



**No.A-35021/12/2019-Admn.II**  
**Union Public Service Commission**  
**(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road**  
**New Delhi-110069**  
**Dated: 30 . 01.2020**

**VACANCY CIRCULAR**

**Subject :** filling up one anticipated vacancy of Motor Transport Supervisor (General Central Service, Group-'B' non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix (35400-112400) on deputation or absorption basis in the office of UPSC -reg.

It is proposed to prepare a panel to fill up one (01) post of Motor Transport Supervisor (General Central Service, Group-'B' non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix (35400-112400) on Deputation or absorption basis in the office of UPSC

**2. Eligibility Conditions: Deputation or Absorption**

**Officers under the 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 regular basis in level 5 in the pay matrix or equivalent in the parent cadre or department; **or**  
(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in level 4 in the pay matrix or equivalent in the parent cadre or department; **and**
- (b)** (i) having seven years experience in motor transport work, in posts involving duties relating to use, care, custody repair and maintenance of vehicles under the Central Government; **and**  
(ii) having a valid driving license for motor cars;

**Desirable:-**

**Motor Mechanic Certificate from an Industrial Training Institute.**

**Note 1:** The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or some other organisations or departments of the Central Government shall ordinarily not exceed three years.

**Note 2:** 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 Motor Transport Supervisor:**

- i. To deploy drivers/vehicles on the duty of Hon'ble Chairman, Hon'ble Members, Senior Officers and staff of the Commission.
- ii. To make arrangement and supervise vehicles for other requirements of the Commission such as Examinations, Advisors, Workshops / Conferences, Dak/Dispatch, General Duty etc.
- iii. To inspect vehicles from time to time and give necessary directions to drivers regarding cleanliness of vehicles and minor maintenance.
- iv. To oversee maintenance of log book by Drivers and its inspection from time to time.
- v. To coordinate for vehicles refilling (fuel) with authorized petrol pump and with workshops for service/maintenance/repairs from time to time.

- vi. To undertake test drives in relation with running repairs/works pointed out by the Drivers and take necessary action for repair work with workshops. After repair he will ensure that old parts, if any, have been received back from the Workshop by Staff Car Driver and deposited with him. He will also obtain satisfactory certificate for repair work from the concerned driver.
- vii. To make the drivers aware about Traffic Rules and traffic advisories.
- viii. To deal with matters arising out of mishap involving Staff Car/Drivers, including visit to mishap site, if required and keep the SCU Controlling Officer promptly apprised for information and instructions.
- ix. To facilitate the Controlling Officer of Staff Car Unit in day to day administration, operations and control.
- x. To perform other works/duties that may accrue in future depending upon the situation

**Regulation of pay and other terms of deputation or absorption :-**

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 not be exceeding 56 years as on the closing date of 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 other organizations or departments of the Central Govt. 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 (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 Annexure, may be forwarded to Sh. Alok Kumar Dixit, Under Secretary (Admn.II), Room No. 424B (ASB), 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 who reflects gender balance and women candidates are encouraged to apply.**

**(Alok Kumar Dixit)**  
**Under Secretary(Admn.II)**  
**Union Public Service Commission**  
**Tel. No. 011-23073714**

**Copy forwarded to :-**

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All cadre controlling authorities of the Organised Accounts Services (as per the list enclosed) 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 with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14<sup>th</sup> Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
6. Smt. Shruti patil, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.

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

**Proforma for application for the post of Motor Transport Supervisor on Deputation or 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. Do you hold analogous post on regular basis in the parent cadre or department; **or**
6. with six years' service in the grade rendered after appointment thereto on regular basis in level 5 in the pay matrix or equivalent in the parent cadre or department; **or**
7. with ten years' service in the grade rendered after appointment thereto on regular basis in level 4 in the pay matrix or equivalent in the parent cadre or department; **and**
- 8 having seven years experience in motor transport work, in post involving duties relating to use, care, custody repair and maintenance of vehicles under the Central Government; **and**
- 9 having a valid driving license for motor cars;
- 9 (a) Having Motor Mechanic Certificate from an Industrial Training Institute (Desirable)
10. 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	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
				5	6		
1	2	3	4	5	6	7	8

11. Nature of present employment, i.e ad-hoc or temporary or permanent
12. 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
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

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre- revised)	Date of revision of pay	Revised Basic Pay as per 7 <sup>th</sup> CPC	Level of pay in 7 <sup>th</sup> CPC Matrix

- 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 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.** :  
**Fax No.** :  
**Office Seal** :

**Place:**

**Dated:**

**List of enclosure:**

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

(\*Strike out which is not applicable.)