Volunteer?
  
13. Details of employment in chronological order (Starting from entry in Central Government Service). Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:-

Office / Organisation	Post held with Scale of Pay	Period of Service		Basic Pay & Pay Scale (Pre-Revised)	Basic Pay (Revised)			Nature of Appointment whether Regular/Ad-Hoc /Deputation
		From	To		Pay in PB	GP	Basic Pay	

*Contd...*

7. Nature of present employment i.e ad-hoc, temporary or permanent

8. In case the present employment is held on deputation please state:-

(i) Date of initial appointment

(ii) Period of appointment on deputation

(iii) Name of parent office/organization to which you belong

9. 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

<b>Date</b>	<b>Pay Scale (Pre-Revised)</b>	<b>Basic Pay (Pre-Revised)</b>	<b>Date of Revision of Pay</b>	<b>Revised Scale of Pay, PB &amp; GP</b>	<b>Revised Scale of Pay</b>

10. Total emoluments per month currently drawn

11. Additional information if any, which you would like to mention in support of your candidature for the post (Enclose separate sheet if space is insufficient)

12. Full postal address of forwarding authority with name & telephone number

13. Remarks

*Signature of the official:*

*Name of the Official:*

*Full address of the office:*

*Tel/RAX.No:*

*Dated:*

**Annexure-II**

**(Certified 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 either pending/contemplated against Shri/Smt. \_\_\_\_\_

(ii) His/Her integrity is certified.

(iii) His/Her dossier in original is enclosed/photocopies of the APARs for the last 05 years (2010-11 to 2014-15) duly attested by an officer of the rank of Under Secretary or above, are enclosed. (whichever is applicable)

(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:***

***Tel.No:***

***Fax No.:***

***Office Seal:***

***Place:***

***Dated:***

***List of Enclosures:***

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**(\*Strike out whichever not applicable)**