



F.No.A-32015/02/2018-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)

Dholpur House, Shahjahan Road
 New Delhi-110069
 Dated: 03/10/2018

VACANCY CIRCULAR

Subject: Filling up three (03) newly created posts of Senior Reception and Protocol Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix in the O/o UPSC on Deputation(ISTC)/Re-employment (for Armed Forces Personnel) basis- reg.

It is proposed to fill up three (03) newly created posts of Senior Reception and Protocol Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix in the O/o UPSC on Deputation(ISTC)/Re-employment (for Armed Forces Personnel) basis.

2. Eligibility Conditions:

Deputation(ISTC): Officers under the Central Government/ State Governments/ Union Territories / Recognized Research Institutions/ Universities / Public Sector Undertakings / Statutory or Autonomous Organizations-

- a) (i) Holding **analogous post** on a regular basis in the parent cadre or department; **or**
 (ii) With six years' service rendered after appointment thereto on a regular basis in Level 5 in the Pay Matrix or equivalent in the parent cadre or department; **and**
 b) Possessing a Bachelor's Degree from a recognized University or Institute.

Deputation or Re-employment (for Armed Forces Personnel):

The Armed Forces Personnel of the rank of **Junior Commissioned Officer or equivalent, who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists** shall also be considered. If selected, such officers shall be given deputation terms upto the date on which they are due for release from the Armed Forces. Thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment upto the age of superannuation with reference to civil posts).

Note: For the purpose of computing minimum qualifying service for appointment on deputation basis the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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

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

- i. Receiving VIPs on special occasions and in other instances.
- ii. Frequently receive and guide foreign Delegates and escort them to Hon'ble Chairman's room/committee room.
- iii. Accompany all Visitors/ Advisors/ Experts for the P.T. Boards /DPC/ SCM/ Confidential
- iv. Issuing special passes to the guests for their easy movement within the office campus.
- v. Issue of Permanent Identity cards to staff, fresh entrants and also in case of loss/mutilation.
- vi. Preparation of the following category of passes:
 - a. Special Passes for advisors and Experts.
 - b. Issuing of pensioners, I/Cards to the Former Chairman /Former Members and staff of UPSC.

- vii. Issuing intimation slips to CISF Personnel informing them of the visitors and senior officers.
- viii. Allotment of "Table Numbers" to the candidates related to various interviews/ P.T. Boards.
- ix. Any other task as assigned by the superiors.
- x. Looking after all travel arrangements including reservations.
- xi. Ascertaining and informing the correct arrival and departure timings.
- xii. Seeing off and receiving them at the airport and / or railway stations.
- xiii. Liaison with the Airport Authority, Passport Office, Tourist Office and Airline & Railway.
- xiv. Arranging VIP Lounge at the airport and see that the Hon'ble Chairman/ Members are not put to any sort of inconvenience while proceeding on official tours.
- xv. Co-ordination work in connection with official conferences and visiting foreign delegation.
- xvi. Arranging accommodation at the Advisor's Suite or any other arrangement as may be required.
- xvii. Arranging vehicles for travel during the period of their stay for official business.
- xviii. Protocol facilities to former Chairman/ Members.
- xix. Protocol facilities to the President of Ad-hoc Boards and their arrangement of stay, vehicle in coordination with Advisor suite and staff car unit.
- xx. Any other miscellaneous work as may be entrusted to them from 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 (ISTC) shall not be exceeding **56 years** as on the closing date of receipt of applications.

6. Period of Probation: -

Period of probation will be 2 years for the Armed Force Personnel appointed before the age of superannuation.

7. Period of deputation: -

Period of deputation (ISTC) including period of deputation (ISTC) 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 to exceed **three years**.

8. 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.

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 (<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 office of Central Government/ State Governments/ Union Territories / Recognized Research Institutions/ Universities / Public Sector Undertakings / Statutory or Autonomous Organizations (as per standard list).
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. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003
5. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*
6. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- *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 Senior 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;
6. Have you rendered six years' service in the grade rendered after appointment thereto on regular basis in Level 5 in the Pay Matrix or equivalent in the parent cadre or department;
7. Do you possess Bachelor's Degree from a recognized University or Institute? If yes, specify details:
8. (a) Whether Armed Forces Personnel employee?
(Please state 'Yes/No')
(b) If Armed Forces Personnel, whether holding the rank of Junior Commissioned Officer or equivalent.
(c) If Armed Forces Personnel, whether due to retire or to be transferred to reserve within a period of one year.
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.