



No.A-35020/01/2016-Admn.II  
संघ लोक सेवा आयोग  
Union Public Service Commission

Dholpur House, Shahjahan Road  
New Delhi-110069  
Date: 21/12/2016

**VACANCY CIRCULAR**

**Sub:** Filling up one vacancy in the Grade of Dispatch Rider(General Central Service, Group-‘C’ Non-Gazetted, Non-Ministerial) in the PB-1 [Rs.5200-20200/-] plus Grade Pay Rs. 1900/- [Level-2 as per 7<sup>th</sup> CPC] in the office of UPSC on Deputation/absorption basis -reg.

It is proposed to fill up one vacancy in the grade of Dispatch Rider(General Central Service, Group-‘C’ Non-Gazetted, Non-Ministerial) in the PB-1 [Rs.5200-20200/-] plus Grade Pay Rs. 1900/- [Level-2 as per 7<sup>th</sup> CPC] in the office of UPSC on Deputation/absorption basis.

**2. Eligibility Conditions:      Deputation/Absorption  
Officials of Central Government –**

- (a) (i) holding analogous posts on regular basis ; or  
(ii) With three years regular service in posts in the pay band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 1800/- [Level-1 as per 7<sup>th</sup> CPC] or equivalent

**(b) Possessing following educational qualifications-**

**Essential:-**

Possession of a valid driving licence for driving a three wheeler auto rickshaw, delivery van or any other vehicle

**Desirable:-**

Middle school pass certificate from a recognized school

**3. 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. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended time to time.

**4. Age-limit:**

The maximum age-limit for appointment by deputation (including short-term contract/transfer) 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. Reservation for SC/ST:**

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

7. 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) 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) Vigilance clearance certificate.  
(iv) Attested photocopies of the ACRs/APARs for the last five years (2011-12 to 2015-16) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India) (**wherever applicable**).

The required documents mentioned at the end of Annexure along with relevant documents in support of qualifications and experience, may be forwarded to **Sh. Suresh Kumar Nayak, Under Secretary (Admn.), Room No.216-AB, Second Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the circular in the Employment News/ रोजगार समाचार. 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.

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

**(SURESH KUMAR NAYAK)  
Under Secretary (Admn.)  
Union Public Service Commission  
Tel. No. 011-23388476**

**Copy forwarded to :-**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
4. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
5. Smt. Shruti patil, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.

**(SURESH KUMAR NAYAK)  
Under Secretary (Admn.)  
Union Public Service Commission  
Tel. No. 011-23388476**

**Proforma for application for the post of Dispatch Rider on Deputation/absorption basis in the Office of UPSC**

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. Do you hold analogous post on regular basis in the parent cadre or department; or
- 5.b. Do you possess three years regular service in posts in the pay band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 1800/- [Level-1 as per 7<sup>th</sup> CPC] or equivalent; and
- 5.c. Do you possess a valid driving licence for driving a three wheeler auto rickshaw, delivery van or any other vehicle?  
If yes, enclose copy:
- 5.d. Do you possess Middle school pass certificate from a recognized school?  
If yes, enclose copy:
6. Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	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	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

7. Nature of present employment, i.e ad-hoc or temporary or permanent
8. In case the present employment is held on deputation please state
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) 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

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, PB & G.P.	Revised basic pay

10. Total emoluments per month now drawn
11. 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)

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

13. Whether belongs to SC/ST

14. Remarks

Signature of the Candidate :

Name of the Candidate :

Full address of the Office :

Telephone No./Rax No. :

**Date:**

**(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 either pending/contemplated against Shri/Smt.\_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. Photocopies of the ACRs/APARs for the last 5 years (2011-12 to 2015-16) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed (**wherever 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** :  
**Telephone No.** :  
**Fax No.** :  
**Office Seal** :

**Place:**

**Dated:**

**List of enclosure:**

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

(\* Strike out which is not applicable.)