

No. A-35020/01/2024-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Date: 02.09.2024

VACANCY CIRCULAR

Subject: Filling up the post of Administrative Officer (General Central Service, Group 'A', Gazetted, Ministerial) in Level-10 of the Pay Matrix of 7th CPC on Deputation basis in the O/o UPSC.

It is proposed to fill up 01 (one) vacancy in the grade of Administrative Officer (General Central Service, Group 'A', Gazetted, Ministerial) in Level-10 of the Pay Matrix of 7th CPC on Deputation basis in the O/o UPSC.

2. Eligibility Conditions:

Deputation: Officers under the Central Government –

- (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 regular basis in **Level-8** in the pay matrix or equivalent in the parent Cadre or Department; or
(iii) with **three years' service** in the grade rendered after appointment thereto on regular basis in Level-7 in the Pay Matrix or equivalent in the parent Cadre or Department; **and**
- (b) possessing the following **educational qualifications and experience:**
(i) Bachelor's Degree in Arts or Science or Commerce from a recognised University or equivalent; or
(ii) **three years** Diploma in Personnel Administration or Human Resource Development from a recognised institution; **and**
(iii) **three years' experience** in administration, establishment and accounts works.

II. The Departmental Officer holding the post of Assistant Administrative Officer in Level-8 in the Pay Matrix with two years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by Promotion.

Note 1 - Departmental Officers in the feeder category who are in direct line of Promotion will not be eligible for consideration for appointment on Deputation. Similarly, the Deputationists shall not be eligible for consideration for appointment by Promotion.

3. List of duties & responsibilities attached to the post:

- i. Initiating proposals relating to the establishment policy of the Commission.
- ii. Review of provisions contained in UPSC (Members) Regulations vis-à-vis other constitutional functionaries- initiating suitable proposal to take them up with the Government.
- iii. Personnel matters of Hon'ble Chairman/Members of the Commission which include their pay and allowances, leave, pension and other facilities.
- iv. Revision of provisions in the UPSC (Staff) Regulations and to initiate proposal in updating these Regulations.
- v. Corresponding with nodal agencies regarding financial powers of the Commission and initiating proposal for further re-delegation/authorization inside Commission's Secretariat.
- vi. Initiating proposal for reorganization of Commission's Secretariat establishment- creation/abolition of posts vis-à-vis budget provisions.
- vii. Correspondence with Government regarding position of Hon'ble Chairman/Members in the Warrant of Precedence.
- viii. Correspondence with Estimate Committee/ Public Accounts Committee whenever required.
- ix. Correspondence with the Establishment Officer in matters relating to Central Staffing Scheme.

Contd...

1 cesang

- x. Correspondence with various Cadre Controlling Authorities of the Officers joining UPSC under Central Staffing Scheme.
- xi. Personnel matters of Senior Officers of UPSC i.e. Secretary, Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary.
- xii. Management of CSSS Cadre of UPSC.
- xiii. Maintenance of CR Dossiers and correspondence with Officers outside UPSC expediting the complete and timely recording of ACRs.
- xiv. Any other work as assigned by senior officers.

4. Regulation of pay and other terms of Deputation: The pay of the selected candidate will be regulated under the provisions contained in the DoPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended 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.

6. Period of Deputation: The posts will be filled up on Deputation basis initially for a period of 01 (one) year which may be extended from time to time.

7. Consultation with UPSC: Consultation with Union Public Service Commission is **not necessary**.

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 K. N. Bhutia, Under Secretary (Admn. II), Room No. 11, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069**, within **60 days of publication** of this advertisement in the Employment News:-

(i) Integrity certificate;

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

(iii) Vigilance clearance certificate;

(iv) Attested photocopies of the APARs for the last five years (2019-20 to 2023-24) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

9. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

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

K. N. Bhutia
02/09/2024

Under Secretary (Admn.II)
Union Public Service Commission
Tel. No.: 011-23381202

Copy to:

- i. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
- ii. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date;
- iii. Web Cell, UPSC with a request to upload the Vacancy circular on the official website of the Commission;
- iv. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003.

Proforma for application:

BIO-DATA PROFORMA

1. Name & Address (in Block Letters)	
2. Date of Birth (in Christian Era)	
3. (i) Date of entry in service	
(ii) Date of retirement under Central/State Govt. Rules	
4. Educational Qualifications	
5. Whether Educational & other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
(a) Do you hold analogous post on regular basis in the parent cadre or Department? Or	
(b) Do you possess two years' regular service in the grade rendered after appointment thereto on a regular basis in the Level-8 in the pay matrix or equivalent in the parent cadre or department; Or	
(c) Do you possess three years' regular service in the grade rendered after appointment thereto on a regular basis in the Level-7 in the pay matrix or equivalent in the parent cadre or department;	

icesang

and	
Education	Essential
<p>i) Bachelor's degree in Arts or Science or Commerce from a recognised University or equivalent;</p> <p>Or</p> <p>(ii) three years diploma in Personnel Administration or Human Resource Development from a recognised institution;</p> <p>and</p>	
Experience	Essential
three years' experience in administration, establishment and accounts works	
<p>5.1 Note: This column needs to be amplified to indicate Essential & Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular & issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree & Post Graduate Qualifications Elective/Main Subjects & subsidiary subjects may be indicated by the candidate.</p>	
<p>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</p>	
<p>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.</p>	

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band & Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

Cesan

--	--	--	--	--	--

*Important: Pay band & Grade Pay granted under ACPS/MACPS are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

Details of financial upgradation under ACPS/MACPS with present Pay Band & Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band & Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on Deputation/Contract basis, please state:-			
a) 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 & Pay of the post held in substantive capacity in the parent organisation

icesang

9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.

9.2. Note: Information under Column 9(c) to (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.</p>		
<p>11. Additional details about present employment:- Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Govt. b. State Govt. c. Union Territories d. Public Sector Undertaking e. Universities f. Recognized research institutions g. Autonomous organizations h. Statutory organizations i. Semi-government organizations j. Others</p>		
<p>12. Please state that you are working in the same department</p>		
<p>13. 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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basic pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:</p>		
<p>Basic Pay with Scale of Pay & rate of increment</p>	<p>Dearness pay/interim relief/other allowances etc. (with break-up details)</p>	<p>Total Emoluments</p>

Icesang

16.A Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i)additional academic qualifications (ii)professional training and (iii)work experience over and above prescribed in the vacancy circular/advertisement)

(Enclose a separate sheet if the space is insufficient)

16.B Achievements

The candidates are requested to indicate information with regard to:-

- (i) Research publications & reports and special projects
- (ii)Awards/scholarships/official appreciation
- (iii)Affiliation with the professional bodies/institutions/societies and;
- (iv)Patents registered in own name or achieved for the organization
- (v)Any research/innovative measure involving official recognition
- (vi)Any other information

17. Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis** (Only Officers under Central/State Governments are eligible for "Absorption". Candidates of non-government organizations are eligible only for short-term contract)

#The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".

18.Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address: _____

Icesang

(Certificate 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 pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the **last 5 years (for the year from 2019-20 to 2023-24)** 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.*
- vi. This office has no objection in relieving the official in case of his/her appointment to the post.

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Icesang

Place:

Date:

List of enclosures:

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