



**No.A-32013/02/2018-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 27/03/2018**

VACANCY CIRCULAR

Subject : Filling up the post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC -reg.

It is proposed to fill up one post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC.

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

"Officers of the Central Government/ State Government/ Universities/ Recognized Training Institutes/ Public Sector Undertakings, Statutory/ Autonomous Organizations, Recruitment Boards e.g. Banking and Railway Recruitment Boards, Staff Selection Commissions, Services Selection Boards and State Public Service Commissions:

(a) (i) Holding analogous posts on regular basis; **OR**

(ii) with five years' regular service in posts in the scale of Rs.3000-4500 (level-11 in the revised pay matrix) or equivalent, **and**

(b) Possessing the following educational qualifications and experience:-

Essential:

- I. (a) Master's Degree in Physics or Chemistry or Mathematics or Statistics or Operations/ Operational Research from a recognized University/ Institute; **OR**
- (b) Bachelor's degree {B.E., B.Tech or B.Sc (Engg.)} in any branch of Engineering/ Technology from a recognized University or equivalent
- II. Ten years post qualification experience in teaching at degree level/ research/ preparation of teaching-learning material/ curriculum development/ educational testing/ examination reforms/ development and administration of online examination.

Desirable:

Doctorate degree in any discipline referred to in item I(a) of the essential qualification from a recognized University or equivalent; or a Master's degree in any branch referred to in item I(b) of the essential qualification from a recognized University or equivalent.

3. List of duties / responsibilities attached to the post of Joint Director (ER):

Assisting the Commission in Examination Reforms and related work.

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 transfer on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of receipt of applications.

6. **Period of deputation: -**

Period of deputation including the 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 **four years**.

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).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Sanjay Kumar Gupta, Under Secretary (Admn.), Room No. 218 AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News/ Rozgar Samachar. *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 which reflects gender balance and women candidates are encouraged to apply".

(Sanjay Kumar Gupta)
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. Principal Secretaries of State Governments, Cadre Controlling Authorities of Universities/ Recognised Training Institutions/ public sector undertakings /statutory and autonomous organizations/ Recruitment Boards e.g. Banking and Railway Recruitment Boards, Staff Selection Commissions, Services Selection Boards and State Public Service Commissions (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
6. The Director (CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

(Sanjay Kumar Gupta)
Under Secretary(Admn.)

Proforma for application for the post of Joint Director (ER) by transfer on deputation (including short term contract) 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). Do you hold analogous posts on regular basis
- 5(b). Do you possess five years' regular service in posts in the scale of Rs.3000-4500 (level-11 in the revised pay matrix) or equivalent
- 6(a). Do you possess Master's Degree in Physics or Chemistry or Mathematics or Statistics or Operations/ Operational Research from a recognized University/ Institute.
- 6(b). Do you possess Bachelor's degree {B.E., B.Tech or B.Sc (Engg.)} in any branch of Engineering/ Technology from a recognized University or equivalent
7. Do you possess ten years post qualification experience in teaching at degree level/ research/ preparation of teaching-learning material/ curriculum development/ educational testing/ examination reforms/ development and administration of online examination.
8. 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	Post held with scale of pay/ Level of pay in pay matrix	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Basic Pay	Nature of duties with Brief Details of works performed during the appointment
		from	to			
1	2	3	4	5	6	7

9. Nature of present employment, i.e ad-hoc or temporary or permanent
10. 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 Organization on deputation
11. 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 7 th CPC	Level of pay in 7 th CPC Matrix

12. Total emoluments per month now drawn
13. 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)
14. Full postal address of forwarding authority with name & telephone number
15. Whether belongs to SC/ST
16. 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 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 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.*

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.)