

**F.No.A-35021/02/2023-Admn.II**  
संघ लोक सेवा आयोग  
**Union Public Service Commission**

Dholpur House, Shahjahan Road  
New Delhi-110069  
Dated: 02-11.2023

**VACANCY CIRCULAR**

**Subject:- Filling up four (04) posts of Supervisor (Confidential) (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 8 (Rs.47600-151100) of pay matrix on Deputation (including short-term contract) or Absorption, for Ex-servicemen - Deputation or re-employment basis in the O/o UPSC - reg.**

It is proposed to fill up the four (04) vacancies in the grade of Supervisor (Confidential) [General Central Service, Group- 'B', Gazetted, Non-Ministerial] in Level-8 (Rs 47600-151100) of pay matrix on Deputation (including short-term contract) or Absorption, for Ex-servicemen - Deputation or re-employment basis in the O/o UPSC.

**2. Eligibility Conditions:**

As per the notified RRs, the field of selection & eligibility conditions required for the post of Supervisor (Confidential) are as under:-

**Deputation including short term contract or absorption**

Officers under the Central Government or State Government or Union Territory Administration or recognised research institution or University or public sector undertaking or statutory organisation or autonomous organisation:-

**(a)(i)** holding analogous posts on regular basis in the parent cadre or department; or

**(ii)** with two years' service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs. 44900 - 142400) or equivalent in. the parent cadre or department; or

**(iii)** with six years' service in the grade rendered after appointment thereto on a regular basis in level 6 in the pay matrix (Rs. 35400 - 112400) or equivalent in the parent cadre or department; and

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

**(i)** Bachelor's Degree from a recognised University or Institute; and

**(ii)** three years' experience relating to handling of sensitive materials in strong room operations or conduct of examinations in the Central Government or State Government or University. or Government recognised research institution statutory organization or autonomous organisation.

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**For Ex-Servicemen:-**

**Deputation/Re-employment:**

The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists shall also be considered. If selected, such officers shall be given deputation terms upto the date on which they are due for release from the Armed Forces. 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 will be on re-employment basis upto the age of superannuation with reference to civil posts.

**Note 1:** Only Central Government or State Government or Union Territory Administration Officers shall be eligible for absorption.

**Note 2:** The Period of deputation including, period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central Government shall ordinarily not exceed three years.

**Note 3:** The maximum age for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.

**3. List of duties/responsibilities attached to the post of Supervisor (Confidential):-**

- i.** Responsible for safe and timely completion of Strong Room operational work i.e. packing, bagging, parcelling etc.
- ii.** To ensure safe receipt and despatch of sensitive materials in / from Strong Rooms.
- iii.** To ensure proper accounting and safe storage of sensitive material in Strong Rooms.
- iv.** To ensure safe and tidy storage of all examination related material.
- v.** To ensure prudent management of manpower and logistics with respect to Strong Rooms/ area of responsibilities.
- vi.** Responsible for floor security management as assigned to him.
- vii.** To ensure adherence of fire safety measures in the Confidential Branch including Strong Rooms.
- viii.** Any other work assigned by superiors/ Head of the Branch.

**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 from 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.

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**6. Period of deputation:** The Period of deputation including, period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or 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 may be forwarded to **Shri K.N.Bhutia, Under Secretary (Admn.II), Room No.216, Main Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within 60 days of publication of this advertisement in the Employment News/ रोजगार समाचार:-

- (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 (2017-18 to 2021-22) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

**The candidates must also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>. 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. **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 who reflects gender balance and women candidates are encouraged to apply.**

*K.N.Bhutia*  
02/11/2023

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

**To:-**

1. All offices of Central Government or State Governments or Union Territories or universities or recognized research institutions or public sector undertakings or semi-government or statutory or autonomous Organizations (as per standard list).
2. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
3. Web Cell, UPSC- For uploading the vacancy circular on the official website of the Commission.
4. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi - 110003 - with the request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News.
5. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.

**Proforma for application for the post of Supervisor (Confidential) 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)** (i) Do you hold analogous post on regular basis in the parent cadre or department? **or**

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs. 44900 - 142400) or equivalent in the parent cadre or department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in level 6 in the pay matrix (Rs. 35400 - 112400) or equivalent in the parent cadre or department; and

**5(B)** (i) Do you have Bachelor's Degree from a recognised University or Institute; and

(ii) Do you have three years' experience relating to handling of sensitive materials in strong room operations or conduct of examinations in the Central Government or State Government or University. or Government recognised research institution statutory organisation autonomous organisation.

**5(C)** (a) Whether Ex-Servicemen Personnel ?  
(Please state 'Yes/No')

(b) If Armed Forces Personnel, whether holding the rank of Junior Commissioned Officer or equivalent.

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(c) If Armed Forces Personnel, whether due to retire or to be transferred to reserve within a period of one year.

**[Please enclose supporting documents for point number 5(A), 5(B) & 5(C)]**

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 **Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.**

7. Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Whether Central Government/State Governments /UTs/ Universities/ recognised research Institute/PSUs/ semi-Government statutory/autonomous organisation	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
				From	To		
1	2	3	4	5	6	7	8

8. (a) Name of parent office/Organization to which you belong

(b) Category of parent Office (whether Central Govt./ State Govt. / Others)

(c) Nature of present employment (whether ad-hoc / temporary / permanent)

9. In case the present employment is held on deputation/contract basis, please state

(a) The date of initial appointment

(b) Period of appointment on deputation/contract

(c) Name of the parent office/ organization

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to which the applicant belongs  
 (d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

10. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Union Territories
- d) Universities
- e) Recognized Research Institution
- f) Public Sector Undertakings
- g) Semi-Government
- h) Statutory Organization
- i) Autonomous
- j) Others

11. Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.

12. 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

13. Total emoluments per month now drawn

14. 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)

15. Full postal address of forwarding authority with name & telephone number

16. Whether belongs to SC/ST

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**17. 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 information/details provided in the above application by the applicant namely \_\_\_\_\_ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that:-**

- i.** There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii.** His/ Her integrity is certified.
- iii.** Photocopies of the ACRs for the last 5 years (for the year 2016-17 to 2020-21) 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. :  
Office Seal :

**Place:**

**Dated:**

**List of enclosure:**

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

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