



No. A-35020/03/2024-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Date: 05.08.2024

VACANCY CIRCULAR

Subject: Filling up of one vacancy in the grade of Clerk (Canteen) (General Central Service, Group 'C', Non-Gazetted, Non- Ministerial.) in Level 2 (Rs.19900-63200) of the Pay Matrix on Deputation basis in the Office of UPSC –reg.

It is proposed to fill up one vacancy in the grade of Clerk (Canteen) (General Central Service, Group 'C', Non-Gazetted, Non- Ministerial.) in Level 2 (Rs.19900-63200) of the Pay Matrix on Deputation basis in the Office of UPSC.

2. Eligibility Conditions:

Deputation: Officers of the Central Government –

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with three years regular service in level 1 in the pay matrix (Rs. 18000-56900) and
- (b) possessing following educational qualification:
 - (i) 12th Class pass from a recognized Board; and
 - (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour or 9000 Key Depression per Hour on an average of 5 key depressions for each word).

Note 1:- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 2:- The department officials in the feeder categories who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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.

3. 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 applications.

4. List of duties & responsibilities attached to the post of Clerk (Canteen):-

- 1) To issue coupons in respect of items prepared for daily sale on counter.
- 2) To maintain daily sale register.
- 3) Tally daily cash sales against the coupons issued off & submit daily account in respect of sale.
- 4) Responsibility of Store Keeping & accounting Tiffin Room A-Type.
- 5) Any other additional duty allotted by the in-charge of the Canteen.

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

7. Application along with Bio-data (in duplicate) is to be submitted 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. **2019-20 to 2023-24** *(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.

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05/08/2024

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

Copy to:-

- 1.** All Ministries/Departments of Govt. of India (as per list attached).
- 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.

Proforma for application for the post of Clerk (Canteen) on Deputation basis in the Office of UPSC

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 (<i>Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient</i>)						
5 (a)	Do you hold analogous posts on regular basis or equivalent in the parent cadre or Department; or						
	(ii) with three years regular service in level 1 in the pay matrix (Rs. 18000-56900) and						
5 (b)	Do you possess the following qualifications and experience namely:-						
	(i) 12th Class pass from a cognized Board; and						
	(ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour or 9000 Key Depression per Hour on an average of 5 key depressions for each word).						
[Please enclose supporting documents for point number 5(a) & 5(b)]							
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 with brief description of duties performed, in chronological order (Starting from entry in service). <i>Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient</i>						
Office/ Organiza tion	Whether Central Govt./State Govts /UTs/ Universities/ recognised research Institute/PSUs/ statutory/autonomo us organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointme nt (regular/ Ad-hoc/ deputatio n)	Nature of duties with brief details of works performed during the appointment
				Fro m	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)						

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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- (a) Central Government (b) State Government (c) UT (d) Universities (e) recognized research institute (f) public sector undertakings (g) statutory organization (h) autonomous organization					
11.	Please state that you are working in the same department and are in the feeder grade or feeder 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. <i>(Enclose a separate sheet if the space is insufficient)</i>					
15.	Full postal address of forwarding authority with name & telephone number					
16.	Whether belongs to SC/ST					
17.	Remarks					

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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 2019-20 to 2023-24) 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 :

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Place:

Dated:

List of enclosure:

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