

**VACANCY CIRCULAR**

**Sub: Filling up the post of Wash Boy (Adviser's Suite) (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) in the office of UPSC in pre-revised PB-1 (Rs.5200-20200/-) plus Grade Pay Rs. 1800/- i.e. Level-01 in the Pay Matrix as per 7th CPC on Absorption basis - reg.**

It is proposed to fill up three **(03)\*** posts of Wash Boy (Adviser's Suite) (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) in the office of UPSC in pre-revised PB-1 (Rs.5200-20200/-) plus Grade Pay Rs. 1800/- i.e. Level-01 in the Pay Matrix as per 7th CPC on absorption basis.

**2. Eligibility Conditions:**

**Absorption:** "Erstwhile Group 'D' Staff i.e. Sweeper / Farash / Helper and other Group 'D' Staff holding similar/analogous posts (merged into a single grade of MTS after implementation of 6<sup>th</sup> CPC) on regular basis in the Office of Union Public Service Commission."

(Note: Direct Recruit MTS are not eligible to apply for the post).

**3. Age-limit:**

18 to 25 Years (Relaxable for government servants upto the age of 35 years in the case of general candidates and upto 40 years in the case of candidates belonging to the Scheduled Castes or Schedules Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications.

**4.** Application (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates, may be forwarded to Administration-V Section within 21 days of the date of issue of this circular.

**(Suresh Kumar Nayak)**  
Under Secretary (Admn.)  
Union Public Service Commission  
Tel. No. 011-23381202

**Copy for information to:-**

1. All Sections/Notice Boards of UPSC:
2. Web Cell with a request to upload the vacancy circular in the official website of UPSC

Eligible and interested Candidates may forward their application through concerned Admn. Section within the stipulated date

\*The vacancy may increase, in case, the incumbent gets promotion to the higher grade.

**Proforma for application for the post of Wash Boy (Adviser's Suite) on absorption 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. Do you hold analogous post on regular basis:
  
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 scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, PB & G.P.	Revised basic pay

10. Total emoluments per month now 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
  
14. Remarks

Signature of the Candidate :  
Office Address :

Telephone No. :  
Email ID :

Date: