



F. No. A-41020/1/2017-Admn.V
संघ लोक सेवा आयोग
Union Public Service Commission
Dholpur House, Shahjahan Road,

New Delhi-110069
Date: 02-11-2018

CIRCULAR

Sub: Engagement of Nursing Orderly on short term contract basis in the Office of Union Public Service Commission-reg.

Applications (in the enclosed proforma) are invited from the eligible candidates to fill up 01 vacancy of Nursing Orderly on Short-Term Contract basis in the office of Union Public Service Commission(UPSC) for a period of 06 months or till further orders whichever is earlier.

2. Eligibility Conditions & Qualifications:

S. No	Name of the Post	No. of Post	Age Limit	Consolidated Monthly Emoluments	Essential Qualification & Experience	Desirable Qualification
1.	Nursing Orderly	01	Not exceeding 35 years	18,000/-	(i.) Should have passed atleast 12 th Standard from recognized Board/University. (ii.) 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

3. List of Duties and responsibilities attached to the post of Nursing Orderly:-

- i. Rendering appropriate help to advisors/experts staying in the UPSC Adviser's Suite, who may need assistance due to their sudden illness.
- ii. He/She will render first aid to them in case of emergency
- iii. He will help in transporting them to the nearest Government or Private Hospital for appropriate medical attention.
- iv. He will help them in taking medicines; apply hot water bottle or any other general help in taking medicines prescribed by the doctors.
- v. He will do any other duty that may be assigned to him by the medical practitioner engaged by UPSC.
- vi. He is required to be available even after office hours, in case of emergency etc.

Contd/-

4. Application only in the prescribed proforma (Annexure-I) of the eligible candidates along with the copies of requisite documents in support of their claim regarding Age, Educational Qualification, Experience may be forwarded to **Sh. Sanjay Kumar Gupta, Under Secretary (Admn.), Room No. 216, 2nd Floor, Annex Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 15 days of uploading of this circular on the official website of Union Public Service Commission.** Applications received without the requisite certificates and necessary documents will not be entertained.

Note: The Commission reserves the right to restrict the number of candidates to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant for consideration for engagement.

**(Sanjay Kumar Gupta)
Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23382464**

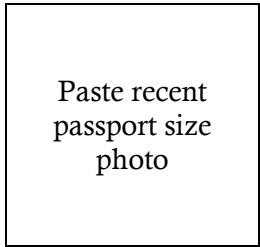
Copy forwarded to:-

1. All Notice Boards of UPSC.
2. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF NURSING ORDERLY ON SHORT-TERM CONTRACT BASIS

To,
The Secretary,
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069



- (a) Name (in BLOCK CAPITAL LETTERS) :
- (b) Date of Birth (In words & Figures) :
- (c) Father's/Husband's Name :
- (d) Educational Qualification :
- (i) Do you possess qualification of passing 12th Standard from a recognized board/University? Yes No
If yes, enclose copy of the Certificate.
- (i) Do you possess Certificate of training in first aid and dressing or equivalent training from reputed organizations? Yes No
If yes, enclose copy of the Certificate
- (iii) Do you possess one year work experience of nursing in Government or Private hospital or nursing home. Yes No
If yes, enclose copy of the Proof/Certificate
- (iv) Details of Experience, if any :

S No.	Name of Employer	Post Held	Period of Employment		Area of experience
			From	To	

* Separate Sheet may be used in case the Space provided is less.

- (e) Additional information, if any:
- (f) Address for Correspondence, :
Phone Number and email ID:
- (g) List of attested copies of Certificate enclosed: (i).....
(ii).....
(iii).....

Certified that the above information/particulars furnished are true and correct to the best of my knowledge and belief. In case any information is found to be false/doubtful before or after selection, my candidature is liable to be cancelled.

Dated:

Signature of the applicant

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months or till further orders whichever is earlier. The engagement can be extended from time to time depending upon the performance of the professional or requirement of the Department with the approval of the Competent Authority.

2. Remuneration

The person so engaged will be paid the consolidated monthly fee as indicated in the vacancy circular during the period of engagement. No other perquisites or allowances will be admissible other than the consolidated fee.

3. Scope of Duties

During the period of such engagement, the person so engaged would be required to perform any work as indicated in Para 3 of the vacancy circular as well as any other work which is not listed but assigned to them.

4. Leave

The person so engaged would not be entitled to any kind of regular leave. However, he/she would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

5. Office time and working hours

Engagement of person so engaged 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 may be called on Saturday/Sunday/other Gazetted holidays, if required.

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.

7. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office on or before **16.11.2018**. Any application received after the above deadline will not be entertained. The application should be submitted with the copies in support of educational qualification & experience.