

F.No.A-35021/07/2017-Admn. II
संघ लोक सेवा आयोग
Union Public Service Commission

Dholpur House, Shahjahan Road
New Delhi-110069

Dated: 10/04/2017

VACANCY CIRCULAR

Sub: Filling up the post of Assistant Director(Vigilance) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in the Office of UPSC in pre-revised PB-3 with Grade Pay of Rs. 5400/- [Level-10 in the Pay Matrix as per 7th CPC] on deputation basis. -reg.

It is proposed to fill up **one vacancy** in the grade of Assistant Director (Vigilance) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in the Office of UPSC in pre-revised Pay Band of 3 with Grade Pay of Rs. 5400/- [Level-10 in the Pay Matrix as per 7th CPC] on deputation basis.

2 Eligibility Conditions : Deputation:-

Officers under the Central Government

- (a) (i) holding **analogous** posts on regular basis in the parent cadre or department or equivalent; **or**
- (ii) with **two years**' service in the grade rendered after appointment thereto on a regular basis in pre-revised Pay Band of Rs.9300-34800/- with Grade Pay of Rs.4800/- [**Level-8** in the Pay matrix as per 7th CPC] in the parent cadre or department or equivalent; **or**
- (iii) with **three years**' service in the grade rendered after appointment thereto on a regular basis in the pre-revised Pay Band of Rs.9300-34800/- with Grade Pay of Rs.4600/- [**Level-7** in the Pay matrix as per 7th CPC] in the parent cadre or department or equivalent; **and**
- (b) should have completed successfully the **administrative vigilance training** of the Institute of Secretariat Training and Management or a comparable training from any other Government institutions recognized as equivalent thereto; **and**
- (c) should have **three years experience** in dealing with administrative vigilance cases and related court cases.

3. List of duties & responsibilities attached to the post of Assistant Director (Vigilance) :-

- (i) General duties as In-charge of Vigilance Section as per Manual of Office procedure (annexed below).
- (ii) To examine the cases submitted by staff with respect to rule position quoted by them & suggest viable solutions to the problems for consideration of competent authority.

General duties :- The general duties of AD(Vig.) are as follows:-

- (a) Distribution of work among the staff of the Section as per their nature of duties.
- (b) Training, helping and advising the staff when requested.
- (c) Management and co-orientation of the work.
- (d) Maintenance of order and discipline in the section.
- (e) Maintenance of list of residential addresses of the staff of the section.

Responsibility:-

I. RELATING TO THE DAK

- (a) To go through the receipts.
- (b) To submit receipt which should be seen by the branch Officer or higher officers at the dak stage.
- (c) To keep a watch of any hold-up in movement of the dak.
- (d) To scrutinize the section diary once a week to know that it is properly maintained.

II. RELATING TO ISSUE OF DRAFT

- (a) To see that the draft letter is perfect and all corrections have been duly made before it is marked for issue.
- (b) To indicate whether a clean copy of the draft is necessary.
- (c) To indicate the number of spare copy of the draft required & Security classification.
- (d) To check whether all the enclosures are attached.
- (e) To indicate priority marking.
- (f) To indicate mode of dispatch.

III. INDEPENDENT DISPOSAL OF CASES

- (a) Issuing reminders to the concerned section when necessary.
- (b) Obtaining or supplying factual information of the non-classified nature.
- (c) Any other action which he is authorized to take independently.

IV. DUTIES IN RESPECT OF RECORDING AND INDEXING

- (a) To approve the recording of files and their classification.
- (b) To review the recorded file before destruction.
- (c) To order and supervise periodic weeding of unwanted spare copies.
- (d) To ensure proper maintenance of registers required to be maintained in the Section.

V. RESPONSIBILITY FOR EFFICIENT AND EXPEDITIOUS DISPOSAL OF WORK AND CHECKS ON DELAY

- (a) To keep a note of important receipts with a view to watching the progress of action.
- (b) To ensure timely submission of arrears and other returns,.
- (c) To undertake inspection of assistant's diary to ensure that no paper of file has been overlooked.
- (d) To ensure that cases are not held up at any stage.
- (e) To go through the list of periodical returns every week and taken suitable action on items requiring attention during next week.
- (f) When a communication is received from any source/ any department he takes decision in simple cases or in which he is authorized to do so and in other cases he makes personal discussion with higher officers and based on such discussion he sends reply on his own or submit a draft reply for approval to the higher officer.
- (g) Generally actions are initiated by the AD(Vig.) relating to the cases which has vigilance angles, however sometimes action also initiated at higher levels whenever required.
- (h) To provide assistance to CBI/ Police Authorities in criminal cases as and when required.
 - a. Attending court in connection with various cases pertaining to UPSC.
 - b. Briefing Government Counsels on the cases coming up for hearing in the Courts.
- (i) To assist in toning up efficiency.
- (j) To ensure proper utilization of the section space, equipment & machine.
- (k) Any other administrative work as assigned by JS (Vigilance) 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 not be exceeding **56 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 Organizations or Departments of the Central Government shall not exceed three years.

7. Consultation with UPSC:

Consultation with Union Public Service Commission is necessary.

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 may be forwarded to **Shri S. Padmanabha, Under Secretary (Estt.), Room No.8/AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within 60 days of publication of this advertisement in the Employment News/ रोजगार समाचार:-

- (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 Govt. of India*).

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. **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 who reflects gender balance and women candidates are encouraged to apply.

(S. Padmanabha)
Under Secretary (Estt.)
Union Public Service Commission
Tel. No.011-23389078

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. Smt. Pushpinder Kaur, General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 14th Floor, Soochana Bhavan, C.G.O. Complex, New Delhi; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
5. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

Proforma for application for the post of Assistant Director (Vigilance) 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

(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; or
- b. Do you possess two years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4800/- [Level-8 as per 7th CPC Pay Matrix] or equivalent; or
- c. Do you possess three years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4600/- [Level-7 as per 7th CPC Pay Matrix] or equivalent; **and**
- 6.a. Have you completed successfully the administrative vigilance training of the Institute of Secretariat Training and Management or a comparable training from any other Government institutions recognized as equivalent thereto; **and**
- b. Do you have three years experience in dealing with administrative vigilance cases and related court cases?

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 with Level of pay in Pay Matrix / Grade 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 | | Basic pay | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| | | | | | | |

8. (a) Name of parent office/Organization to which you belong
 (b) Category of parent Office (whether Central Govt./ State Govt. / Others)
 (c) Nature of present employment (whether ad-hoc / temporary / 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 Organization on deputation
10. 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 Grade Pay | Basic pay (pre-revised) | Date of revision of pay | Revised Basic Pay as per 7th CPC | Level of Pay in 7th CPC Matrix |
|------|--|-------------------------|-------------------------|----------------------------------|--------------------------------|
| | | | | | |
| | | | | | |

11. Total emoluments per month now drawn
12. 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)
13. Full postal address of forwarding authority with name & telephone number
14. Whether belongs to SC/ST
15. 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. Photocopies of the ACRs for the last 5 years (for the year 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.*
(*Strike out which is not applicable.)

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.