

No.A-35021/02/2017-Admn.II
Union Public Service Commission

Dholpur House, Shahjahan Road
New Delhi-110069
Date: 02/06/2017

VACANCY CIRCULAR

Sub: Filling up the post of Lineman (General Central Service, Group-‘C’ Non-Gazetted, Non-Ministerial) in the Office of UPSC in pre-revised PB-1 with Grade Pay Rs. 1800/- [Level-1 in the Pay Matrix as per 7th CPC] on Deputation basis -reg.

It is proposed to fill up one post of Lineman (General Central Service, Group-‘C’ Non-Gazetted, Non-Ministerial) in the Office of UPSC in pre-revised PB-1 with Grade Pay Rs. 1800/- [Level-1 in the Pay Matrix as per 7th CPC] on Deputation basis.

2. **Eligibility Conditions:** **Deputation: “Officers under Central Government”**
 - a. holding analogous posts on regular basis in the parent cadre or department, and
 - b. having working experience of maintenance of EPABX or EPAX, repair of push button telephone instruments, cabling work attached with EPABX or EPAX and other related works.”
3. **Duties and responsibilities attached to the post of Lineman in the Office of UPSC:**
 - a. To look after repair/ replace the telephone lines in UPSC.
 - b. To look after (repair/ replace) the intercoms, Hotlines, and direct telephone lines, Broadband connections, used in the Commission.
 - c. To look after the shifting and new installation of telephone/intercom/ plan and Exchanges systems.
 - d. To assist Supervisor (Telephones) to look after the front line repairs of EPABX exchanges installed in the Commission and other assigned jobs.
 - e. To look after and assist, Supervisor (Telephones) for the front line repairs of plan and PBT telephone instruments installed in the Commission.
 - f. Liaison work with different telecom service providers for smooth functioning of telephone systems in the Commission.
 - g. Any other work assigned by supervisor (telephone exchange) and other superior officers regarding the work related to smooth functioning of telephone system in UPSC.
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 not be exceeding **56 years** as on the closing date of receipt of applications.
6. **Period of deputation:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/ Department of the Central Govt. shall ordinarily not exceed **three years**.
7. Application (in duplicate) 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 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).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No. 8/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/ 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, please visit the official website of UPSC. (<http://www.upsc.gov.in/vacancy-circulars>)**

“Government strives to have a workforce who 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- For uploading the vacancy circular on the official website of the Commission.
4. Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 14th Floor, Soochana 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 a 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-110001 - for uploading the vacancy circular on their official website.

Proforma for application for the post of Lineman 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

5.a. Do you hold analogous post on regular basis; and

b. Do you possess working experience of maintenance of EPABX or EPAX, repair of push button telephone instruments, cabling work attached with EPABX or EPAX and other related works.

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 with Level of pay in Pay Matrix / Grade 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		Basic pay	
1	2	3	4	5	6	7

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. Additional details about present employment: Please state whether you are working under Central Government -
10. 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 7th CPC	Level of Pay in 7th CPC Matrix

11. Total emoluments per month now drawn
12. 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)

- 13. Full postal address of forwarding authority with name & telephone number
- 14. Whether belongs to SC/ST
- 15. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date : _____

Annexure-II

(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. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last five 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.
- 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.
- (* Strike out which is not applicable.)