

F.No.A-35021/08/2017-Admn. II
संघ लोक सेवा आयोग
Union Public Service Commission

Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 05/12/2017

VACANCY CIRCULAR

Sub: Filling up the post of Vigilance Assistant (General Central Service, Group-'B' Non-Gazetted, Ministerial) in the Office of UPSC in the pre-revised pay scale of Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4200/- [Level-6 in the Pay Matrix as per 7th CPC] on Deputation (For Officers under Central Government) or Deputation/ Re-employment (For Armed Forces Personnel) basis. -reg.

It is proposed to fill up **one vacancy** in the grade of Vigilance Assistant, (General Central Service, Group-'B' Non-Gazetted, Ministerial) in the Office of UPSC in the pre-revised pay scale of Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4200/- [Level-6 in the Pay Matrix as per 7th CPC] on Deputation (For Officers under Central Government) or Deputation/ Re-employment (For Armed Forces Personnel) basis.

2. Eligibility Conditions :

Deputation: Officer under Central Government:

(a) (i) holding analogous posts 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 pre-revised Pay Band-1(Rs.5200-20200) plus Grade Pay of Rs. 2800 [Level-5 in the Pay matrix as per 7th CPC] or equivalent; **or**

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2400 [Level-4 in the Pay matrix as per 7th CPC] or equivalent; **and**

(b) (i) Possessing a degree in law from a recognised University or equivalent; **or**

(ii) Possessing two years' experience of dealing with vigilance or disciplinary matters in respect of government employees and having completed successfully the Administrative Vigilance Training of the Institute of Secretariat Training and Management or a comparable training in any other recognised Institution.

Deputation or re-employment (for Armed Forces personnel):

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

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 posts for which that grade pay or pay scale is the normal.

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

- i. Vigilance Assistant should have knowledge of Computer and typing skill as all the work has to be done in Computer without the assistance of any typist. Hence, proficiency of Computer and typing skill is essential for the post of Vigilance Assistant.
- ii. Examining and processing the complaints against the employees of UPSC.
- iii. Processing disciplinary cases including suspension cases as per CCS(CCA) Rules, 1965.
- iv. Processing Court cases, criminal cases, vigilance clearance and RTI matters.
- v. Processing the intimations relating to movable and immovable property under CCS(Conduct) Rules, 1964, maintaining IPR etc.
- vi. Any other work assigned by AD(Vig.).

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 the receipt of applications.

6. Period of deputation:

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily **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, 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 (2012-13 to 2016-17) (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”.

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

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

1. All Ministries/Departments of Govt. of India / All cadre controlling authorities of Armed Forces- *with the request that the vacancy may please be given wide circulation. (as per list attached).*
2. All Notice Boards of UPSC-*eligible and interested officers may forward their applications through their concerned Administration 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 (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
5. Under Secretary(CS.I), 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 Vigilance Assistant on Deputation (for Officers of Central Govt.) 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.
- b. Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of PB-1(Rs.5200-20200/-) with Grade Pay Rs. 2800/- [Level-5 as per 7th CPC Pay Matrix] or equivalent.
- c. Do you possess ten years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of PB-1(Rs.5200-20200/-) with Grade Pay Rs.2400/- [Level-4 as per 7th CPC Pay Matrix] or equivalent.
- 6.a. Whether possessed a degree in law from a recognised University or equivalent.
- b. Whether possessed two years' experience of dealing with vigilance or disciplinary matters in respect of government employees and having completed successfully the Administrative Vigilance Training of the Institute of Secretariat Training and Management or a comparable training in any other recognised Institution.
- 7.a. Whether Central Govt. employees or Armed Forces Personnel or Others, please specify
- b. If Armed Forces Personnel, whether holding the rank of Junior Commissioned Officer or equivalent.
- c. If Armed Forces Personnel, whether due to retire or to be transferred to reserve within a period of one year.

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 (revised)	Nature of duties with Brief Details of works performed during the appointment
		from	to		Basic pay	
1	2	3	4	5	6	7

9a. Nature of present employment (whether ad-hoc / temporary / permanent)

- b. In case the present employment is held on deputation please state
(i) The date of initial appointment
(ii) Period of appointment on deputation
(iii) 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 2012-13 to 2016-17) 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.