

Fax: 011-23098552

F.No.A-35019/01/2022-Admn.II  
संघ लोक सेवा आयोग  
Union Public Service Commission  
Dholpur House, Shahjahan Road, New Delhi-110069

Dated: 25.5.2022

**VACANCY CIRCULAR**

**Sub: Filling up the post of Deputy Chief Reception and Protocol Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the O/o UPSC in Level-7 (Rs. 44,900 - 1,42,400) of the pay matrix on Deputation (including short-term) basis- reg**

It is proposed to fill up **one vacancy** in the grade of **Deputy Chief Reception and Protocol Officer** (General Central Service, Group 'B', Gazetted, Non-Ministerial) in O/o UPSC in **Level-7 (Rs. 44,900 - 1,42,400) of the Pay Matrix** [as per 7<sup>th</sup> CPC] **on deputation (ISTC) basis.**

**2. Eligibility Conditions:**

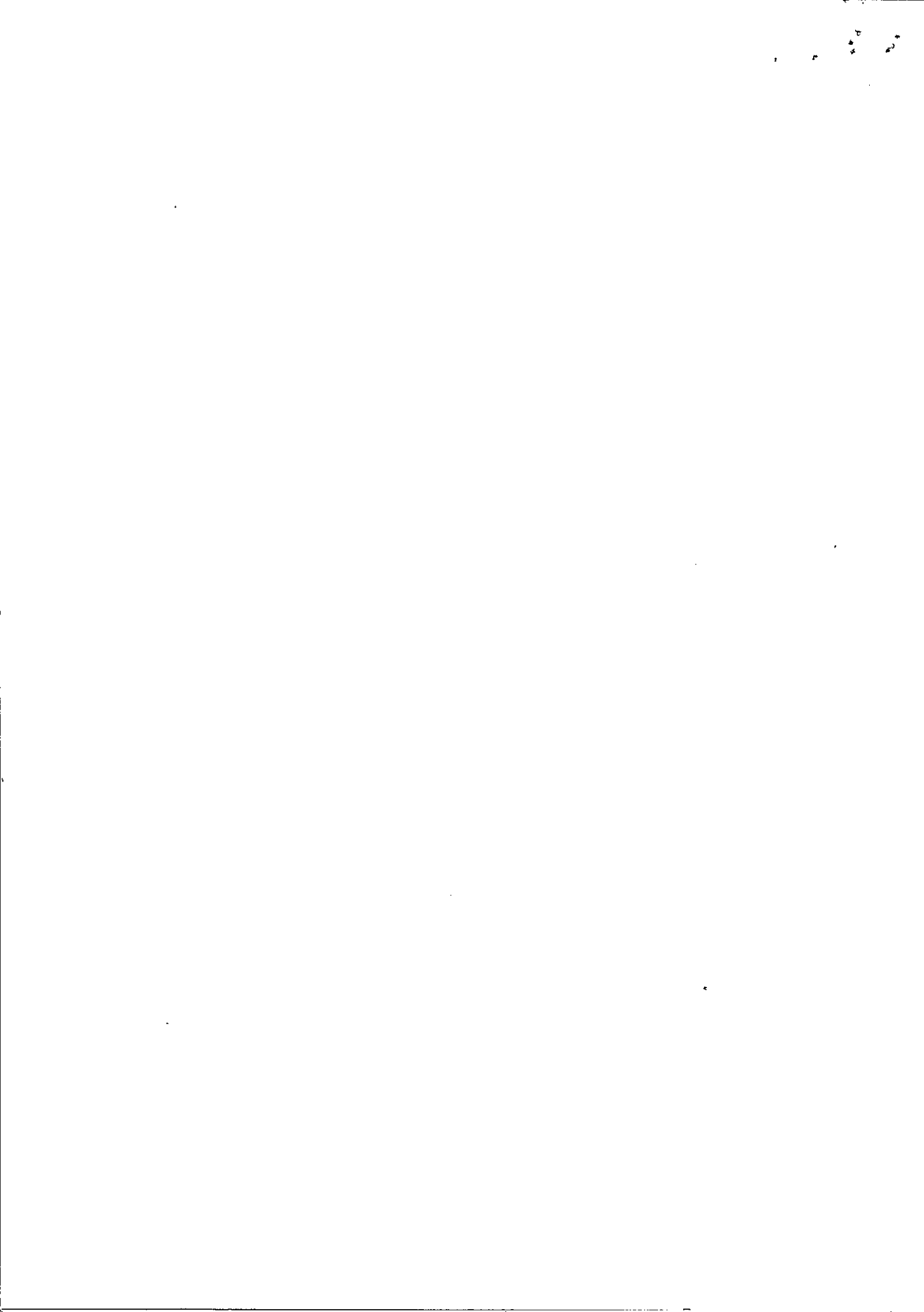
**Deputation (including short-term contract):**

Officers of Central Government or State Governments or Union territories or Universities or recognized research institute or public sector undertakings or statutory or autonomous organisation:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or  
(ii) with 05 (five) years' regular service in the grade rendered after appointment thereto on a regular basis in the in level-6 (Rs. 35400-112400) of the pay matrix or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualifications and experience:-  
(i) Bachelors degree in any discipline from a recognised University or Institute; and  
(ii) Two years' experience in the work relating to either reception or protocol or both.

**3. List of duties & responsibilities attached to the post of DCRPO:**

- i. Attending and escorting of VIPs to Hon'ble Chairman/ Members Room.
- ii. Attending and escorting of Members/Experts/Advisors invited by the Commission for interview/P.T. Boards/DPC/Selection Committee Meetings to their rooms.
- iii. Allotment of seats etc. to candidates in the Central Hall.
- iv. Issue of temporary passes to regular staff/casual clerks/ casual labors/ CPWD employees and Advisors.
- v. Issue of permanent Identity cards to staff, fresh entrants and also in case of loss/mutilation.



- vi. Issuing of pensioners, I/Cards to the former Chairman/Formers Members and staff of UPSC.
- vii. Issue of validation slips to UPSC employees for entry into other buildings.
- viii. Issue of validation slips for entry into UPSC for officers of other departments.
- ix. Issue of vehicle passes for MHA, Airport etc. for the official vehicles of UPSC.
- x. Liaison for security matters with CISF staff.
- xi. General enquiries.
- xii. Handling post arrival and pre-departure formalities at the airport.
- xiii. To liaise with foreign embassies, High Commissions, Sr. Security Officer, M/o External Affairs, Immigration and Customs Authorities at airports.
- xiv. Liaison with the Airport Authority, Passport Office, tourist office, airlines and railway authorities.
- xv. Arranging VIP Lounge at the airport and see that the Hon'ble Chairman and Members are not put to any sort of inconvenience while proceeding on official tour.
- xvi. Coordination work in connection with official conferences and visiting foreign delegations.
- xvii. Protocol facilities to former Chairman/ Members.
- xviii. Duty to escort foreign and Indian delegation and National conference in PSCs.
- xix. Protocol facilities to the President of Adhoc Boards and their arrangement of stay, vehicle in coordination with Advisor suite and staff car unit.
- xx. Any additional duty assigned by the senior officers from time to time.

**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 time to time.

**5. Age limit:** 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.

**6. Period of deputation:** The period of deputation (including short-term contract) including period of deputation (including short-term contract) to 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 exceed **three years**.

**7. Consultation with UPSC:** Consultation with Union Public Service Commission is **not necessary**.

**8. 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 may be forwarded to **Shri Amit Ghosal, Under Secretary (Admn. II), Room No.11, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within **60 days of publication** of this advertisement in the Employment News/ रोजगार समाचार:-**

- (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 ACRs for the last five years (2016-17 to 2020-21) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

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Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

*Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.*



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

**Copy forwarded to:-**

1. All Ministries/Departments of Govt. of India, State Governments, Union territories, Universities, recognized research institute, public sector undertakings, statutory, autonomous organisation (as per list attached).
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. 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
5. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
6. 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.



Annexure-I

**Proforma for application for the post of DCRPO on deputation (ISTC) basis in O/o 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>
(a) Do you hold analogous post on regular basis in the parent cadre or Department? Or	
(b) Do you possess <b>five</b> years' regular service in the grade rendered after appointment thereto on regular basis in <b>level 6</b> of the pay matrix or equivalent in the parent Cadre or Department;	

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and	
<b>Qualifications</b>	<b>Details</b>
<p>Do you possess:</p> <p>(i) Bachelors degree from a recognised University or Institute; and</p> <p>(ii) Two years' experience in the work relating to either reception or protocol or both</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>	
<p><b>6.</b> 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>	
<p><b>6.1</b> 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

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

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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.

<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation &amp; other details.</p>		
<p><b>11.</b> Additional details about present employment:-  Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>(a) Central Govt.</li> <li>(b) State Govt.</li> <li>(c) Union Territories</li> <li>(d) Public Sector Undertaking</li> <li>(e) Universities</li> <li>(f) Recognized research institutions</li> <li>(g) Autonomous organizations</li> <li>(h) Statutory organizations</li> <li>(i) Semi-government organizations</li> <li>(j) Others</li> </ul>		
<p><b>12.</b> Please state that you are working in the same department</p>		
<p><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</p>		
<p><b>14.</b> Total emoluments per month now drawn</p>		
<p>Basic pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>

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<p><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:</p>		
<p>Basic Pay with Scale of Pay &amp; rate of increment</p>	<p>Dearness pay/interim relief/other allowances etc. (with break-up details)</p>	<p>Total Emoluments</p>
<p><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)</p> <p>(Enclose a separate sheet if the space is insufficient)</p>		
<p><b>16.B Achievements</b></p> <p>The candidates are requested to indicate information with regard to:-</p> <p>(i) Research publications &amp; reports and special projects</p> <p>(ii)Awards/scholarships/official appreciation</p> <p>(iii)Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv)Patents registered in own name or achieved for the organization</p> <p>(v)Any research/innovative measure involving official</p>		

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recognition  (vi)Any other information	
17. Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis# (Only Officers under Central/State Governments are 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: \_\_\_\_\_



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**(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. In case of his/her appointment to the post, this office has no objection in relieving the official.

**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 2016-17 to 2020-21) 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:**

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