



F.No.A-35020/01/2016-Admn.II

संघ लोक सेवा आयोग

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

Dated: 12/10/2017

VACANCY CIRCULAR

Subject: Filling up of 01 vacant post in the Grade of Despatch Rider (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) with Grade Pay ₹1,900/- [Level 2 as per 7th CPC] in the office of UPSC on Deputation/Absorption basis -reg.

It is proposed to fill up 01 vacant post in the Grade of Despatch Rider (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) with Grade Pay ₹1,900/- [Level 2 as per 7th CPC] in the office of UPSC on Deputation/Absorption basis.

2. Eligibility Conditions for 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 PB-1 of ₹5,200-20,200/- with Grade Pay of ₹1,800/- or equivalent [Level 1 as per 7th CPC].

(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.6/8/2009-Estt.(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.

Note: *The appointment to the post of Despatch Rider shall initially be on deputation basis only.*

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 APARs for the last five years (2012-13 to 2016-17) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India) (wherever applicable).

8. List of Duties:

- (i) The primary duty of Despatch Rider is delivery of letters/correspondences etc within Ministries/Departments and other offices by driving himself the vehicle provided by the office.
- (ii) Despatch Rider will be exclusively attached with Staff Car Unit and Issue Section and he will do the work as assigned to him.
- (iii) Proper cleanliness and maintenance of vehicle, maintenance of log-book, records of fuel consumed/taken and other prescribed records are also part of his/her duties.
- (iv) Despatch Rider is also responsible to get servicing/repair of vehicle, wherever required.
- (v) Despatch Rider is also responsible to perform such other duties and responsibilities as may be assigned from time to time as per office requirement.

The required documents mentioned at the end of the Annexure along with relevant documents in support of qualifications and experience, may be forwarded to ***"Sh. S. Padmanabha, Under Secretary (Estt.), Room No.8, Ground 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.

9. 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 at <http://www.upsc.gov.in/vacancy-circulars>.

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

(S. PADMANABHA)
Under Secretary (Estt.)
Union Public Service Commission
Tel. No. 011-23389078

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 within the stipulated date.
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
4. Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information & 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. NIC, DoP&T – with request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001for uploading on their official website.

Proforma for application for the post of Despatch Rider on Deputation/Absorption basis in the Office of UPSC

- 1 Name and postal address (in Block Letters) with Telephone/Mobile 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 PB-1 of ₹5,200-20,200/- with Grade Pay of ₹1,800/- 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 / Organisation	Post held with Scale of Pay	Period of Service		Basic Pay (Pre-Revised)			Basic Pay & Level as per 7 th CPC Pay Matrix	Nature of Appointment whether Regular/Ad-Hoc /Deputation
		From	To	Pay in PB	GP	Basic Pay		

- 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 Band & GP as per 6 th CPC	Basic Pay As per 6 th CPC	Date of Revision of Pay	Level as per 7 th CPC	Revised Basic Pay as per 7 th CPC

Signature of the official:

Name of the Official:

Full address of the office:

Tel/RAX.No:

Dated:

(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 (2012-
13 to 2016-17) 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)