

**F.No.A-12025/07/2022-Admn. II**

संघ लोक सेवा आयोग

**Union Public Service Commission**

Dholpur House, Shahjahan Road

New Delhi-110069

Dated: .2023

**VACANCY CIRCULAR**

**Subject:- Filling up one (01) post of Chief Estate Manager and Meeting Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs.67700-208700) of pay matrix by Composite Method [Promotion/Deputation (ISTC)] basis in the Office of UPSC - reg.**

It is proposed to fill up one (01) post of Chief Estate Manager & Meeting Officer (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs.67700-208700) of pay matrix by Composite Method [Promotion/Deputation (ISTC)] basis in the Office of UPSC.

**2. Eligibility Conditions:**

**I. Deputation (including Short-term Contract):**

From amongst the officers of the 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:-

**(a) (i)** Holding analogous post 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 (Rs 56100-177500) in the 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 recognised University or institutions; **and**

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

**Contd...**





## II. Promotion:

(i) The Departmental Senior Estate Manager and Meeting Officer in level 10 (Rs. 56100-177500) in the pay matrix with five years' of regular service in the grade; or

(ii) The Departmental Senior Estate Manager and Meeting Officer in level 10 (Rs. 56100-177500) in the pay matrix with seven years' combined service in the grade of Senior Estate Manager and Meeting Officer in level 10 (Rs.56100-177500) in the pay matrix and Departmental Estate Manager and Meeting Officer in level 8 (Rs. 47600-151100) in the Pay Matrix with minimum two years' regular service in the grade of Senior Estate Manager and Meeting Officer in Level 10 (Rs. 56100-177500) in the pay matrix, shall also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note:** For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 01.01.2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Union Public Service Commission.

### **3. List of duties/responsibilities attached to the post of Chief Estate 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 Estate i.e. Main Building, Annexe Building, Examination Hall Building, Jamnagar House, Record Room, Advisor Suits, Canteens, Museum and Open Areas including Jogging Track etc.

**Contd...**



- 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 and Electrical & 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 Estate 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.

**Contd...**



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.

**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.

**6. Period of deputation:** The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization 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 Nitesh Ranjan, Under Secretary (Admn.II), Room No.01, 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 (2016-17 to 2020-21) (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.**

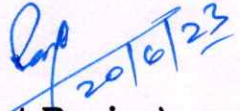
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*Ref*



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.**

  
(Nitest Ranjan)  
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, Soochna 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 Chief Estate Manager & Meeting Officer  
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) Do you have five years' service in the  
grade rendered after appointment thereto  
on a regular basis in the level 10 (Rs  
56100-177500) in pay matrix or equivalent  
in the parent cadre or Department? And

**5(B)** (i) Do you have diploma in Civil or  
Mechanical or Electrical or Sanitary or  
Public Health Engineering from a  
recognized University or institutions? and;

(ii) Do you have five years' experience in  
upkeep and maintenance of office buildings  
including sanitary installations, air  
conditioning equipments and electrical  
installations?

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

**Contd...**





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/ deputati on)	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)

Contd...

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 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
- 17. Remarks

Signature of the  
candidate  
Full office address

Tel. No.  
Email ID

Date :

Contd...





**(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.

