Fax: 011-23098552

No. A-35020/02/2020-Admn. II
(संघ लोक सेवा आयोग)
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 16/09/2020

VACANCY CIRCULAR

Subject: Filling up the post of Administrative Officer (General Central Service, Group 'A', Gazetted, Ministerial) in the Office of UPSC in level 10 of pay matrix (Rs.56100-177500) on promotion or deputation basis. -reg.

It is proposed to prepare a panel to fill up one (01) post of Administrative Officer (General Central Service, Group 'A', Gazetted, Ministerial) in the Office of UPSC in level 10 of pay matrix (Rs.56100-177500) on promotion or deputation basis.

2. Eligibility Conditions: -
Promotion or Deputation:
I. Deputation:
Officers under the Central Government:
(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in level 8 in the pay matrix or equivalent in the parent Cadre or Department; or
(iii) with three years' service in the grade rendered after appointment thereto on regular basis in level 7 in the pay matrix or equivalent in the parent Cadre or Department; **and**

(b) possessing the following educational qualifications and experience:
(i) Bachelor's degree in Arts or Science or Commerce from a recognised University or equivalent; or
(ii) three years diploma in Personnel Administration or Human Resource Development from a recognised institution; and
(iii) three years' experience in administration, establishment and accounts works.

II. The **Departmental Officer** holding the post of Assistant Administrative Officer in level 8 in the pay matrix with two years' regular service in the grade 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.

Note 1.- Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
Note 2.- Period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall **not exceed three years**.
Note 3.- The **maximum age-limit** for appointment by deputation shall be not exceeding **fifty-six** years as on the closing date of receipt of applications.

3. List of duties responsibilities attached to the post of Administrative Officer:

The list of duties and responsibilities attached to the post of Administrative Officer is as under:

(i) Initiating proposals relating to the establishment policy of the Commission.
(ii) Review of provisions contained in UPSC (Members) Regulations vis-à-vis other constitutional functionaries- initiating suitable proposal to take them up with the Government.
(iii) Personnel matters of Hon'ble Chairman/Members of the Commission which include their pay and allowances, leave, pension and other facilities.
(iv) Revision of provisions in the UPSC (Staff) Regulations and to initiate proposal in updating these Regulations.
(v) Corresponding with nodal agencies regarding financial powers of the Commission and initiating proposal for further re-delegation/authorization inside Commission's Secretariat.
(vi) Initiating proposal for reorganization of Commission's Secretariat establishment-creation/abolition of posts vis-à-vis budget provisions.
(vii) Correspondence with Government regarding position of Hon'ble Chairman/Members in the Warrant of Precedence.
(viii) Correspondence with Estimate Committee/ Public Accounts Committee whenever required.
(ix) Correspondence with the Establishment Officer in matters relating to Central Staffing Scheme.
(x) Correspondence with various Cadre Controlling Authorities of the Officers joining UPSC under Central Staffing Scheme.
(xi) Personnel matters of Senior Officers of UPSC i.e. Secretary, Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary.
(xii) Management of CSSS Cadre of UPSC.
(xiii) Maintenance of CR Dossiers and correspondence with Officers outside UPSC expediting the complete and timely recording of ACRs.
(xiv) Any other work as assigned by senior officers.

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

5. Age limit:

The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of applications**.**

6. Application (in duplicate) is to be submitted only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificates from the Forwarding Authority in the prescribed 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 (2014-15 to 2018-2019) (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. Alok Kumar Dixit, Under Secretary (Admn.), Room No. 218, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the circular in the Employment News/Rozgar Samachar. **The candidates must also apply online on the website of UPSC i.e. http://www.upsc.gov.in/vacancy-circulars.** Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **The Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

(S.K. Gupta)
Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23388476

Copy forwarded to:-

1. All Ministries/Departments of Govt. of India (as per the list attached).
2. The Assistant Director, Advertisement Section, Employment News, Ministry of Information and Broadcasting, Room NO. 764, 7th Floor, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003.
3. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. Officers in feeder grade.

Annexure-I

Proforma for application for the post of Administrative Officer on promotion or 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) **a.** Do you hold **analogous post** on regular basis in the parent cadre or department; or
b. Do you possess **two years'** regular service in the grade rendered after appointment thereto on a regular basis in the **level 8** in the pay matrix or equivalent in the parent cadre or department; or
c. Do you possess **three years'** regular service in the grade rendered after appointment thereto on a regular basis in the **level 7** in the pay matrix or equivalent in the parent cadre or department; and

5. (B) Do you possess the following educational qualifications and experience:

(i) Bachelor's degree in Arts or Science or Commerce from a recognised University or equivalent; or
(ii) three years diploma in Personnel Administration or Human Resource Development from a recognised institution; and
(iii) three years' experience in administration, establishment and accounts works.

(Please enclose all supporting documents for point No. 5(A) & 5(B)

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	Whether Central Government/State Governments /UTs/ Universities/ recognised research Institute/PSUs/ statutory/autonomous organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

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. Additional details about present employment:
Please state whether working under-
(a) Central Government
(b) State Government
(c) UT
(d)Universities
(e)recognized research institute
(f)public sector undertakings
(g)statutory organization
(h) autonomous organization

10. Are you in the 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**	**Revised Basic Pay**

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 below 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

Dated:

Annexure-II

(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 _____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the period **2014-15 to 2018-19** 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. :
Office Seal :

Fax No. :

Place:
Date:

List of enclosure:
1.
2.
3.
4.
5.
6.

*(*Strike out which is not applicable.)*