



F. No. A-35020/05/2016-Admn.II

Union Public Service Commission

Dholpur House, Shahjahan Road,
New Delhi-110069.

Date: 14/03/2017

VACANCY CIRCULAR

Subject : Filling up the post of Estates Supervisor (General Central Service, Group-'B' Non-Gazetted, Non-Ministerial) in the office of UPSC in PB-2 [Rs.9,300-34,800/-] with Grade Pay Rs.4,200/- [Level 6 as per 7th CPC] on Promotion/Deputation (including Short-term Contract) (For Armed Forces Personnel : Deputation/Re-employment) basis-reg.

It is proposed to fill up one post of Estates Supervisor (General Central Service, Group-'B' Non-Gazetted, Non-Ministerial) in the Office of UPSC in PB-2 [Rs.9300-34800/-] with Grade Pay Rs. 4200/- [Level 6 as per 7th CPC] on Promotion/ Deputation (including Short-term Contract) (For Armed Forces Personnel : Deputation/Re-employment)basis.

2 Eligibility Conditions: - Promotion/Deputation (including Short Term Contract):

I. Officers of the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous or Statutory or Semi-Government Organizations-;

(a) (i) Holding analogous post on regular basis in the parent cadre or department; or

(ii) With six years' service in the grade rendered after appointment thereto on a regular basis in the PB-1 [Rs. 5200-20200/-] and Grade Pay Rs. 2800/- [Level 5 as per 7th CPC] or equivalent in the parent cadre or department; **and**

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

(i) Matriculation from a recognized Board or University;

(ii) Diploma in Sanitary or Public Hygiene or Diploma in Electrical or Civil Engineering from a recognized institution or equivalent; **and**

(iii) Three years' experience in the upkeep and maintenance of office buildings.

II. The Departmental Caretakers in the PB-1 (Rs. 5200-20200/-) and Grade Pay of Rs. 2800/- [Level 5 as per 7th CPC] with six years regular service shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by Promotion.

**III. For Armed Forces Personnel:
Deputation or Re-employment:**

The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent, who are due to retire or likely to be transferred to reserve within a period of one year and possessing qualifications and experience prescribed for deputationists shall also be considered and if selected, such Officers shall be given deputation terms up to 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 up to the age of superannuation with reference to civil posts).

Note 1:- The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.

Note 2:- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January of 2006/ the date from which the revised pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the Commission.

Note 3:- For the purpose appointment on deputation basis, the service rendered on a regular basis by an Officer prior to 1st January 2006/ the date from which the revised pay structure based on the 6th CPC recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

3. Duties & responsibilities attached to the post of Estates Supervisor:-

- a. To supervise for making all necessary arrangements for all types of meetings held in UPSC such as Commission, briefing, condolence, branches, PT interviews boards, lunches, conferences, seminars, foreign delegations, functions, oath ceremony, conducting of UPSC exams etc.
- b. To check & inspect estimates received from CPWD (Electrical/Civil/Horticulture Wings). Supervision, coordination, inspection and rectification of day today complaints, renovation / construction work related to Civil/ Electrical/Horticulture CPWD wings in UPSC.
- c. To supervise, maintain & update the inventory of dead stock items and preparing the list of condemned items & supervising the auctioning process.
- d. To supervise & inspect all work carried out by the AMC/requisite contractor such as signage boards/ Name plates, pest control, furniture repair, servicing/ repair of water purifier & issuing work performance certificate for their completion of work.
- e. To inspect/supervise the House keeping work carried by sweeping cleaning contractor in UPSC.
- f. To make misc. arrangements for office welfare activities such as blood donation, Yoga classes, retirement/farewell/welcome parties & Medical camps etc.
- g. To supervise and coordinate with different agencies of NDMC to upkeep and maintain the UPSC surroundings.
- h. Scheduled checking of fire fighting & safety equipments & organizing the mock drill performed by the Delhi Fire Service.
- i. To carry out different type of documentation & other miscellaneous file work such as submission of file for approval of accommodation for Ad-hoc boards/ Senior officers, Honorarium, OTA of section staff. Filing work related to CPWD (Civil, Electrical & Horticulture maintenance/renovation/repair work).
- j. To take necessary action for procuring the items for official use which are demanded by the Hon'ble Chairman/Members, senior officers, sections, branches etc,
- k. To supervise for issuing furniture and other required official items related to M&M store to senior officers, sections, branches etc.
- l. To supervise all the work related to M&M section allotted/instructed by senior officer.
- m. Any other works allotted/instructed 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. 2/29/91-Estt.(Pay-II) dated 05/01/1994 as amended time to time.

5. Age-limit :-

The maximum age-limit for appointment by 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 Short-term Contract) including period of deputation (including Short-term Contract) 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. Period of Probation:-

For Promotee and Re-employed Armed Forces Personnel the period of probation will be Two (02) years.

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 (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 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.**

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **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
011-23388476

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments /Union Territories, Cadre Controlling Authorities of Universities/ Recognized Research Institutions/ Public Sector Undertakings /Semi-Government /Statutory /Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Cadre Controlling Authorities of Armed Forces with the request that the vacancy may please be given wide circulation.
4. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
5. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

(S. Padmanabha)
Under Secretary (Estt.)
Union Public Service Commission
011-23388476

Proforma for application for the post of Estates Supervisor on Promotion/ Deputation (including Short-term Contract) (For Officers under Central/State Government) or Deputation/ Re-employment (For Armed Forces Personnel) 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 post on regular basis in the parent cadre or department; **or**
(b) Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-1 Rs. 5200-20200/- with Grade Pay Rs. 2800/- [Level 5 as per 7th CPC] or equivalent in the parent cadre or department; **and**
6. (a) Whether possesses Matriculation from a recognized Board or University; **and**

(b) Whether possesses Diploma in Sanitary or Public Hygiene or Diploma in Electrical or Civil Engineering from a recognized institute or equivalent; **and**

(c) Whether possesses three years' experience in the upkeep and maintenance of office buildings.
7. 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		Pay in PB	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

8. Nature of present employment, i.e ad-hoc or temporary or permanent
9. 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
10. Please state about present employment: Whether working under
 - (a) **Central Government** or **State Government /Union Territories** or **Universities** or **Recognized Research Institutions** or **Public Sector Undertakings** or **Semi-Government** or **Statutory** or **Autonomous Organizations**’.
 - (b) **Armed Forces**

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)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, PB & G.P.	Revised basic pay

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. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years 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.)