



**F.No.A-35021/10/2019-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069**

Date:19/03/2020

VACANCY CIRCULAR

Subject:- Filling up the post of Chief Estates Manager & Meeting Officer(General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 of CCS (RP) Rules 2016by Composite Method [Deputation (ISTC)/Promotion] basis in the Office of UPSC - reg.

It is proposed to fill up one post of Chief Estates Manager & Meeting Officer(General Central Service, Group-A, Gazetted, Non-Ministerial) in the Level 11 (₹67700-208700) of CCS (RP) Rules 2016 by Composite Method[Deputation (ISTC)/Promotion] basis in the O/o UPSC.

2. Eligibility Conditions:by Composite Method

Deputation (including Short-term Contract)

From amongst officer of the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organizations:-

(a)(i)Holding analogous posts on regular basis in the parent cadre or Department; **Or**

(ii)with five years' service in the grade rendered after appointment thereto on a regular basis in the level 10 of pay matrix or equivalent in the parent cadre or Department;**And**

(b) possessing the following educational qualifications and experience :-

(i) Diploma in Civil or Mechanical or Electrical or Sanitary or Public Health Engineering from a recognized University: **And**

(ii)Seven years'years experience in upkeep and maintenance of office buildings including sanitary installations, air conditioning equipments and electrical installations.

Note-1: The Departmental Senior Estate Manager & Meeting Officer (in the Level-10 of pay matrix) with five years' regular service in the grade & possessing the requisite EQs & Experience prescribed for deputationist will also be considered along with outsiders & in case he/she is selected for appointment to the post, the same shall be deemed to have been filled up by promotion.

Note-2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the central govt shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

3. 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.

4. List of duties & responsibilities attached to the post of Chief Estates Manager & Meeting Officer:-

- i. Liaison and co-ordination with offices of Hon'ble Chairman, Hon'ble Members and Sr. Officers of the Commission.
- ii. Ensuring in consultation with concerned Under Secretary of General Branch that all requirements of Furniture and furnishing are completed in a time bound manner in the chambers of Hon'ble Chairman, Hon'ble Members and Sr. Officers of the Commission.
- iii. Ensuring smooth functioning of different meetings viz Commission Meetings, Briefing Meetings for all Examination Boards, Ad-hoc Boards etc.
- iv. Overall supervision and monitoring of works assigned to Sr. EM&MO, EM&MOs and Caretakers in terms of housekeeping, caretaking activities of major blocks of existing and newly acquired Estates i.e. Main Building, Annexe Building, Examination Hall Building, Jamnagar House, Record Room, Advisor Suits, Canteens, Museum and Open Areas including Jogging Track etc.
- v. Overall supervision, monitoring of arrangements required for special meetings, workshops, conferences, official farewells, foundation day and foreign delegation, medical/yoga camps etc. Oversee that the arrangement for all such events are completed satisfactorily well before the event in coordination with the officials of concerned branches.
- vi. Monitor and liaison development works viz Civil, Electrical and Horticulture works being carried out by CPWD in the premises of the Commission, liaison with other civic agencies such as NDMC, MCD etc. for mosquito control, fogging, sewage, water supply, electricity etc.
- vii. Monitor the on ground execution / implementation of various contracts related to housekeeping and estate services such as housekeeping, e-waste, non-e-waste, waste paper, pest control, fire, furniture repair and monkey menace etc.
- viii. To oversee provision of sitting / office space for officers of the Commission especially the new incumbents and to ensure that the space vacated by outgoing officers is taken over in the Custody of M&M. Review the existing sitting arrangements and formulate suitable proposals for optimum utilization of sitting space for officers of the Commission.
- ix. Assist the concerned US of General Branch in formulating / updating from time to time the various inspection schedules required for upkeep and maintenance of various civil / electrical / horticulture / public areas in and around UPSC Premises, including inspection schedule to monitor contractor's work.
- x. To supervise all fire safety measures and organizing fire drills of CPWD & Delhi Fire Service (DFS) in co-ordination with concern Under Secretary of General Branch.
- xi. To ensure adherence of inspection schedules at the level of Sr. EM&MO / EM&MOs / Caretakers as per the approved inspection schedule if any. To carry out surprise inspection of the estates in respect of housekeeping, cleanliness, hygiene, clear passage for fire exits, maintenance of prescribed inspection registers, if any.
- xii. To oversee aspects related to inventory management related to furniture, fixtures, equipments / appliances issued in various offices.
- xiii. Assisting in formulation of tenders / proposals related to housekeeping, / estate / infrastructure such as tenders of housekeeping, pest control and repair of furniture with regard to latest technology for inclusion in the tenders of UPSC.
- xiv. To identify the need for appropriate training in the field of estate management, housekeeping etc. and prepare proposals for consideration of Competent Authority.
- xv. Any other work assigned by Senior Officers of the Commission.

5. 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.

6. Period of deputation:

Period of Deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Govt. shall ordinarily not to exceed four years.

7. Application along with Bio-data (in duplicate) 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 at Annexure-II) along with the following documents:

- (i)** Integrity certificate
- (ii)** Statement 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 i.e. **2014-15 to 2018-19** (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 the Annexure, may be forwarded to Shri Alok Kumar Dixit, US(Admn.II), Room No. 424B, AyogSachivalaya Building, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069, **within 45 days** of publication of this advertisement in the Employment News/ रोजगारसमाचार. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not to 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 who reflect gender balance and women candidates are encouraged to apply.**

(Alok Kumar Dixit)
Under Secretary(Admn.II)

Copy to:

- 1.** All Ministries/Departments of Govt. of India (as per list attached).
- 2.** Principal Secretaries of State Govt. /Union Territories,Recognized Research Institutions/Cadre Controlling Authorities of Universities/ Public Sector Undertakings/Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
- 3.** All Notice Boards of UPSC-eligible and interested officers may forward their application through their concerned Admn. Section within the stipulated date.
- 4.** The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, SochnaBhavan, C.G.O. Complex, New Delhi; with a request to publish this circular (**indicative**) in the ensuing issue of Employment News/ रोजगार समाचार.
- 5.** The Director (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.
- 7.** Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

(Alok Kumar Dixit)
Under Secretary(Admn.II)

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. 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

10. Total emoluments per month now drawn
11. 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)
12. Full postal address of forwarding authority with name & telephone number
13. Whether belongs to SC/ST
14. 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 _____

(ii) His/her integrity is certified.

(iii) The photocopies of the APARs for the last 5 years 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 during the last 10 years*

(v) A list of major/minor penalties imposed on him 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.)