



F.No.A-12025/01/2021-Admn.II (Part)  
Union Public Service Commission  
Dholpur House, Shahjahan Road  
New Delhi-110069  
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Dated: 18.01.2024

**VACANCY CIRCULAR**

**Subject:** Filling up three (03) vacancies in the grade of Staff Car Driver (Ordinary Grade) (General Central Service, Group C, Non-Gazetted, Non-Ministerial) in Level-2 of pay matrix (Rs.19900-63200) in the office of UPSC on Deputation or Absorption or Re-employment basis - reg.

It is proposed to fill up three (03) vacancies of Staff Car Driver (Ordinary Grade) (General Central Service, Group C, Non-Gazetted, Non-Ministerial) in Level-2 of pay matrix (Rs.19900-63200) in the office of UPSC on Deputation or Absorption or Re-employment basis.

**2. Eligibility Conditions:**

**A. Deputation or Absorption:-**

From amongst the regular Despatch Rider and Multi Tasking Staff working in the office of the Union Public Service Commission who fulfill the qualification as mentioned for direct recruits which are as under:-

- i. Possession of valid driving license for motor cars;
- ii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicle);
- iii. Experience of driving a motor car for at least three years; and
- iv. 10<sup>th</sup> standard pass

failing which from officials holding the post of Despatch Rider on regular basis or regular Multi Tasking Staff or equivalent in other Ministries of the Central Government who fulfill the qualifications as mentioned for direct recruits.

**For Armed Forces Personnel:-**

**B. Deputation or Re-employment:-**

The Armed forces Personnel who are due to retire or to be transferred to reserve within a period of one year and possessing qualifications and experience as mentioned under:-

- i. Possession of valid driving license for motor cars;
- ii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicle);
- iii. Experience of driving a motor car for at least three years; and
- iv. 10<sup>th</sup> standard pass

shall also be considered and if selected, such officers shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter, they may be continued on re-employment terms.

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**Note 1:** The period of deputation including period of deputation in 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 2:** The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

**3. 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.

**4. Age-limit:**

The maximum age limit for appointment on deputation basis shall not exceed fifty-six years as on the closing date of receipt of application

**5. Period of deputation:**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of Central Government shall not ordinarily exceed three years.

**6.** 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 APARs for the last five years (2018-19 to 2022-23) (attested on each page by an officer not below the rank of an Under Secretary to the Government of India).

The required documents mentioned at the end of Annexure, may be forwarded to **Sh. 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 the publication of the circular in the Employment News/रोजगार समाचार.** 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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TST/2024  
(K.N. Bhutia)

**Under Secretary (Admn.II)  
Union Public Service Commission  
Tel. No. 011-23388476  
Email ID: [mailtoupsc@gmail.com](mailto:mailtoupsc@gmail.com)**

Copy to: -

1. All Ministries/Departments of Govt. of India (as per standard list).
2. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
3. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
4. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
5. Asst. Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7<sup>th</sup> Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003



**Proforma for application to the post of Staff Car Driver (OG) on Deputation or Absorption or Re-employment 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>
<p>(i) Are you a regular Despatch Rider and Multi Tasking Staff working in the office of the Union Public Service Commission who fulfill the qualification as mentioned under:-</p> <p>i. Do you possess valid driving license for motor cars;</p> <p>ii. Do you possess knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicle);</p> <p>iii. Do you possess experience of driving a motor car for at least three years; and</p> <p>iv. Are you 10<sup>th</sup> standard pass?</p> <p>or</p>	
<p>(ii) Are you from the Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and possessing qualifications and experience as mentioned under:-</p> <p>i. Do you possess valid driving license for motor cars;</p> <p>ii. Do you possess knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicle);</p> <p>iii. Do you possess experience of driving a motor car for at least three years; and</p> <p>iv. Are you 10<sup>th</sup> standard pass?</p>	
<p><b>5.1</b> Note: This column needs to be amplified to indicate Essential &amp; Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular &amp; issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree &amp; Post Graduate Qualifications Elective/Main Subjects &amp; subsidiary subjects may be indicated by the candidate.</p>	

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

<p>8. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent</p>			
<p>9. In case the present employment is held on deputation/contract basis, please state:-</p>			
<p>a) Date of initial appointment</p>	<p>b) Period of appointment on deputation/contract</p>	<p>c) Name of the parent office/organization to which the applicant belongs</p>	<p>d) Name of the post &amp; Pay of the post held in substantive capacity in the parent organisation</p>

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**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.

<b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.	
<b>11.</b> Additional details about present employment:- Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Govt. (b) State Govt. (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others	
<b>12.</b> Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade	
<b>13.</b> 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	
<b>14. Total emoluments per month now drawn</b>	
Basis pay in the PB	Grade Pay
<b>15.</b> 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)
<b>16.A Additional information,</b> 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)	

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<b>16.B Achievements</b> 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	
<b>17.</b> Please state whether you are applying for deputation (STC)/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".	
<b>18.</b> 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.

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(Signature of the candidate)

Address: \_\_\_\_\_

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. This office has no objection in relieving the official in case of his/her appointment to the post.

2. Also certified that:-

- i. There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt. \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years (from 2018-19 to 2022-23) 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** :

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**Place:**

**Dated:**

**List of enclosures:**

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

(\* Strike out which is not applicable.)