



**F.No.A-32016/01/2018-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road
New Delhi-110069**

Dated: 27/08/2018

VACANCY CIRCULAR

Subject: Filling up three (03) posts of Junior Reception & Protocol Officer (General Central Service Group 'C' Non- Gazetted, Non- Ministerial) in the office of UPSC in Level-04 of the Pay Matrix (as per 7th CPC) on deputation basis- reg.

It is proposed to fill up three (03) posts of Junior Reception & Protocol Officer (General Central Service Group 'C' Non- Gazetted, Non- Ministerial) in the office of UPSC in Level-04 of the Pay Matrix (as per 7th CPC) on deputation basis.

**2. Eligibility Conditions: Deputation:
Officers of the Central Government-**

a) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 2000 (Level 3 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; or

(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 1900 (Level 2 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; **and**

b) possessing the following educational qualifications:

Essential: 12th pass or equivalent from a recognised Board or University;

Desirable: Degree from a recognised University or equivalent.

3. List of duties / responsibilities attached to the post of Junior Reception & Protocol Officer:

The list of duties/responsibilities attached to the post of Junior Reception & Protocol Officer is as under:-

- i. Receiving, guiding, escorting Experts/ Advisors invited by the Commission.
- ii. Receiving and escorting foreign delegates who visit the Commission.
- iii. Maintenance of files.
- iv. Issue of NOC to retired officials and those who have left the Commission.
- v. Issue of validation slips to UPSC officials for entry in buildings where MHA cards are not valid.
- vi. Issue of intimation slips to CISF personnel informing them of the visitors and senior officers.
- vii. Allotting table numbers to the candidates who come for various interviews/PT Boards.
- viii. General enquiries.
- ix. Issue of permanent Identity cards to staff, fresh entrants and also in case of loss/mutilation.
- x. Preparation of the following category of Passes:
 - a. Special Passes for advisors and Experts.
 - b. Issue of pensioners, I/Cards to the Former Chairman/ Former Members and staff of UPSC.
- xi. Sending list of surrendered cards on quarterly basis to MHA.
- xii. Sending quarterly Hindi progress report to Hindi Branch.
- xiii. Issuing Daily visitors Pass and Temporary Pass.
- xiv. Looking after all travel arrangements including reservations.
- xv. Ascertaining and informing the correct arrival and departure timings.
- xvi. Seeing of and receiving them at the airport and/or railway stations.
- xvii. Liaison with the Airport Authority, Passport Office, tourist Office, and Airline & Railway Authorities.

- xviii. Arranging VIP Lounge at airport and see that the Hon'ble Chairman/ Members are not put to any sort of inconvenience while proceeding on official tours.
- xix. Arranging vehicles for travel to and from airport/railway station.
- xx. Co-ordination work in connection with official conferences and visiting foreign delegation.
- xxi. Arranging accommodation at the Advisor's Suite or any other arrangement as may be required.
- xxii. Arranging vehicles for travel during the period of their stay for official business.
- xxiii. Protocol facilities to former Chairman/ Members.
- xxiv. Protocol facilities to the President of Ad-hoc Boards and their arrangement of stay, vehicle in coordination with Advisor suite and staff car unit.
- xxv. Any other miscellaneous work as may be entrusted to them time to time.

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 time to time.

5. Age-limit :-

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

6. Period of deputation: -

Period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall not exceed **three years**.

7. Application (**in duplicate**) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, may be forwarded 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 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*).

The applications along with required documents may be forwarded to Sh. S.Padmanabha, Under Secretary (Estt.), Room No. 8, 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. **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 which reflects gender balance and women candidates are encouraged to apply”.

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

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- *For uploading the vacancy circular on the official website of the Commission.*
4. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*
5. National Career Service (NCS) Portal of Ministry of Labour & Employment- *for uploading the vacancy circular on their official website.*

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

**Proforma for application for the post of Junior Reception & Protocol Officer on deputation 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
(Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
5. Do you hold analogous post on regular basis in the parent cadre or department; or
6. Have you rendered five years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 2000 (Level 3 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; or
7. Have you rendered eight years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 1900 (Level 2 of Pay Matrix as per 7th CPC) or equivalent in the parent cadre or department; and
8. (a) Are you 12th Pass or equivalent from a recognized Board or University? If yes, specify details:

(b) Do you possess degree from a recognized University or equivalent? If yes, specify details:
9. 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		Nature of appointment (regular/ ad- hoc/ deputation)	Basic Pay (revised)		Nature of duties with brief details of works performed during the appointment
		from	To		Level in Pay Matrix	Basic pay	
1	2	3	4	5	6	7	8

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. 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

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)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, Level in Pay Matrix	Revised basic pay

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 and email ID
16. Whether belongs to SC/ST
17. Remarks, if any

Signature of the candidate
Full office address

Tel. No.
Email ID
Fax No.

Dated:

(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 ACRs for the last 5 years (for the year from **2012-13 to 2016-17**) 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. :
e-mail ID :
Office Seal :

Place:

Dated:

List of enclosure:

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