



F.No.A-35021/01/2018-Admn.II

संघ लोक सेवा आयोग

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

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Dated: 23/03/2018

**VACANCY CIRCULAR**

**Subject: Filling up 2 vacancies in the grade of Staff Car Driver (Grade-I) (General Central Service, Group C, Non-Gazetted, Non-Ministerial) in Level 5 of Pay Matrix [GP ₹2,800/-, PB-1, ₹5,200-20,200/-] in the office of UPSC on Deputation basis - reg.**

It is proposed to fill up 2 vacancies of Staff Car Driver (Grade-I) (General Central Service, Group C, Non-Gazetted, Non-Ministerial) in Level 5 of Pay Matrix [GP ₹2,800/-, PB-1, ₹5,200-20,200/-](Pre-Revised) in the office of UPSC on Deputation basis.

**2. Eligibility Conditions:**

**Deputation:**

Staff Car Driver in other Ministries of the Central Government having: -

- i. **Six years regular service in the grade of Staff Car Driver (Gr.II) in the GP ₹2,400/- (Pre-Revised) [i.e. Level 4 of Pay Matrix] or**
- ii. **Fifteen years combined regular service in the grade of Staff Car Driver (Gr.II) and in the GP ₹1,900/- (Pre-Revised) [i.e Level 2 of Pay Matrix] out of which at least four years should be in the grade of Staff Car Driver (Gr.II), and further subject to passing: -**
  - a) Trade test to be conducted for the purpose, the syllabus of which shall be as follows:-
    - i. Must be able to read English numerals and figures;
    - ii. Must have a thorough knowledge of traffic regulations;
    - iii. Must have good knowledge of petrol and diesel engine and to be able to locate faults and rectify minor running defects;
    - iv. Must be able to clear carburettor, plug etc;
  - b) Practical test based on (i) to (iv) above.

**Note 1:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of Central Government shall not ordinarily exceed three years.

**Note 2:** The maximum age limit for appointment on deputation basis shall not exceed fifty-six years as on the closing date of receipt of application.

**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 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.

Contd...

**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.

**6. Consultation with UPSC:**

Consultation with Union Public Service Commission is not necessary.

**7. Reservation for SC/ST/OBC:**

No provision for reservation exists for the posts to be filled up on deputation basis.

**8.** 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 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 Government of India).

The required documents mentioned at the end of Annexure, may be forwarded to **Sh. Sanjay Kumar Gupta, Under Secretary (Admn.), Room No.216, 2<sup>nd</sup> Floor, Annexe Building, Union Public Service Commission, Dhoolpur 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.**

**(Sanjay Kumar Gupta)**  
**Under Secretary (Admn.)**  
**Union Public Service Commission**  
**Tel. No. 011-23388476**

*Copy to: -*

1. All Ministries/Departments of Govt. of India (as per standard list).
2. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
4. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
5. Asst. Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7<sup>th</sup> Floor, Soochana Bhawan. CGO Complex, Lodhi Road, New Delhi - 110003

**Proforma for application for the post of SCD (Grade I) on Deputation basis in the Office of UPSC**

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 Are you holding the post of Staff Car Driver (Grade-II) on regular basis? If yes, how many years of regular service do you possess in the grade of Staff Car Driver (Grade-II)?
- 5.b How many years of regular service in the GP ₹1,900/- (Pre-Revised) [Level 2 of Pay Matrix] do you possess?
- 5.c Do you possess a valid driving license, 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/ Organization	Post held with scale of pay	Period of service		Basic pay & Pay scale (Pre- Revised)	Basic Pay (Revised)			Nature of appointment whether regular/ad- hoc/deputation
		from	to		Pay in PB	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

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 <sup>th</sup> CPC	Basic Pay As per 6 <sup>th</sup> CPC	Date of Revision of Pay	Level as per 7 <sup>th</sup> CPC	Revised Basic Pay as per 7 <sup>th</sup> CPC

10. Total emoluments per month presently drawn
11. 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)
12. Full postal address of forwarding authority with name & telephone number
  
13. Whether belongs to SC/ST/OBC
14. Remarks

*Signature of the Candidate* :

*Name of the Candidate* :

*Full address of the Office* :

*Telephone No./Rax No.* :

*Dated:*

**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 either pending/contemplated against Shri/Smt.\_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/ photocopies of the APARs for the last 5 years (from 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.
- 4.
- 5.
- 6.

(\* Strike out which is not applicable.)