



**No.A-35021/06/2019-Admn.II  
Union Public Service Commission  
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road  
New Delhi-110069  
Date: 23/09/2019**

**VACANCY CIRCULAR**

**Subject : Filling up one (01) post of Deputy Chief Reception & Protocol Officer (General Central Service, Group-'B', Gazetted, Non-Ministerial) in the office of UPSC in Level 7 of the Pay Matrix on Promotion/Deputation (For Officers under Central Government), Deputation/ Re-employment (For Armed Forces Personnel) basis-reg.**

It is proposed to fill up one (01) post of Deputy Chief Reception & Protocol Officer (General Central Service, Group-'B', Gazetted, Non-Ministerial) in the office of UPSC in Level 7 of the Pay Matrix on Promotion/Deputation (For Officers under Central Government) , Deputation/ Re-employment (For Armed Forces Personnel) basis.

**2. Eligibility Conditions :**

**I. Promotion/Deputation**

**"Officers under Central Government"-**

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; **or**  
(ii) With five years' regular service in the grade rendered after appointment thereto on a regular basis in the PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200 (i.e. Level 6 of the Pay Matrix as per 7<sup>th</sup> CPC) or equivalent in the parent cadre or department; **and**  
(b) Possessing a degree of a recognized University or equivalent;

**II. For Armed Forces Personnel:**

**Deputation/ Re-employment:** 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 possessing qualifications and experience prescribed for deputationists shall also be considered and if selected, such officers shall be given deputation terms upto the date on which they are due for release from the Armed Forces and 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 shall be on re-employment basis (Re-employment up to the age of superannuation with reference to civil posts).

**Note 1:-** The Departmental Officer holding the post of Receptionist in PB-2 of Rs. 9300-34800/- and Grade Pay Rs. 4200/- with five 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 2:-** Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.

**3. List of duties attached to the post of Deputy Chief Reception & Protocol Officer:**

- i. Attending and escorting of VIPs to Hon'ble Chairman/ Members Room.
- ii. Attending and escorting of Members/Experts/Advisors invited by the Commission for interview/P.T. Boards/DPC/Selection Committee Meetings to their rooms.
- iii. Allotment of seats etc. to candidates in the Central Hall.
- iv. Issue of temporary passes to regular staff/casual clerks/ casual labors/ CPWD employees and Advisors.
- v. Issue of permanent Identity cards to staff, fresh entrants and also in case of loss/mutilation.
- vi. Issuing of pensioners, I/Cards to the former Chairman/Former Members and staff of UPSC.
- vii. Issue of validation slips to UPSC employees for entry into other buildings.
- viii. Issue of validation slips for entry into UPSC for officers of other departments.
- ix. Issue of vehicle passes for MHA, Airport etc. for the official vehicles of UPSC.
- x. Liaison for security matters with CISF staff.
- xi. General enquiries.
- xii. Handling post arrival and pre-departure formalities at the airport.
- xiii. To liaise with foreign embassies, High Commissions, Sr. Security Officer, M/o External Affairs, Immigration and Customs Authorities at airports.
- xiv. Liaison with the Airport Authority, Passport Office, tourist office, airlines and railway authorities.
- xv. Arranging VIP Lounge at the airport and see that the Hon'ble Chairman and Members are not put to any sort of inconvenience while proceeding on official tour.
- xvi. Coordination work in connection with official conferences and visiting foreign delegations.
- xvii. Protocol facilities to former Chairman/ Members.
- xviii. Duty to escort foreign and Indian delegation and National conference in PSCs.
- xix. Protocol facilities to the President of Adhoc Boards and their arrangement of stay, vehicle in coordination with Advisor suite and staff car unit.
- xx. Any additional duty assigned by the senior officers 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 be not 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 some other organization or Department of the Central Government shall ordinarily **not exceed three years**.

**7. Period of Probation:-**

For Re-employed Armed Forces Personnel the period of probation will be Two (02) years.

**8. The crucial date for determining eligibility will be the last date of receipt of applications.**

9. Application (**in duplicate**) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, may be forwarded together with the certificate from the Forwarding Authority (in 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 (2013-14 to 2017-18) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

The applications along with required documents may be forwarded to Sh. B.K.Sahu, Under Secretary (Admn.II), Room No. 426, Fourth Floor, Ayog Sachivalaya, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News / रोजगार समाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

10. 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 which reflects gender balance and women candidates are encouraged to apply”.***

**(B.K.Sahu)  
Under Secretary(Admn.II)  
Union Public Service Commission  
Tel. No. 011-23388476**

**To:-**

1. All office of Central Government (as per standard list).
2. All Cadre Controlling Authorities of Armed Forces with the request that the vacancy may please be given wide circulation.
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- *For uploading the vacancy circular on the official website of the Commission.*
5. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003
6. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*
7. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- *for uploading the vacancy circular on their official website.*

**(B.K.Sahu)  
Under Secretary(Admn.II)  
Union Public Service Commission  
Tel. No. 011-23388476**

**Proforma for application for the post of Deputy Chief Reception & Protocol Officer  
on Promotion/Deputation (For Officers under Central Government) , Deputation/ Re-  
employment (For Armed Forces Personnel)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. Do you hold analogous post on regular basis;
6. Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-2 Rs. 9300-34800/- with Grade Pay Rs. 4200/- (Level 6 of the Pay Matrix) or equivalent;
7. (a) Do you possess Degree or equivalent from a recognized Board/University?  
(Please state 'Yes/No')  
  
(b) If yes, state the details of degree and the name of Board/University;
8. (a) Whether Armed Forces Personnel employee?  
(Please state 'Yes/No')  
  
(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.
9. 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		Level in Pay Matrix	Basic pay	
1	2	3	4	5	6	7	8

10. Nature of present employment, i.e ad-hoc or temporary or permanent
11. 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
12. Additional details about present employment: Please state whether working under-
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisations
13. 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

<b>Date</b>	<b>Pay scale (pre-revised)</b>	<b>Basic pay (pre-revised)</b>	<b>Date of revision of pay</b>	<b>Revised scale of pay, Level in Pay Matrix</b>	<b>Revised basic pay</b>

14. Total emoluments per month now drawn
15. 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)
16. Full postal address of forwarding authority with name & telephone number
17. Whether belongs to SC/ST
18. 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. The photocopies of the ACRs for the last 5 years (for the year from **2013-14 to 2017-18**) 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.** :  
**e-mail ID** :  
**Office Seal** :

**Place:**

**Dated:**

**List of enclosure:**

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

(\*Strike out which is not applicable.)