

F.No-21/12/2018-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

2nd Floor, A Wing, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 16^h November, 2018

OFFICE MEMORANDUM

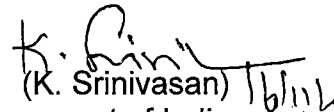
Subject:- Filling up of posts in Directorate General of Civil Aviation (DGCA) and UPSC on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from Directorate General of Civil Aviation (DGCA) and UPSC with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Directorate General of Civil Aviation (DGCA)	Superintendent
2.	UPSC	Joint Director

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.


(K. Srinivasan)
Under Secretary to the Government of India
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

No. A-60015/1268/2015-D G Section-MoCA
Government of India
Ministry of Civil Aviation

**

'B' Block, Rajiv Gandhi Bhawan,
Safdarjung Airport, AurbindoMarg,
New Delhi Dated 2nd November, 2018

OFFICE MEMORANDUM

Subject:- Filling up of 03 posts of Superintendent on Deputation basis (including short term contract) in various regional offices of DGCA – reg.

The undersigned is directed to forward herewith a copy of the vacancy circular on the subject mentioned above and to request that the same may be uploaded on DoPT's website for giving it wide publicity.

Signature valid

Digitally signed by

KAMESHWAR

MISHRA (Mishra)

Date: 20/11/18

Under Secretary to the Govt of India

Reason: Approved

Encls: As above.

To

Department of Personnel & Training

(Kind Attn:- Shri Chandra Sekhar, Under Secretary(CS.I))

Lok Nayak Bhawan,

New Delhi-110003.

So (8/11/18)
Sh Kartar
12/11/18



VACANCY CIRCULAR

Subject: Filling up of the posts of Superintendent on Deputation (including short term contract) basis in various Regional Offices of Directorate General of Civil Aviation.

Applications in the prescribed proforma (as per **Annexure-A**) are invited from eligible candidates for recruitment to the **03 posts** of **Superintendent** (General Central Services, Group 'B' Gazetted, Ministerial post) in the scale of Level 8 (Rs 47600 - 151100) in the pay matrix on Deputation (including short term contract) basis in following Regional Offices of Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation:

S. No.	Region	Name of office	No. of posts to be filled by Deputation
1	Delhi	O/o DDG New Delhi	01
2	Mumbai	O/o DDG Mumbai	01
3	Chennai	O/o DDG Chennai	01

2. The **Qualification/Experience** requirements for the said posts are as under:
Deputation (Including short term contract):

Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

- (a) (i) holding analogous post on a 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 posts in **level-7** in the pay matrix in the parent cadre or department; or
(iii) with **six years'** service in the grade rendered after appointment thereto on a regular basis in posts in **level-6** in the pay matrix in the parent cadre or department; **and**
- (b) Processing the **educational qualification** and **experience** as under:
(i) **Degree** from a recognized university; and
(ii) **two years' experience** in Administration, Establishment and Accounts preferably in a supervisory capacity.

Note 1- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Persons employed in private companies, or in companies/organization other than that mentioned in para 2 above, or unemployed persons need not apply. Their applications will be summarily rejected.

Note 3: Periods of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinary not to exceed three years.

Note 4: The maximum age limit for appointment by deputation (including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

3. Officials who apply for the post will not be permitted to withdraw their candidature subsequently. Only such recommendations which are accompanied by requisite personal data as in Annexure-A will be considered.

4. The terms & conditions and Pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoPT's OM No. 6/08/2009-Estt. (Pay.II) dated 17.06.2010, OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016, as amended from time to time.

5. While forwarding the applications in the prescribed format (Annexure A) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents must also be sent alongwith the application:-

- (1) Application in the prescribed pro-forma (Annexure A)
- (2) Copies of up-to-date and complete Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) of the last five years, which should be certified by the officer not below the rank of Under Secretary.
- (3) Integrity Certificate
- (4) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.
- (5) List of minor/major penalty, if any, imposed on the applicant during last 10 years.

6. Bio-data (03 (three) copies) and other documents mentioned in para 5 above, of the eligible and interested officers who could be spared immediately may please be forwarded **through proper official channel** on the prescribed Proforma (Annexure A) to E1 Section, A Block, DGCA(HQ), Aurbindo Marg, Opposite Safdarjung Airport, New Delhi, Pin: 110003. The complete application should reach within **60 days** from the date of advertisement in Employment News/रोजगार समाचार. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, **certification** by the cadre controlling authority **must be submitted**.

7. In case of difference between English and Hindi version of Vacancy Circular, the Vacancy Circular in English language will be considered valid.

Encl: As above.



(D.S. Rawat)

Deputy Director of Administration
For Director General of Civil Aviation

To

1. All Ministries/Department of Government of India (as per list enclosed in **Annexure B**).
2. All sections of DGCA (Hqrs.) including CEO, R.K. Puram.
3. Ministry of Civil Aviation (Kind Attn: Shri Kameshwar Mishra, Under Secretary), Rajiv Gandhi Bhawan, New Delhi —3, **may send to DoPT (CS-II Division)** with the request that the circular may be **uploaded on DOPT website** for circulation to all Ministries/Departments of the Govt. of India.
4. Bureau of Civil Aviation Security (Kind Attn: Shri Kumar Rajesh Chandra, Director General), Jan path Bhawan, New Delhi.
5. All Regional offices of DGCA (Delhi, Mumbai, Kolkata, Chennai & Bangalore).
6. Notice Board
7. DGCA Website

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether the 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
<p>Deputation (Including short term contract):</p> <p>Officer under the Central or State Governments or Union territories or University or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-</p> <p>(a)</p> <p>(i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 in the pay matrix in the parent cadre or department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in level-6 in the pay matrix in the parent cadre or department; and</p> <p>(b) Processing the educational qualification and experience as under:</p> <p>(i) Degree from a recognized university; and</p> <p>(ii) two years' experience in Administration, Establishment and Accounts preferably in a supervisory capacity.</p> <p>Note 1- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2- Periods of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinary not to exceed three years.</p> <p>Note 3- The maximum age limit for appointment by deputation (including Short term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</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.					
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 and 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 and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
Office/Institution	Pay, Pay Band, and 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) 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 organization		
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 and Integrity certificate.					
9.2 Note: Information under Column 9 (c) & (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/ organisation.					

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				
11. 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) Autonomous Organization d) Government Undertaking e) Universities f) Others				
12. Please state whether 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		
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.				
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments		
16.A Additional information , if any, relevant to the post you applied for 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) (Note: 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 and 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. (Note: Enclose a separate sheet if the space is insufficient)				
17. 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. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

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

2. Also certified that:

- (1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (2) His/Her integrity is certified.
- (3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (4) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

<ul style="list-style-type: none"> Ministry of Agriculture and Farmers Welfare Krishi Bhawan, Room No. 120, First floor, Dr. Rajendra Prasad road, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> Ministry of AYUSH Ayush Bhawan, B Block, GPO Complex, INA, New Delhi - 110 023 	
<ul style="list-style-type: none"> Ministry of Chemicals and Fertilizers Department of Fertilizers, Ministry of Chemicals and Fertilizers Shastri Bhawan New Delhi - 110001 (India) 	
<ul style="list-style-type: none"> Ministry of Coal Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi 	
<ul style="list-style-type: none"> Ministry of Commerce and Industry Department of Commerce Ministry of Commerce and Industry Udyog Bhawan, New Delhi 110 107 	
<ul style="list-style-type: none"> Ministry of Communications Ministry of Communications Department of Telecommunications Sanchar Bhawan, 20 Ashoka Road New Delhi- 110001 	
<ul style="list-style-type: none"> <u>Ministry of Consumer Affairs, Food and Public</u> <u>Address:</u> Krishi Bhawan, Rafi Marg, Connaught Place, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> Ministry of Corporate Affairs Headquarters: A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi - 110 001 Jurisdiction: India 	
<ul style="list-style-type: none"> Ministry of Culture Minister of Culture, Room No. 501,'C' Wing, Shastri Bhawan, New Delhi-110015 	
<ul style="list-style-type: none"> Ministry of Defence Room No 234 - South Block, Ministry of Defence, New Delhi. 	
<ul style="list-style-type: none"> Ministry of Development of North Eastern Region Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011 	
<ul style="list-style-type: none"> Ministry of Drinking Water and Sanitation Paryavarn Bhawan, CGO Complex, Lodhi Road, New Delhi - 110 003 	
<ul style="list-style-type: none"> Ministry of Earth Sciences <i>Ministry of Earth Sciences,</i> Government of India, Prithvi Bhavan, Opp. India Habitat Centre, Lodhi Road, New Delhi - 110003 	
<ul style="list-style-type: none"> Ministry of Electronics and Information Technology Ministry of Electronics and Information Technology (Government of India) Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003 	

<ul style="list-style-type: none"> • <u>Ministry of Environment, Forest and Climate Change</u> Indira Paryavaran Bhavan, Ali Ganj, Jorbagh Road, New Delhi, Delhi 110003 	
<ul style="list-style-type: none"> • <u>Ministry of External Affairs</u> Headquarters: <u>South Block, Cabinet Secretariat, Raisina Hill, New Delhi, 110 011</u> 	
<ul style="list-style-type: none"> • <u>Ministry of Finance</u> North Block, Cabinet Secretariat, Raisina Hill, New Delhi - 110 001 	
<ul style="list-style-type: none"> • <u>Ministry of Food Processing Industries</u> Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khelgaon, New Delhi-110049 	
<ul style="list-style-type: none"> • <u>Ministry of Health and Family Welfare</u> <u>A Wing, Nirman Bhawan, Maulana Azad Road, New Delhi - 110 011</u> 	
<ul style="list-style-type: none"> • <u>Ministry of Heavy Industries and Public Enterprises</u> Room No.407, Block 14, CGO Complex, Lodi Road, New Delhi, Delhi 110003 	
<ul style="list-style-type: none"> • <u>Ministry of Home Affairs</u> North Block, Cabinet Secretariat, Raisina Hill, New Delhi - 110 001 	
<ul style="list-style-type: none"> • <u>Ministry of Housing and Urban Affairs</u> Maulana Azad Road, Nirman Bhawan, New Delhi - 110 011 	
<ul style="list-style-type: none"> • <u>Ministry of Human Resource Development</u> <u>Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi</u> 	
<ul style="list-style-type: none"> • <u>Ministry of Information and Broadcasting</u> M/O Information & Broadcasting, Room No 552, A wing Shastri Bhawan New Delhi-110001 	
<ul style="list-style-type: none"> • <u>Ministry of Labour and Employment</u> Ministry of Labour & Employment Govt. of India, Shram Shakti Bhawan Rafi Marg, New Delhi-110001. 	
<ul style="list-style-type: none"> • <u>Ministry of Law and Justice</u> 4th Floor, A-Wing, Shastri Bhawan, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Micro, Small and Medium Enterprises</u> Ministry of Micro, Small and Medium Enterprises Room No 123, Udyog Bhawan, Rafi Marg, New Delhi - 110011 	
<ul style="list-style-type: none"> • <u>Ministry of Mines</u> Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Minority Affairs</u> 11th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 	
<ul style="list-style-type: none"> • <u>Ministry of New and Renewable Energy</u> Ministry of New and Renewable Energy Block-14, CGO Complex, Lodhi Road, New Delhi-110 003, India. 	

<ul style="list-style-type: none"> • <u>Ministry of Panchayati Raj</u> 11th Floor, J.P. Building, Kasturba Gandhi Marg, Connaught Place, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Parliamentary Affairs</u> Room. No. 86-B, Parliament House, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Personnel, Public Grievances and Pensions</u> North Block, Central Secretariat, New Delhi 	
<ul style="list-style-type: none"> • <u>Ministry of Petroleum and Natural Gas</u> A-Wing, Shastri Rajendra Prasad Road, 110001, Azad Bhawan Rd, IP Estate, New Delhi, Delhi 110002 	
<ul style="list-style-type: none"> • <u>Ministry of Power</u> Rafi Marg, Shram Shakti Bhavan, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Railways</u> 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Road Transport and Highways</u> 1, Sansad Marg, Gokul Nagar, Sansad Marg Area, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Rural Development</u> 1st Floor, Krishi Bhavan, Rafi Ahmed Kidwai Marg, Rajpath Area, Central Secretariat, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Science and Technology</u> Department of Science & Technology, Technology Bhavan, New Mehrauli Road,, New Delhi-110 016. 	
<ul style="list-style-type: none"> • <u>Ministry of Shipping</u> Transport Bhawan, Ministry of Shipping, New Delhi, Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Skill Development and Entrepreneurship</u> 2nd Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi - 110 001 	
<ul style="list-style-type: none"> • <u>Ministry of Social Justice and Empowerment</u> Shastri Bhawan, C-Wing, Dr. Rajendra Prasad Road, New Delhi - 110 011 	
<ul style="list-style-type: none"> • <u>Ministry of Statistics and Programme Implementation</u> Sardar Patel Bhawan, 4th floor , sansad Marg New Delhi 110001 	
<ul style="list-style-type: none"> • <u>Ministry of Steel</u> Udyog Bhawan, Dr. Maulana Azad Road, New Delhi - 110 011 	
<ul style="list-style-type: none"> • <u>Ministry of Textiles</u> Bharat Nagar, Phase 4, Nimri Colony, Ashok Vihar, New Delhi, Delhi 110052 	
<ul style="list-style-type: none"> • <u>Ministry of Tourism</u> 1, Transport Bhawan, Connaught Place, Sansad Marg, New Delhi - 110 001 	
<ul style="list-style-type: none"> • <u>Ministry of Tribal Affairs</u> Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 011 	
<ul style="list-style-type: none"> • <u>Ministry of Water Resources, River Development and Ganga Rejuvenation</u> 627, Shram Shakti bhawan, Rafi Marg, New Delhi - 110001 	

<ul style="list-style-type: none">• <u>Ministry of Women and Child Development</u> Ministry of Women and Child Development, Government of India Shastri Bhawan, New Delhi	
<ul style="list-style-type: none">• <u>Ministry of Youth Affairs and Sports</u> Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001	

Fax: 011-23098552

MOST IMMEDIATE



F.No. A-32013/02/2018-Admn. II
संघ लोक सेवा आयोग
Union Public Service Commission

Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 23/10/2018

To

The Secretary to the Govt. of India,
Ministry of Personnel, P.G. & Pension,
Department of personnel and Training,
North Block, New Delhi.

(Kind attention: Ms. Rajul Bhatt, Director (CS.I), DoP&T)

Sub: Filling up the post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC -reg.

Sir,

I am directed to forward herewith Commission's Vacancy Circular of even no. dated 23/10/2018 for filling up the post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC and to request that the aforesaid Vacancy Circular may please be uploaded on the official website of DoP&T in "what is new" section under intimation to this Office.

Encl: As above

Yours faithfully,

(S. Padmanabha)
Under Secretary (Estt.)
Tel. No.- 011- 23388476

07/11/18
S. D. (A)

US(A&P)

31/10/18

1/11/18
Sh. Kantan



**No.A-32013/02/2018-Admn.II
Union Public Service Commission
(संघ लोक सेवा आयोग)**

**Dholpur House, Shahjahan Road
New Delhi-110069
Dated: 23/10/2018**

VACANCY CIRCULAR

Subject : Filling up the post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC -reg.

It is proposed to fill up one post of Joint Director (ER) (General Central Service, Group-'A' Gazetted, Non-Ministerial) [Level-12 in the pay matrix] by transfer on deputation (including short-term contract) basis in the Office of UPSC.

2. Eligibility Conditions: Deputation (including short-term contract):

"Officers of the Central Government/ State Government/ Universities/ Recognized Training Institutes/ Public Sector Undertakings, Statutory/ Autonomous Organizations, Recruitment Boards e.g. Banking and Railway Recruitment Boards, Staff Selection Commissions, Services Selection Boards and State Public Service Commissions:

- (a) (i) Holding analogous posts on regular basis; **OR**
(ii) with five years' regular service in posts in the scale of Rs.3000-4500 (level-11 in the revised pay matrix) or equivalent, **and**
(b) Possessing the following educational qualifications and experience:-
Essential:

- I. (a) Master's Degree in Physics or Chemistry or Mathematics or Statistics or Operations/ Operational Research from a recognized University/ Institute; **OR**
(b) Bachelor's degree {B.E., B.Tech or B.Sc (Engg.)} in any branch of Engineering/ Technology from a recognized University or equivalent
II. Ten years post qualification experience in teaching at degree level/ research/ preparation of teaching-learning material/ curriculum development/ educational testing/ examination reforms/ development and administration of online examination.

Desirable:

Doctorate degree in any discipline referred to in item I(a) of the essential qualification from a recognized University or equivalent; or a Master's degree in any branch referred to in item I(b) of the essential qualification from a recognized University or equivalent.

3. List of duties / responsibilities attached to the post of Joint Director (ER):

Assisting the Commission in Examination Reforms and related work.

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.

S. Padmanabhan

5. **Age-limit :-**

The maximum age-limit for appointment by transfer on deputation (including short-term contract) shall not be exceeding 56 years, as on the closing date of receipt of applications.

6. **Period of deputation: -**

Period of deputation including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed **four 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) 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 APARs for the last five years (2013-14 to 2017-18) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. S. Padmanabha, Under Secretary (Estt.), Room No. 08/ AB, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News/ Rozgar Samachar. *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".

S. Padmanabha

(S. Padmanabha)
Under Secretary(Estt.)
Union Public Service Commission
Tel. No. 011-23388476

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments, Cadre Controlling Authorities of Universities/ Recognised Training institutions/ public sector undertakings /statutory and autonomous organizations/ Recruitment Boards e.g. Banking and Railway Recruitment Boards, Staff Selection Commissions, Services Selection Boards and State Public Service Commissions (as per list attached); with a request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Sookhna Bhawan, C.G.O. Complex, New Delhi; with a request to publish this circular (indicative) in the ensuing issue of Employment News/रोजगार समाचार.
6. The Director (CS.I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
7. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.

S. Padmanabha

(S. Padmanabha)
Under Secretary(Estt.)

Proforma for application for the post of Joint Director (ER) by transfer on deputation (including short term contract) basis 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). Do you hold analogous posts on regular basis
- 5(b). Do you possess five years' regular service in posts in the scale of Rs.3000-4500 (level-11 in the revised pay matrix) or equivalent
- 6(a). Do you possess Master's Degree in Physics or Chemistry or Mathematics or Statistics or Operations/ Operational Research from a recognized University/ Institute.
- 6(b). Do you possess Bachelor's degree {B.E., B.Tech or B.Sc (Engg.)} in any branch of Engineering/ Technology from a recognized University or equivalent
7. Do you possess ten years post qualification experience in teaching at degree level/ research/ preparation of teaching-learning material/ curriculum development/ educational testing/ examination reforms/ development and administration of online examination.
8. 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	Post held with scale of pay/ Level of pay in pay matrix	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Basic Pay	Nature of duties with Brief Details of works performed during the appointment
		from	to			
1	2	3	4	5	6	7

S. Padmanabha

9. Nature of present employment, i.e ad-hoc or temporary or permanent
10. In case the present employment is held on deputation please state
 (a) The date of initial appointment
 (b) Period of appointment on deputation
 (c) Name of Organization on deputation
11. 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 7 th CPC	Level of pay in 7 th CPC Matrix

12. Total emoluments per month now drawn
13. 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)
14. Full postal address of forwarding authority with name & telephone number
15. Whether belongs to SC/ST
16. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date :

S. Pedman

(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.

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 2013-14 to 2017-18) 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.)

S. P. ...



सं. ए-32013/02/2018-प्रशा. II
संघ लोक सेवा आयोग

धौलपुर हाउस, शाहजहां रोड
नई दिल्ली-110069
दिनांक: 23/10/2018

रिक्ति परिपत्र

विषय : संघ लोक सेवा आयोग कार्यालय में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) आधार पर स्थानांतरण द्वारा संयुक्त निदेशक (परीक्षा सुधार) (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) [वेतन मैट्रिक्स में स्तर-12] के पद को भरे जाने के संबंध में।

संघ लोक सेवा आयोग कार्यालय में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) आधार पर स्थानांतरण द्वारा संयुक्त निदेशक (परीक्षा सुधार) (सामान्य केन्द्रीय सेवा, समूह 'क', राजपत्रित, अननुसचिवीय) [वेतन मैट्रिक्स में स्तर-12] के पद को भरने का प्रस्ताव है।

2. पात्रता की शर्तें: प्रतिनियुक्ति (अल्पकालिक संविदा सहित):

"केन्द्रीय सरकार/राज्य सरकारों/विश्वविद्यालयों/मान्यताप्राप्त प्रशिक्षण संस्थाओं/पब्लिक सेक्टर उपक्रमों, कानूनी/स्वाशासी संगठनों, भर्ती बोर्डों अर्थात् बैंककारी और रेल भर्ती बोर्डों, कर्मचारी चयन आयोग, सेवा चयन बोर्ड और राज्य लोक सेवा आयोग के ऐसे अधिकारी:-

(क) (i) जो नियमित आधार पर सदृश पद धारण किए हुए हैं; या

(ii) जिन्होंने 3000-4500/- रु. (संशोधित वेतन मैट्रिक्स में स्तर-11) या समतुल्य वेतनमान वाले पदों पर 05 वर्ष नियमित सेवा की है; और

(ख) जिनके पास निम्नलिखित शैक्षिक अर्हताएं और अनुभव है :-

आवश्यक :

। (क) किसी मान्यताप्राप्त विश्वविद्यालय/संस्थान से भौतिक विज्ञान अथवा रसायन विज्ञान अथवा गणित अथवा सांख्यिकी अथवा प्रचालन/परिचालन अनुसंधान में मास्टर डिग्री या

(ख) किसी मान्यता प्राप्त विश्वविद्यालय से इंजीनियरिंग/ प्रद्यौगिकी के किसी भी शाखा में (बी.ई., बी.टेक. या बी.एससी (इंजी.)) में स्नातक या समतुल्य।

॥ अर्हता उपरान्त डिग्री स्तर पर अध्यापन/ अनुसंधान/शिक्षण-अधिगम सामग्री तैयार करने / पाठ्यक्रम परिवर्द्धन/ शैक्षिक परीक्षण/परीक्षा सुधार/ आनलाईन परीक्षा के विकास तथा प्रशासन में दस वर्ष का अनुभव।

वांछनीय:

किसी मान्यताप्राप्त विश्वविद्यालय से आवश्यक अर्हताओं की मदद।(क) में निर्दिष्ट किसी विद्याशाखा में डाक्टरेट डिग्री या समतुल्य अथवा किसी मान्यताप्राप्त विश्वविद्यालय से आवश्यक अर्हताओं की मदद।(ख) में निर्दिष्ट किसी शाखा में मास्टर डिग्री या समतुल्य।

3. संयुक्त निदेशक (परीक्षा सुधार) के पद से जुड़े कार्यों/जिम्मेदारियों की सूची :

परीक्षा सुधार तथा संबंधित कार्य में आयोग की सहायता करना।

4. वेतन का विनियमन और प्रतिनियुक्ति की अन्य शर्तें :-

चयनित उम्मीदवार का वेतन, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 17.06.2010 के समय-समय पर यथासंशोधित का.ज्ञा. सं. 6/8/2009-स्था. (वेतन-II) में निहित उपबंधों के अधीन विनियमित होगा।

5. आय सीमा :-

प्रतिनियुक्ति (अल्पकालिक संविदा सहित) पर स्थानांतरण द्वारा नियुक्ति के लिए अधिकतम आय सीमा, आवेदन प्राप्ति की अंतिम तारीख को छप्पन वर्ष से अधिक नहीं होनी चाहिए।

6. प्रतिनियुक्ति की अवधि :-

केन्द्र सरकार के विभाग / उसी या किसी अन्य संगठन में इस नियुक्ति से ठीक पहले धारित किसी अन्य कैडर-बाह्य पद पर प्रतिनियुक्ति की अवधि सहित इस प्रतिनियुक्ति की अवधि सामान्यतः चार वर्ष से अधिक नहीं होगी।

7. पात्र उम्मीदवारों के आवेदन पत्र (दो प्रतियों में), जिन्हें चयन होने पर तत्काल कार्यमुक्त किया जा सकता है, केवल निर्धारित प्रपत्र (अनुबंध-I) में, अग्नेषण प्राधिकारी के प्रमाण-पत्र (अनुबंध-II) में दिए गए प्रपत्र में सहित अग्नेषित कर दिए जाएं।

(i) सत्यनिष्ठा प्रमाणपत्र।

25-10-2018

- (ii) कर्मचारी पर पिछले 10 वर्षों के दौरान अधिरोपित दीर्घ/लघु शास्तियां, यदि कोई हों, की सूची (यदि कोई शास्ति नहीं लगाई गई है, तो 'शून्य' प्रमाण-पत्र संलग्न किया जाए)।
- (iii) सतर्कता अनापत्ति प्रमाण-पत्र।
- (iv) पिछले 5 वर्षों (2013-14 से 2017-18) की वार्षिक गोपनीय रिपोर्टों की अनुप्रमाणित फोटोप्रतियां (भारत सरकार के कम से कम अवर सचिव स्तर के किसी अधिकारी द्वारा प्रत्येक पृष्ठ पर अनुप्रमाणित)।

आवेदन अनुलग्नक के अंत में उल्लिखित आवश्यक दस्तावेजों सहित इस विज्ञापन के इम्प्लायमेंट न्यूज/रोजगार समाचार में प्रकाशित होने की तारीख से 60 दिन के भीतर श्री एस. पद्मानाभा, अवर सचिव (स्था.), कमरा नं0 08/एनेक्सी बिल्डिंग, संघ लोक सेवा आयोग, धौलपुर हाउस, शाहजहां रोड, नई दिल्ली-110069 को अग्रेषित कर दिए जाएं। उचित माध्यम अथवा अपेक्षित प्रमाण-पत्रों और आवश्यक दस्तावेजों के बिना प्राप्त होने वाले आवेदन-पत्रों पर विचार नहीं किया जाएगा।

8. इस पद के लिए आवेदन करने वाले उम्मीदवारों को बाद में उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी।
"सरकार ऐसा कार्मिक बल तैयार करने के लिए प्रयासरत है, जो महिला और पुरुष कर्मियों के संतुलन को दर्शाता हो और महिला उम्मीदवारों को आवेदन करने के लिए प्रोत्साहित करे।"

२२/५/२०१८

(एस. पद्मानाभा)
अवर सचिव (स्था.)
संघ लोक सेवा आयोग
टेलीफोन नं. 011-23388476

प्रतिलिपि :-

1. भारत सरकार के सभी मंत्रालय/विभाग (संलग्न सूची के अनुसार)
2. राज्य सरकारों के प्रधान सचिव, विश्वविद्यालय/मान्यताप्राप्त प्रशिक्षण संस्थान/सार्वजनिक क्षेत्र के उपक्रम, सांविधिक तथा स्वायत्त संगठन/भर्ती बोर्ड अर्थात् बैंकिंग तथा रेलवे भर्ती बोर्ड, कर्मचारी चयन आयोग, सेवा चयन बोर्ड तथा राज्य लोक सेवा आयोग (संलग्न सूची के अनुसार) के संवर्ग नियंत्रण अधिकारियों को इस अनुरोध के साथ कि इस रिक्ति परिपत्र का व्यापक प्रचार करें।
3. संघ लोक सेवा आयोग के सभी नोटिस बोर्ड – पात्र और इच्छुक अधिकारी, अपने आवेदन अपने संबंधित प्रशासन अनुभाग के माध्यम से निर्धारित तारीख तक भेजें।
4. वेब सेल, संघ लोक सेवा आयोग- अनुरोध है कि इस रिक्ति परिपत्र को आयोग की आधिकारिक वेबसाइट पर अपलोड करें।
5. महाप्रबंधक-सह-प्रमुख संपादक, इम्प्लायमेंट न्यूज, सूचना और प्रसारण मंत्रालय, 07 वीं मंजिल, सूचना भवन, सीजीओ काम्प्लेक्स, नई दिल्ली को इस अनुरोध के साथ कि वे इस परिपत्र को इम्प्लायमेंट न्यूज/रोजगार समाचार के (आगामी) अंक में प्रकाशित करें।
6. निदेशक (सीएस.1), कार्मिक एवं प्रशिक्षण विभाग को इस अनुरोध के साथ कि इस रिक्ति परिपत्र को कार्मिक एवं प्रशिक्षण विभाग की आधिकारिक वेबसाइट पर अपलोड किया जाए।
7. राष्ट्रीय करिअर सेवा (एनसीएस) पोर्टल, श्रम शक्ति भवन, रफी मार्ग, श्रम एवं रोजगार मंत्रालय, नई दिल्ली-110001 को इस रिक्ति परिपत्र को उनकी आधिकारिक वेबसाइट पर अपलोड करने हेतु।

२२/५/२०१८

(एस. पद्मानाभा)
अवर सचिव (स्था.)

संघ लोक सेवा आयोग कार्यालय में प्रतिनियुक्ति (अल्पकालिक संविदा सहित) आधार पर स्थानांतरण द्वारा संयुक्त निदेशक (परीक्षा सुधार) के पद के लिए आवेदन के लिए प्रपत्र।

जीवन-वृत्त प्रपत्र

1. नाम तथा डाक का पता (स्पष्ट अक्षरों में) और दूरभाष न. :
2. जन्म तिथि (ईस्वी सन् में) :
3. केन्द्रीय सरकार के नियमों के अंतर्गत सेवानिवृत्ति की तारीख :
4. शैक्षिक योग्यताएं
(यदि नीचे दिया गया स्थान अपर्याप्त हो, तो अलग से एक पत्रक जोड़ें, जो आपके हस्ताक्षर द्वारा विधिवत् साक्ष्यांकित हो)
5. क क्या आप नियमित आधार पर सदृश पद धारण किए हुए हैं;
ख क्या आपने 3000-4500/- रु. (संशोधित वेतन मैट्रिक्स में स्तर-11) या समतुल्य वेतनमान वाले पदों पर 05 वर्ष नियमित सेवा की है;
6. क किसी मान्यताप्राप्त विश्वविद्यालय/ संस्थान से भौतिक विज्ञान अथवा रसायन विज्ञान अथवा गणित अथवा सांख्यिकी अथवा प्रचालन/परिचालन अनुसंधान में मास्टर डिग्री
ख किसी मान्यता प्राप्त विश्वविद्यालय से इंजीनियरिंग/ प्रद्योगिकी के किसी भी शाखा में स्नातक (बी.ई., बी.टेक. या बी.एससी (इंजी.)) या समतुल्य डिग्री।
7. क्या आपको अर्हता उपरान्त डिग्री स्तर पर अध्यापन/ अनुसंधान/शिक्षण-अधिगम सामग्री तैयार करने में/पाठ्यक्रम परिवर्द्धन/ शैक्षिक परीक्षण/परीक्षा सुधार/ आनलाईन परीक्षा के विकास तथा प्रशासन में दस वर्ष का अनुभव है।
8. रोज़गार का कालक्रमानुसार ब्यौरा (केन्द्र सरकार की सेवा में प्रवेश से आरंभ करते हुए)। यदि नीचे दिया गया स्थान अपर्याप्त हो, तो अलग से एक पत्रक जोड़ें, जो आपके हस्ताक्षर द्वारा विधिवत् साक्ष्यांकित हो।

कार्यालय/ संगठन	वेतन मैट्रिक्स में वेतन के स्तर/ वेतनमान सहित धारित पद	सेवा की अवधि		नियुक्ति का स्वरूप- (नियमित/तदर्थ/ प्रतिनियुक्ति)	मूल वेतन	नियुक्ति के दौरान किए गए कार्य के संक्षिप्त सार सहित ड्यूटी की प्रकृति
		से	तक			
1	2	3	4	5	6	7

9. वर्तमान रोज़गार का स्वरूप :-
(अर्थात् तदर्थ या अस्थायी या स्थायी) :
10. यदि वर्तमान रोज़गार प्रतिनियुक्ति आधार पर है, तो कृपया बताएं :

(क) आरंभिक नियुक्ति की तारीख :
(ख) प्रतिनियुक्ति पर नियुक्ति की अवधि:
(ग) प्रतिनियुक्ति पर तैनाती वाले संगठन का नाम :

22/05/2018

11. क्या आप संशोधित वेतनमान ले रहे हैं? यदि हां, तो बताएं कि किस तारीख से संशोधन हुआ और संशोधन-पूर्व वेतनमान भी दर्शाएं।

तारीख	वेतनमान (संशोधन-पूर्व) ग्रेड वेतन सहित	मूल वेतन (संशोधन-पूर्व)	वेतन के संशोधन की तारीख	सातवें वेतन आयोग के अनुसार संशोधित मूल वेतन	सातवें वेतन आयोग के मैट्रिक्स में वेतन का स्तर

12. वर्तमान में प्राप्त की जा रही कुल मासिक परिलब्धियां

13. अतिरिक्त जानकारी, यदि कोई हो, जिसका उल्लेख आप इस पद हेतु अपनी उपयुक्तता के समर्थन में करना चाहते हैं, (यदि दिया गया स्थान अपर्याप्त है, तो अलग से एक पत्रक संलग्न करें)।

14. अग्रेषण प्राधिकारी का नाम, टेलीफोन नं. तथा पूरा डाक पता

15. क्या आप अ.जा./अ.ज.जा. से संबंधित हैं

16. अभ्युक्तियां

आवेदक के हस्ताक्षर
कार्यालय का पूरा पता

टेलीफोन नं.
ई-मेल आईडी

दिनांक :

25/11/2018

(नियोक्ता/कार्यालय प्रमुख/अग्रेषण प्राधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र)

प्रमाणित किया जाता है कि ----- द्वारा दिया गया विवरण सही है और वे इस रिक्ति परिपत्र में उल्लिखित शैक्षिक योग्यताएं तथा अनुभव रखते/रखती हैं।

2. यह भी प्रमाणित किया जाता है कि:-

- i. श्री/श्रीमती----- के विरुद्ध कोई सतर्कता या अनुशासनिक मामला लंबित/विचाराधीन नहीं है।
- ii. उनकी सत्यनिष्ठा प्रमाणित है।
- iii. पिछले 5 वर्षों की (वर्ष 2013-14 से 2017-18 के लिए) वार्षिक गोपनीय रिपोर्टों की फोटोप्रतियां भारत सरकार के अवर सचिव या उनसे उच्च स्तर के किसी अधिकारी द्वारा विधिवत अनुप्रमाणित संलग्न हैं।
- iv. पिछले 10 वर्षों के दौरान उन पर कोई बड़ी/छोटी शास्ति नहीं लगाई गई है।
- v. पिछले 10 वर्षों के दौरान उन पर लगाई गई बड़ी/छोटी शास्तियों की सूची संलग्न है।

हस्ताक्षर :
नाम और पदनाम :
टेलीफोन नं. :
फैक्स सं. :
कार्यालय मुहर :

स्थान :
दिनांक :

अनुलग्नकों की सूची :

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

(* जो लागू न हो इसे काट दें)

१२५ ५५५८१११