

F.No.A-35020/01/2020-Admn. II

संघ लोक सेवा आयोग

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

Dated: 18.02.2021

VACANCY CIRCULAR

Sub: Filling up two (02) posts of Assistant Director (Confidential) (General Central Service, Group-'A', Gazetted, Non-Ministerial) in Level-10 of the pay matrix in the O/o UPSC on deputation (including short-term contract) basis in the O/o UPSC -reg.

It is proposed to fill up two (02) posts of Assistant Director (Confidential) (General Central Service, Group-'A', Gazetted, Non-Ministerial) in Level-10 of the pay matrix in the O/o UPSC on deputation (including short-term contract) basis in the O/o UPSC.

2. Eligibility Conditions: Deputation (including short-term contract):-

Officers under the Central Government or state Government or Union Territory Administration or recognized research institution or University or public sector undertaking or statutory or autonomous organization:-

a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix Rs. 47600-151100 or equivalent in the parent cadre or department; and

b) possessing the following educational qualifications and experience:-

(i) Bachelor's Degree from a recognised University or Institute; and (ii) three years' experience relating to handling of sensitive materials in strong room operations relating to conduct of examinations in the Central Government or State Government or University or Government recognized research institution or statutory or autonomous organization.

3. List of duties & responsibilities attached to the post of Assistant Director (Confidential):-

- i. In-charge of the access control in the assigned security zone which requires his continuous presence.
- ii. To monitor and ensure serviceability of Bio-metric access control system.
- iii. To ensure safe and secure movement of sensitive material and confidential documents.
- iv. To issue casual passes and maintain visitor's register in Confidential Branch.
- v. Responsible for the safe custody of main door keys of all the floors of Confidential Branch.
- vi. Liaison with other branches /agencies for security, logistics, transportation requirement for confidential meetings.
- vii. To supervise the work of subordinates working under him.
- viii. Any other work as assigned to him in the interest of maintaining safe and secure environment in the Confidential Branch.

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

5. Age limit:

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

Contd...

6. Period of deputation:

The period of deputation (including short-term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government **shall ordinarily not to exceed three years.**

7. The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.

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 (in proforma Annexure-II) alongwith the following documents may be forwarded to **Shri Shailesh Gautam, Under Secretary (Admn.II), Room No.426, Aayog Sachivalaya, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within **60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार:-

- (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) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2014-15 to 2018-19) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

The candidates must also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **For more details and prescribed proforma of application, visit the official website of UPSC. (<http://www.upsc.gov.in/vacancy-circulars>)**

Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

(Shailesh Gautam)
Under Secretary (Admn.II)
Union Public Service Commission
Tel. No.011-23388476

To:-

1. All office of Central Government/ State Governments/ Union Territories / Recognized Research Institutions/ Universities / Public Sector Undertakings / Statutory or Autonomous Organizations (as per standard list).
2. All Notice Boards of UPSC-*eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.*
3. Web Cell, UPSC- *For uploading the vacancy circular on the official website of the Commission.*
4. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003 – *with the request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News.*
5. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*

Proforma for application for the post of Assistant Director (Confidential) on Deputation (ISTC) 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)

- (i) Do you hold **analogous post** on regular basis; or
- (ii) Do you possess **two years'** service in the grade rendered after appointment thereto on regular basis in **level 8** in the pay matrix Rs. 47600-151100 or equivalent in the parent cadre or department; and

5(B)

- (i) Do you possess Bachelor's Degree from a recognised University or Institute? and
- (ii) Do you have **three years'** experience relating to handling of sensitive materials in strong room operations relating to conduct of examinations in the Central Government or State Government or University or Government recognized research institution or statutory or autonomous organization?

[Please enclose supporting documents for point number 5(A) & 5(B)]

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

- 6.1 **Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.**

7. Details of employment, in chronological order (Starting from entry in 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/ autonomous organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

8. (a) Name of parent office/Organization to which you belong
 (b) Category of parent Office (whether Central Govt./ State Govt. / Others)
 (c) Nature of present employment (whether ad-hoc / temporary / permanent)
9. In case the present employment is held on deputation/contract basis, please state
 (a) The date of initial appointment
 (b) Period of appointment on deputation/contract
 (c) Name of the parent office/ organization to which the applicant belongs
 (d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
10. Additional details about present employment:
 Please state whether working under (indicate the name of your employer against the relevant column)
 a) Central Government
 b) State Government
 c) Autonomous Organization
 d) Government Undertaking
 e) Universities
 f) Others
11. Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.

12. 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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of Pay in 7th CPC Matrix

13. Total emoluments per month now drawn

14. 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 is insufficient)

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

16. Whether belongs to SC/ST

17. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date:

(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant namely_____ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:-

- i.** There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____
- ii.** His/ Her integrity is certified.
- iii.** Photocopies of the ACRs for the last 5 years (for the year 2014-15 to 2018-19) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- 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.*
(*Strike out which is not applicable.)

Signature :

Name & Designation :

Telephone No. :

Fax No. :

Office Seal :

Place:

Dated:

List of enclosure:

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