

**Most Immediate**

**Fax: 011-23098552**



**F.No.A-41020/03/2017-Admn.II**  
संघ लोक सेवा आयोग  
**Union Public Service Commission**  
**Dholpur House, Shahjahan Road**  
**New Delhi-110069**

*Dated: 19/07/2017*

**VACANCY CIRCULAR**

**Subject: Engagement of 03 Drivers on short-term contract basis in the office of Union Public Service Commission – regarding**

Union Public Service Commission invites applications from Staff Car Drivers from retired Ex-Servicemen/Paramilitary Forces/Govt. Servants for engagement as Driver (03 posts), on short-term contract basis for an initial period of 06 months or until appointment is made in the grade of Staff Car Driver on regular basis, whichever is earlier at monthly remuneration rate of ₹17,000/-.

**2. Essential Qualifications:**

- i. Possession of valid driving license for motor cars.
- ii. Knowledge of motor mechanism (The candidate should be able to repair minor defects in vehicles).
- iii. Experience of driving a motor car for at least three years.

**3. Age-Limit:**

Age not exceeding 60 years as on the closing date for receipt of applications.

**4. Applications only in the prescribed proforma (Annexure-I) along with copy of PPO, driving license and documents in support of essential qualifications, age and experience of the interested candidates who fulfill the eligibility criteria, may be forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No.8, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069. The last date for receipt of duly filled applications will be 15 days from the date of uploading of this Vacancy Circular on the Commission's website. Applications received without necessary certificates and documents will not be entertained.**

**(S. PADMANABHA)**  
**UNDER SECRETARY (ESTT.)**  
**UNION PUBLIC SERVICE COMMISSION**  
**Tel. No: 011-23388476**

**Proforma of application for the engagement as Driver on Short-Term Contract Basis in the office of UPSC**

1. Name (in Block Letters)
2. Postal Address
3. Tel/Mob.No.
4. Date of Birth (in Christian Era)
5. Date of Retirement
6. Educational Qualifications

7. Details of employment in chronological order (Starting from entry in Central Government Service). Enclose a separate sheet, duly authenticated with your signature, if the space below is insufficient:-

| Office / Organisation | Post held with Scale of Pay | Period of Service |    | Basic Pay (Revised) |    |           | Nature of Appointment whether Regular/Ad-Hoc /Deputation | Nature of duties performed along with brief details during the appointment |
|-----------------------|-----------------------------|-------------------|----|---------------------|----|-----------|--|--|
|                       |                             | From              | To | Pay in PB           | GP | Basic Pay |  |  |
|                       |                             |                   |    |                     |    |           |  |  |

8. PPO No. (Enclose Copy)
9. Office at the time of retirement

*Contd...*

10. Do you possess a valid driving license? If yes, please enclose copy.

11. Do you possess knowledge of Motor Mechanism?

12. Do you possess experience of driving a motor car for at least three (03) years?

13. Additional information, if any, which you would like to mention in support of your suitability for the post

I hereby declare that the particulars furnished as above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. Further, I have read the vacancy circular and am ready to accept the terms and conditions for engagement as Driver on short-term contract basis.

*Signature of the official:*

*Name of the Official:*

*Full address:*

*Tel/Mob.No:*

*E-mail ID:*

*Dated:*

*Place:*

**Standard Terms & Conditions for engagement of Drivers on Short-Term Contract Basis in the office of UPSC**

- i. The engagement will be on full-time basis and no Driver would be permitted to take up any other assignment during the period of contract. The Drivers will be required to mark their attendance in the Biometric System.
- ii. In special circumstances, the Drivers may be called on Saturdays/Sundays/Gazetted Holidays or may be required to stay beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/Gazetted Holidays they may be given compensatory leave.
- iii. During their tenure of engagement as Driver, they would be required to perform the duties in accordance with the level against which they have been engaged as Driver including any other secretariat work as assigned by the Office/Concerned Branch.
- iv. They will be paid a monthly consolidated remuneration and no other allowances/perquisites whatsoever such as HRA, TA/DA, residential accommodation, residential telephone facility etc will be provided to them.
- v. No TA/DA will be admissible to them for joining the assignment or on its culmination. If, during the period of engagement in this Office, they are required to travel outside Delhi in connection with the work of the UPSC, they will be entitled to draw TA/DA as per normal rules applicable to any serving officer at the level against which the Consultant shall be engaged.
- vi. They will not be entitled for any kind of regular leave except 08 days paid absence in a calendar year to be calculated on pro-rata basis.
- vii. During their period of engagement with the UPSC, it is likely that they may come across certain information of importance or secret nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923 not only during the period of their assignment but also thereafter. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
- viii. The intellectual property rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose any part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment, or during the course of the assignment for the office, without the express written consent of the office. The Driver shall be bound to hand over the entire set of records of assignment to the office before expiry of the contract, and before the final payment is released by the office. Accordingly, they shall be required to furnish NOC/No-Dues certificate from the concerned Branch/Section.
- ix. The Driver shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office except in the due discharge of the tasks assigned to them as Driver.
- x. UPSC shall not be responsible for any loss, accident, damage, injury suffered by the Driver, whatsoever, arising in or out of the execution of his work including travel.
- xi. The contract can be terminated by either side by giving one week notice.
- xii. In the event any Driver is found unfit on any account or any insubordination/misconduct, his services can be terminated immediately without any prior notice.