

OFFICE OF THE CHIEF SECRETARY
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संघ लोक सेवा आयोग
Union Public Service Commission

OFFICE OF THE SECRETARY
2853/Secy/rev/1
16/12/15
17/12/15
Dholpur House, Shahjahan Road,
New Delhi-110069.
Date 06 NOV 2015

Secy (Per)

VACANCY CIRCULAR

Subject: Filling up the post of Estate Manager & Meeting Officer (General Central Service, Group-'B' Gazetted, Non-Ministerial) in the office of UPSC in the Pay Band-2 [Rs.9300-34800/-] with Grade Pay Rs. 4600/- by composite method Promotion/ Deputation (including Short-term Contract) basis-reg.

It is proposed to fill up one post of Estates Manager & Meeting Officer (General Central Service, Group-'B' Gazetted, Non-Ministerial) in the office of UPSC in the Pay Band-2 [Rs.9300-34800/-] with Grade Pay Rs. 4600/- by composite method Promotion/ Deputation (including Short-term Contract) basis.

2. Eligibility Conditions: - By composite method Promotion/ Deputation (including Short-term Contract):

I. Deputation (including Short-term Contract):

From amongst officers in 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 posts 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 pay band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- or equivalent in the parent cadre or department; and
(b) **Possessing the following educational qualifications and experience, namely:-**
(i) Diploma in Civil or Mechanical or Electrical or Sanitary or Public Health Engineering from a recognized University or equivalent; and
(ii) Five years' experience in the upkeep and maintenance of office building, including sanitary installations and air conditioning equipment or electrical installations.

II. The Departmental Estate Supervisors in the Pay Band-2 [Rs. 9300-34800/-] with Grade Pay of Rs. 4200/- with five years of regular service in the grade 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.

3. Age-limit :-

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

4. Period of deputation: -

Period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organizations or departments of the Central Government shall not exceed three years.

5. 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).

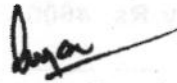
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- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2010-11 to 2014-15) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to **Sh. Suresh Kumar Nayak, Under Secretary (Admn.), First Floor, 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. Applications not forwarded through proper channel those received without the requisite certificates and necessary documents will not be entertained.**

The detailed vacancy circular (along with Annexure-I and Annexure-II) may be seen on Union Public Service Commission's website at <http://www.upsc.gov.in/>



**(Suresh Kumar Nayak)
Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23381202**

11/12/2014

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments /Union Territories, Cadre Controlling Authorities of Universities/ Recognized Research Institutions/ Public Sector Undertakings /Semi-Government /Statutory /Autonomous Organizations, with 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 within the stipulated date.
4. Shri V. Ravi Ramkrishna, Director, Room No. 835, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.
5. Smt. Shruti patil, General Manager-cum-Chief Editor, Employment News, Ministry of Information & Broadcasting, East Block-IV, Level-5, R.K. Puram, New Delhi-110066; with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.



(Suresh Kumar Nayak)
Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23381202