



**No.A-35021/05/2019-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 07/10/2019**

VACANCY CIRCULAR

Subject : Filling up one post of Senior Research Officer(Language Medium) (General Central Service, Group-'A' Gazetted, Non-Ministerial) in Level-11 of Pay Matrix on Deputation (including short term contract)/Absorption basis in the O/o UPSC-reg.

It is proposed to fill up one post of Senior Research Officer (Language Medium) (General Central Service, Group-'A' Gazetted, Non-Ministerial) in Level-11 of Pay Matrix on Deputation (including short term contract)/Absorption basis in the O/o UPSC.

2. Eligibility Conditions: Deputation (including short term contract)/Absorption:

"Officers under the Central or State Governments/universities/recognized research institutions/public sector undertakings/statutory and autonomous organizations"-

- (a) (i) holding analogous post on regular basis; **or**
(ii) with five years' regular service in the posts in the pay of Rs.8000-13,500 [in Level-10 of the Pay Matrix as per 7th CPC] or equivalent; **or**
(iii) with eight years' regular service in the posts in the scale of pay of Rs.6500-10,500 [in Level-7 of the Pay Matrix as per 7th CPC] or equivalent;

And

(b) possessing the following educational qualifications and experience:

Essential:

- (i) Master's Degree in an Indian language of a recognized University with proficiency in Hindi or in another Indian language, if the Master's Degree is in Hindi; or Master's Degree in Arts or Science of a recognized university or equivalent in Hindi medium; **and**
(ii) seven years' experience in teaching at degree level at terminological/lexicographical/translation work including two years' administrative experience; **or**
seven years' experience in supervising terminological/ lexicographical translation work.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Desirable:

- (i) Research degree in Linguistics or Language or Literature.
(ii) Knowledge of Sanskrit and lexicography in modern Indian languages.
(iii) Experience of handling confidential work preferably in the field of examinations.

3. 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.

4. List of duties / responsibilities attached to the post of Senior Research Officer(Language Medium):

Work related to scientific and technical terminology, translation from English to Hindi and vice-versa, and relevant linguistic research. And any other work assigned by the Senior Officers.

5. **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.

6. **Period of deputation**: -

Period of deputation including the period of deputation to another ex cadre post, held immediately preceding this appointment in the same or some other organization/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:

- (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 required documents mentioned at the end of Annexure, 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/ Rozgar Samachar. *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. ***"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

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments/ Union Territories, Cadre Controlling Authorities of Universities/ Recognised Research Institutions/ public sector undertakings/statutory and autonomous organizations (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload 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, Soochana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003; with a request to publish the **indicative** vacancy circular in the ensuing issue of Employment News/रोजगार समाचार.
6. NIC, DoP&T- *with a request to upload this 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
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Proforma for application for the post of Senior Research Officer(Language Medium) on Deputation (including short term contract)/Absorption 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 a regular basis in the parent cadre or Department
- 5(b). Do you possess five years' regular service in posts in the scale of pay of Rs.8000-13500 [in Level-10 of the Pay Matrix as per 7th CPC] or equivalent.
- 5(c). Do you possess eight years' regular service in posts in the scale of pay of Rs.6500-10500 [in Level-7 of the Pay Matrix as per 7th CPC] or equivalent.
- 6(a). Do you possess Master's Degree in an Indian language of a recognized University with proficiency in Hindi or another Indian language, if the Master's Degree is in Hindi; or Master's Degree in Arts or Science of a recognized university or equivalent in Hindi medium. If yes, furnish the details.
- 6(b). Do you possess seven years' experience in teaching at degree level at terminological/lexicographical/translation work including two years' administrative experience. If yes, furnish the details.
- 6(c). Do you possess seven years' experience in supervising terminological/ lexicographical/ translation work. If yes, furnish the details.
- 7(a). Do you possess Research degree in Linguistics or Language or Literature. If yes, furnish the details.
- 7(b). Do you possess Knowledge of Sanskrit and lexicography in modern Indian languages. If yes, furnish the details.
- 7(c). Do you possess Experience of handling confidential work preferable in the field of examinations. If yes, furnish the details.

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	Whether Central Govt./ State Govt./ University/ Research Institutions/ PSU/ Statutory/ Autonomous Organization	Post held with scale of 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		Pay in Pay Band	Grade Pay	Basic pay	
1	2	3	4	5	6	7	8	9	10

9. Nature of present employment, i.e ad-hoc or temporary or permanent
10. 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
11. 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)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay (Level of Pay Matrix)	Revised basic pay

12. Total emoluments per month now drawn
13. 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)
14. Full postal address of forwarding authority with name & telephone number
15. Whether belongs to SC/ST
16. 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.*

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

Place:

Dated:

List of enclosure:

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

(*Strike out which is not applicable.)