



**F.No.A.35021/07/2019-Admn.II**  
**Union Public Service Commission**  
**Dholpur House, Shahjahan Road,**  
**New Delhi-110069**

Date: 25/10/2019

**VACANCY CIRCULAR**

**Subject:- Filling up the post of Officer on Special Duty (Co-ordination-General) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 12 of CCS (RP) Rules 2016 in the Office of UPSC on Deputation basis.**

It is proposed to fill up one post of Officer on Special Duty (Co-ordination-General) (General Central Service, Group-A, Gazetted, Non-Ministerial) in the Level 12 of CCS (RP) Rules 2016 in the Office of UPSC on deputation basis.

**2. Eligibility Conditions: Deputation (ISTC)**

Officer of the Central Government or State Government or UTs or Recognized Research Institutions or Universities or Public Sector Undertakings or Autonomous or Statutory Organizations etc:-

- (a)(i) Holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with five years regular service in the grade in posts in level 11 in the pay matrix or equivalent in the parent cadre or Department; and  
(b) possessing the following qualifications and experience :-  
**(i)** Bachelor's Degree from a recognized University/Institute; and  
**(ii)** Should possess 3 years experience in liaisoning and coordination with various external agencies viz. Hospitals, Guest Houses, Ministry of External Affairs' Authorities, Reception & Protocol Units, Security Services, etc.

**3. Age limit:**

The maximum age-limit for appointment by deputation (ISTC) 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 Officer on Special Duty (Co-ordination-General):-**

- (i) To Liaison and Co-ordinate with various external agencies such as Airport Authorities, Railway Authorities, CISF, State Authorities etc for protocol facilities to Hon'ble Chairman/Hon'ble Members / Senior Officers/Advisors/Guests.  
(ii) To co-ordinate with various hospital authorities (Govt. & CGHS Empanelled Hospitals) for treatment/medical services and in cases of emergency in r/o Hon'ble Chairman/Members/Sr.Officers/Advisors/Guests/Staff of the Commission.  
(iii) To Co-ordinate all the work pertaining to Reception and Protocol Unit, M&M Branch, Staff Car Unit, Security and Advisor's Suit.  
(iv) To Liaison with various Govt. Guest Houses, Hotels etc for accommodation.  
(v) To Liaison with M/o External Affairs and other Authorities for issues of Diplomatic /Official Passport and Visa Issues for Official Tours.  
(vi) Any other work as assigned by JS (in charge of Admn. & Gen.) /AS (in charge of Admn. & General)/Secretary.

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**

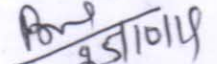
Period of deputation (ISTC) shall be initially for four year to be extendable as per DoP&T guidelines.

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. 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 the Annexure, may be forwarded to Shri B.K.Sahu, US(Admn.), Room No. 426, Ayog Sachivalaya Building, UPSC, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार. 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.**

  
(B.K.Sahu)

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, Sochna Bhavan, 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.

  
(B.K.Sahu)

Under Secretary (Admn.)  
Union Public Service Commission



