



No.A-35020/07/2016-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)

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

VACANCY CIRCULAR

Subject: Filling up the post of Junior Reception Officer (General Central Service Group 'C' Non- Gazetted, Non- Ministerial) in the office of UPSC in pre-revised PB-1 (Rs.5200-20200/-) with Grade Pay Rs. 2400/- i.e. Level-4 in the Pay Matrix as per 7th CPC on deputation basis- reg.

It is proposed to prepare a panel to fill up **two posts** of Junior Reception Officer (General Central Service Group 'C' Non- Gazetted, Non- Ministerial) in the office of UPSC in pre-revised PB-1 (Rs.5200-20200/-) with Grade Pay Rs. 2400/- i.e. Level-4 in 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 pre-revised Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 2000 i.e. Level- 3 in the 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 pre-revised Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 1900 i.e. Level- 2 in the 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.

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 Junior Reception Officer:

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

1. Receiving, guiding and escorting Experts/Advisors invited by the Commission.
2. Receiving and escorting foreign delegates who visits the commission.
3. Maintenance of files.
4. Preparation and issue of Pensioners I-Cards.
5. Issue of NOC to retired officials and to those who have left the commission.
6. Issue of validation slips to UPSC officials for entry in buildings where MHA cards are not valid.
7. Issuing of intimation slips to CISF personnel informing them of the visitors and senior officers.
8. Allotting Table Numbers to the candidates who come for various Interviews/PT Boards.
9. General enquires.
10. Preparation of the following category of Passes:
 - (a) Special Passes for advisors and Experts
 - (b) Issuing of pensioners, I/Cards to the Former Chairman and Former Members.
11. Sending list of surrendered cards on quarterly basis to MHA.
12. Sending Quarterly Hindi progress report to Hindi Branch.

13. Issuing Daily Visitors Pass and Temporary Pass.
14. Any other duties assigned by senior officers 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 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 (2010-11 to 2014-15) (*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 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, 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. 011-23388476

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. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
5. Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
6. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*
7. National Career Service (NCS) Portal of Ministry of Labour & Employment- *for uploading the vacancy circular on their official website.*

Proforma for application for the post of **Junior Reception 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 five years' service in the grade rendered after appointment thereto on regular basis in the pre-revised Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 2000 i.e. Level- 3 in the Pay Matrix as per 7th CPC or equivalent in the parent cadre or department?
7. Have you rendered eight years' service in the grade rendered after appointment thereto on regular basis in the pre-revised Pay Band-1 i.e. Rs. 5200-20200 with Grade Pay of Rs. 1900 i.e. Level- 2 in the Pay Matrix as per 7th CPC or equivalent in the parent cadre or department?
8. 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	Nature of duties with brief details of works performed during the appointment
		from	to			
1	2	3	4	5	6	7

- 9.a Nature of present employment :-
(i.e ad-hoc or temporary or permanent)
- b Category of Organization :-
(i.e. Central Govt. or State Govt. or Others)
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 parent office/Organization to which you belong
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 G.P	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 and email ID
- 15. Whether belongs to SC/ST
- 16. 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)

Annexure-II

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 2010-11 to 2014-15) 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.