



F.No.A-35021/01/2023-Admn. II
Union Public Service Commission
(संघ लोक सेवा आयोग)

Dholpur House, Shahjahan Road
New Delhi-110069

Date:29/05/2023

VACANCY CIRCULAR

Sub: Filling up of one vacancy in the grade of Security Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 8 of the Pay Matrix (Rs.47600-151100) in the Office of UPSC by Composite (Deputation plus Promotion) Method - reg.

It is proposed to fill up one vacancy in the grade of Security Officer (General Central Service, Group - 'B', Gazetted, Non-Ministerial) in Level 8 of the Pay Matrix (Rs.47600-151100) in the Office of UPSC by Composite (Deputation plus Promotion) Method.

2. Eligibility Conditions: Composite method (Deputation plus Promotion):-

Officers from Security-cum-Intelligence agencies of the Government of India (that is Intelligence Bureau or Research and Analysis Wing or Central Bureau of Investigation or Border Security Force or Central Reserve Police Force or Indo Tibetan Border Police or Central Industrial Security Force):-

- (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 the level-7 of 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 the level-6 of the pay matrix (Rs.35400-112400/-) or equivalent in the parent Cadre or Department; **and**

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

- (i) **Bachelor's degree** from a recognised University or equivalent; **and**
(ii) **two years' experience** in organising security arrangements, gathering information and intelligence relating to various aspects of security.

Note 1: The Departmental Officer holding the post of **Security Assistant** in **level-6** of the pay matrix (Rs.35400-112400/-) with **six years'** regular service in the grade and possessing **educational qualification** and **experience** prescribed for deputationists shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall not exceed **three years**.

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

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3. Duties & responsibilities attached to the post of Security Officer are as under:

- (i) Maintain a constant surveillance over the campus of the Commission to ensure that all security instructions are fully complied with. Any security lapses should be immediately looked into as also brought to the notice of the concerned higher authorities.
- (ii) Collect intelligence pertaining to conduct of examination particularly (civil services, NDA, CDS and identify the individual groups and organizations whose conduct and manner may be averse to the functioning of the UPSC.
- (iii) Constantly monitor the process of conduct of examinations and major recruitments tests and assist the concerned higher authorities by keeping them briefed about all examinations related activities especially in identifying the security arrangements as well as supervising the same.
- (iv) Will give a report on all agitation activities, if any, by different organizations/groups against UPSC.
- (v) Check the deployment arrangements of CISF as well as conduct surprise checking of duties being performed by CISF personnel and other connected security arrangement. He will submit a fortnightly report to JS(G)/JS(A) on this.
- (vi) He will conduct checks of perimeter walls/fencing/grills, locks of various rooms particularly sensitive sections and will make a report of lapse detected. He will also ensure that locks of all the sensitive sections are kept at appropriate places.
- (vii) He will make surprise checks of movement of the people/vehicles at the entry/exit points as well as within UPSC premises to ensure that no unauthorized person/vehicle enters the premises.
- (viii) He will conduct a regular check on the security light arrangements within the UPSC premises and bring any defect to the notice of JS (G)/JS (A).
- (ix) He will conduct surprise checks of the registers maintained by CISF at IN Gate regarding coming of vehicles after office hours and opening/closing of all gates etc.
- (x) He will make surprise checks to ensure that no material/documents are taken out of the Commission premises without proper authority.
- (xi) Any other function assigned by the superior authority.
- (xii) Submit periodic reports to AS(AGS)/JS(G)/JS(A) on all security related aspects of UPSC.
- (xiii) In addition to these the Security Officer has to supervise functioning of the CCTV control room manned by CISF so as to ensure that the directions of the Commission in this regard are strictly followed.

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate on deputation 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 be not exceeding **fifty-six years** as on the closing date of receipt of application.

6. Period of deputation:

The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall 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) Cadre Clearance
- (ii) Integrity certificate
- (iii) 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).
- (iv) Vigilance clearance certificate.
- (v) Attested photocopies of the APARs 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).

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The required documents mentioned at the end of Annexure, may be forwarded to Sh. Nitesh Ranjan, Under Secretary (Admn.II), Room No.1, Main Building, 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. **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. ***"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".***



(Sanjay Kumar Gupta)
Deputy Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23388476

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Directorate General of Intelligence Bureau/ Research and Analysis Wing/ Central Bureau of Investigation/ Border Security Force/ Central Reserve Police Force/ Indo Tibetan Border Police/ Central Industrial Security Force with the request that the vacancy circular may be given wide circulation.
3. Secretary to Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001
4. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
5. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
6. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Soochana Bhawan, C.G.O Complex, Lodhi Road, New Delhi - 110003
7. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
8. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- for uploading the vacancy circular on their official website.



Proforma for application for the post of Security Officer by Composite Method [Deputation plus Promotion] basis in the Office of UPSC

BIO-DATA PROFORMA

1. Name & Address (in Block Letters)					
2. Date of Birth (in Christian Era)					
3. (i) Date of entry in service					
(ii.) Date of retirement under Central/State Govt. Rules					
4. Educational Qualifications					
5. Whether Educational & other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer			
(a) Do you hold analogous post on regular basis in the parent cadre or Department? or					
(b) Do you possess two years' service in the grade rendered after appointment thereto on a regular basis in the level-7 of the pay matrix (Rs.44900-142400/-) or equivalent in the parent Cadre or Department? or					
(c) Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the level-6 of the pay matrix (Rs.35400-112400/-) or equivalent in the parent Cadre or Department?					
Essential		Essential			
(d) Do you possess Bachelor's degree from a recognised University or equivalent?					
(e) Do you possess two years' experience in organising security arrangements, gathering information and intelligence relating to various aspects of security?					
<p>5.1 Note: This column needs to be amplified to indicate Essential & Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular & issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree & Post Graduate Qualifications Elective/Main Subjects & subsidiary subjects may be indicated by the candidate.</p>					
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					
<p>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.</p>					
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held on regular basis	From	To	*Pay Band & Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

*Important: Pay band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band & Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:-

Office/ Institution	Pay, Pay Band & Grade Pay drawn under ACP/MACP scheme	From	To

8. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state:-			
a) 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 & Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.

9.2 Note: Information under Column 9(c) to (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.		
11. Additional details about present employment:- Please state whether working under Security-cum-intelligence agencies of the Government of India: (a) Intelligence Bureau. (b) Research and Analysis Wing (c) Central Bureau of Investigation (d) Border Security Force (e) Central Reserve Police Force (f) Indo Tibetan Border Police (g) Central Industrial Security Force		
12. Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade		
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		
14. Total emoluments per month now drawn		
Basic pay in the PB	Grade Pay	Total Emoluments

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15. In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:		
Basic Pay with Scale of Pay & rate of increment	Dearness pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments
16.A Additional information , if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i)additional academic qualifications (ii)professional training and (iii)work experience over and above prescribed in the vacancy circular/advertisement) (Enclose a separate sheet if the space is insufficient)		
16.B Achievements The candidates are requested to indicate information with regard to:- (i) Research publications & reports and special projects (ii)Awards/scholarships/official appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv)Patents registered in own name or achieved for the organization (v)Any research/innovative measure involving official recognition (vi)Any other information		
17. Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-government organizations are eligible only for short-term contract)		
#The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address: _____

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. The photocopies of the APARs for the last 5 years (for the year from 2017-18 to 2021-2022) 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.)