

**ADVERTISEMENT NO. 51/2021**  
**UNION PUBLIC SERVICE COMMISSION**  
**INVITES ONLINE APPLICATIONS FOR**  
**LATERAL RECRUITMENT OF JOINT SECRETARY AND DIRECTOR LEVEL POSTS**  
**ON CONTRACT BASIS**

(\*: by using the website <http://www.upsconline.nic.in>)

The Government of India has submitted a requisition for Lateral Recruitment of Joint Secretary and Director level officers. Accordingly, Online Applications are invited from talented and motivated Indian nationals willing to contribute towards nation building to join the Government at the level of Joint Secretary or Director, Group 'A', in the under mentioned posts in different Ministries/Departments with Headquarters at New Delhi on Contract Basis (On Deputation for officers of States/UT Cadres, Public Sector Undertakings(PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes) for a period of 3 years (Extendable to 5 years depending upon performance) through website <http://www.upsconline.nic.in> by **22<sup>nd</sup> March, 2021**.

**1. (Post ID No. 21025101406)** One (UR) post of Joint Secretary in the Department of Agriculture Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Agriculture/ Horticulture/ Micro Biology/ Agricultural Extension/ Agricultural Economics/ Agriculture Marketing/ Organic Farming/ Crop Science from a recognized University/ Institute. **(B) EXPERIENCE:** At least fifteen years' experience in any of the following fields:- (i) Agricultural Extension (ii) Soil Health and Nutrient Management (iii) Plantation (iv) Agricultural Census (v) Agricultural Marketing & Trade (vi) Agriculture Credits (vii) Crops Insurance (viii) Drought Management (ix) Horticulture Development (x) Farm Mechanization and Technology (xi) Natural Resource Management (xii) Seeds and Oilseeds (xiii) Plant Protection (xiv) Rainfed farming and Irrigation (xv) Crop Management (xvi) Organic Farming. **JOB DESCRIPTION:** Joint Secretary shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

**2. (Post ID No. 21025102406)** One (UR) post of Joint Secretary in the Department of Commerce, Ministry of Commerce and Industry. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Business Administration or Economics or Commerce or Business Economics or Foreign Trade from a recognized University or Institute, preferably with additional qualification in IT, Computer Science, Operational Research and Supply Chain management." **(B) EXPERIENCE:** At least 15 years of experience in:- (i) Managing cloud technology implementations at National level and (ii) Should have held Senior Project Manager/System Architect/CTO roles in previous employments. **JOB DESCRIPTION:** Joint Secretary shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

**3. (Post ID No. 21025103406)** One (UR) post of Joint Secretary in the Department of Revenue, Ministry of Finance. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Economics or Commerce or Finance or Business Administration or Professional Qualification in Chartered Accountancy, ICWA. **(B) EXPERIENCE:** Fifteen years' experience in any of the following fields:- (a) Income Tax (b) Customs / Gold Control (c) GST (All taxes which were prevailing before introduction of GST) (d) Narcotic Drugs and Psychotropic Substances (e) Financial Intelligence and Prevention of Money Laundering. **JOB DESCRIPTION:** Joint Secretary (DoR) shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in the area of work assigned to him/her.

**4. (Post ID No. 21025104406)** One (**UR**) post of Director (Agriculture Marketing), Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Agriculture with specialization in Agricultural Economics or Agribusiness or Agriculture Marketing from a recognized University/ Institute. **(B) EXPERIENCE:** At least 10 Years' experience in the field of Agricultural Marketing including Agribusiness. **DESIRABLE:** Post Graduate Diploma in Management (PGDM)/Master's Degree in Business Administration from a recognized University/ Institute. **JOB DESCRIPTION:** (i) To monitor implementation of various components of Integrated Scheme for Agricultural Marketing (ISAM) such as Agriculture Marketing Infrastructure (AMI), Venture Capital Assistance (VCA). (ii) Development and expansion of e-NAM/e-trading and development of e-NAM as platform of platforms. (iii) To monitor market trends and other analysis of the agriculture market system through Agmarknet portal to support policy and decision making. (iv) To help strengthening of Marketing Research and Information Network (MRIN) Scheme to enable forecasting of demands and price of agricultural commodities. (v) To provide support for strengthening Agmark grades and standards of agricultural and allied produce under Agricultural Produce (Grading and Marking) Act to coordinate with Agmark laboratories for implementation of standards. (vi) To develop and strengthen testing, grades and standards under e-NAM. (vii) To coordinate formation and promotion of Farmer Produce Organisations (FPOs). (viii) To coordinate development of Village Haats/GrAMS. (ix) To provide support in initiating and implementing reforms in Agriculture Marketing and Contract Farming including coordination with States for promotion of Model Agricultural Produce and Livestock Marketing (Promotion & Facilitation) Act, 2017 and Model Agricultural Produce and Livestock Contract Farming and Services (Promotion & Facilitation) Act, 2018. (x) To coordinate & promote Central Ordinance on Farmers' Produce Trade and Commerce (Promotion and Facilitation) Ordinance 2020. (xi) To develop proper Market Intelligence and Forecasting System in collaboration with partners for it's dissemination. (xii) To coordinate with organizations such as DMI, SFAC and NIAM for ensuring smooth implementation of schemes and programmes being run by these organizations in Agriculture Marketing. (xiii) Budget formulation and implementation for Marketing Division. (xiv) To liaise and coordinate with State Govts./UT Administrations, industries and other stakeholders to identify gaps, deficiencies and emerging challenges in Agriculture Marketing sector for targeting policy reforms and other interventions in Agriculture Marketing. (xv) To analyse project reports of organizations such as FAO, World Bank etc. (xvi) To formulate and prepare EFC Notes and Cabinet Notes on issues relating to Agriculture Marketing. (xvii) To formulate schemes in the area of Agriculture Marketing and to prepare Operational Guidelines and Standard Operating Procedures on such schemes. (xviii) To scrutinize Draft Project Reports (DPR) on various schemes in the area of Agriculture Marketing. (xix) To assess the requirement for skill development in agriculture marketing and formulate plans for strengthening of skill development and capacity building.

**5. (Post ID No. 21025105406)** One (**UR**) post of Director (Aviation Management), Ministry of Civil Aviation. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** (i) B.E/B.Tech. from a recognized University/ Institute. **OR** (i) Bachelor's Degree in Science from a recognized University/ Institute and (ii) Master's Degree in Business Administration from a recognized University/ Institute. **(B) EXPERIENCE:** Minimum 10 years experience in Aviation Sector. **DESIRABLE:** Experience in Information Technology/Law/Financial Management. **JOB DESCRIPTION:** Disposal of Government Business related to Aviation Sector.

**6. (Post ID No. 21025106406)** One (**UR**) post of Director (Agriculture Trade Specialties), Department of Commerce, Ministry of Commerce and Industry. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Business Administration or Agricultural Marketing or Economics or Foreign Trade or Commerce or Business Economics or Quantitative Methods/ Statistics from a recognized University or Institute. **(B) EXPERIENCE:** Minimum 10 years experience in agriculture commodity export promotion/ overseas marketing strategy formulation and implementation work. **JOB DESCRIPTION:** (i). Compiling agriculture commodity wise data / information on global and

India's agriculture trade and manufacturing trends, and its analysis using suitable computational techniques to provide inputs for formulating and implementing market specific agriculture commodity marketing and export strategies Covering aspects like: 1. Approach to addressing Tariff and non-tariff barriers faced abroad, including in the area of SPS requirements, 2. Capacity building/promotional/ incentivization/ facilitation measures for enabling competitiveness, market penetration and brand positioning / awareness.(ii) Organization of domestic and overseas stakeholder consultations and coordination exporter/ producer outreach and interface with overseas missions, relevant overseas stakeholders, foreign missions in India, Gol departments / agencies, state governments etc; (iii) Conduct/ commission and oversee research and analytical studies to devise strategies to support the attainment of targeted outcomes.(iv) Coordinate and plan participation in trade shows and ensure all activities to facilitate exporters to design efficient marketing strategies.(v) Evaluate all reports submitted by Missions and Industry and recommend appropriate changes in strategy ;if required.(vi) Monitor all existing and prospective markets and assist to identify appropriate business opportunities.(vii) Prepare effective export business plans to achieve export targets.(viii) Provide training to exporters and producers perform assessment of all work and assist to achieve all export objectives.(ix) Study and research the changing landscape in agriculture export markets especially with regard to non tariff barriers to Indian exports.(x) Identifying & processing agriculture related trade, tariff and production data relevant to the international trade.(xi) Implementation of the Agriculture Export-Policy at the center and the state level;(xii) Handling issues relating to the Agreement on Agricultural negotiations at the WTO;(xiii) Coordinating with the regulatory authorities and advising the government for implementation of technical standards, SPS and TBT measures.

**7. (Post ID No. 21025107406)** One (UR) post of Director (Exports Marketing), Department of Commerce, Ministry of Commerce and Industry. **ESSENTIAL QUALIFICATIONS:**  
**(A) EDUCATIONAL:** Master's Degree in Business Administration or Economics or Foreign Trade or Commerce or Business Economics or Quantitative Methods/ Statistics from a recognized University or Institute. **(B) EXPERIENCE:** Minimum 10 years work experience in commodity/ services level export promotion/ overseas marketing strategy formulation and implementation work. **JOB DESCRIPTION:**(i) Compiling commodity/ sector wise data / information on global and India's goods and services trade and manufacturing trends and its analysis using suitable computational techniques to provide inputs for formulating and implementing market specific sectoral/ commodity marketing and export strategies covering aspects like: 1)Approach to addressing Tariff and non-tariff barriers faced abroad, including in the area of SPS TBT requirements, 2) Capacity building/promotional/ incentivization/ facilitation measures for enabling competitiveness, market penetration and brand positioning / awareness (ii) Organization of domestic and overseas stakeholder consultations and coordination exporter/ industry outreach and interface with overseas missions, relevant overseas stakeholders, foreign missions in India, Gol departments / agencies, state governments etc; (iii)Conduct/ commission and oversee research and analytical studies to devise strategies to support the attainment of targeted outcomes. (iv) Supervise efficient working of EPCs, design export strategies according to importing country requirements. (v) Coordinate and plan participation in trade shows and ensure all activities to facilitate exporters to design efficient marketing strategies. (vi)Evaluate all reports submitted by Missions and Industry and recommend appropriate changes in strategy; if required. (vii) Monitor all existing and prospective markets and assist to identify appropriate business opportunities. (viii) Prepare effective export business plans to achieve export targets. (ix) Provide training to exporters and producers perform assessment of all work and assist to achieve all export objectives. (x)Study and research the changing landscape in agriculture export markets especially with regard to non tariff barriers to Indian exports. (xi) Keeping abreast of WTO rules and regulations and their implications.

**8. (Post ID No. 21025108406)** One (UR) post of Director (Foreign Trade Analyst), Department of Commerce, Ministry of Commerce and Industry. **ESSENTIAL QUALIFICATIONS:**  
**(A) EDUCATIONAL:** Master's Degree in Business Administration or Economics or Foreign Trade or Commerce or Business Economics or Quantitative Methods/Statistics from a

recognized University or Institute. **(B) EXPERIENCE:** Minimum 10 years experience in the areas of trade analysis and forecasting/ business/market analysis/ study/implementation of Central/State Government regulations governing international trade. **JOB DESCRIPTION:** (1). Compiling goods and services related aggregated and HS/services code wise disaggregated foreign trade, FDI data and related economic data, with other attributes like import/export policies, tariff and non-tariff measures, domestic/overseas production situation etc. (2). Economic analysis of this Trade / FDI and economy related data, applying statistical and trade competitiveness determining techniques and concepts, using advanced computational methods using Excel Data and other similar statistical tools, to provide inputs for policy formulation and implementation to actualize trade investment opportunities and interests, inter-alia, covering aspects like: (i) Areas of comparative advantage (ii) Global demand /trade trends and opportunities (iii) Addressing Tariff and non-tariff measures / barriers faced abroad and their optimal domestic calibration, including in the area of SPS / TBT standards. (iv) Measures for enhancing domestic competitiveness for export growth and attracting FDI. (v) Measures for exporter / investor facilitation and incentivization (vi) Invocation of trade defense measures by way of CVD safeguards and ADD. (vii) Analysis of preferential trade under FTAs and measures for protecting domestic interests, including with regard to Rules of Origin compliances, bilateral safeguards, FTA reviews etc. (3). Organization of domestic and overseas stakeholder consultations and coordination , exporter / investor / industry outreach and interface with relevant GoI departments / agencies, state governments, overseas stakeholders/ missions, foreign missions in India etc; (4). Assisting in formulation of appropriate trade fiscal / sectoral policy interventions; (5). Conduct/ commission and oversee research and analytical studies to devise strategies to support the attainment of targeted outcomes in the area of foreign trade and investment promotion. (6). Keeping abreast of WTO rules and regulations and their implications.

**9. (Post ID No. 21025109406)** One **(UR)** post of Director (Logistics), Department of Commerce, Ministry of Commerce and Industry. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** Master's Degree in Business Administration or Economics or Foreign Trade or Commerce or Business Economics or Operations Research /Quantitative Methods/ Statistics from a recognized University or Institute. **(B) EXPERIENCE:** Minimum 10 years experience in any of the field of operations research modeling / simulation work for logistics optimization, including in aspects like infrastructure / transport mix optimization, seamless multi-modal network development with integrated procedural and approvals mechanisms and monitoring instrumentation, Supply Chain Management and related strategy development implementation. **JOB DESCRIPTION:** (i) Analyzing prevailing logistics structures and procedures across modes and their deficiencies and associated infrastructure/ procedural gaps/ inefficiencies and inter-modal imbalance and in optimality. (ii) Analyzing the constituent and overall costs of logistics services/ operations and determining the most cost-effective and efficient means of transportation services through operational research tools and scenario building, and conceiving and utilizing logistics IT systems and software to optimize procedures and practices (iii) Providing arranging relevant data and analysis of all elements of supply chains. (iv) Based on the above analysis, developing coordinated and integrated inter modal logistics interventions including for infrastructure creation and paperless on-line digital monitoring / management / trans shipment onward movement approval systems, under common procedural and documentation frameworks, in collaboration with departments concerned to achieve the optimal, cost minimizing integrated inter modal logistics mix. (v) Monitoring and working towards harmonizing supply chain operations. (vi) Working with Ministries on optimal mode-mix and routing of goods. (vii) Regular preparation and submission of appropriate and accurate logistics reports for senior management. (viii) Identifying ways to encourage private sector participation in logistics. (ix) Undertaking necessary stakeholder consultation and coordination for achieving the above objectives.

**10. (Post ID No. 21025110406)** One (UR) post of Director (Logistics), Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** B.E./B.Tech. or Master's Degree in Business Administration from a recognized University/ Institute. **(B) EXPERIENCE:** Minimum 10 years of experience in logistics, especially movement of goods. **DESIRABLE:** Master's Degree in Business Administration (Logistics Management/Supply Chain Management) from a recognized University/ Institute. **JOB DESCRIPTION:** i) Planning and monitoring the movement of food grains after their take-over by FCI to the recipient States. ii) Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored food grains. iii) Attending to the complaints/representations from the States Governments/ State Agencies/ UTs regarding inadequate movement of food grains to and from the States. iv) Reviewing and monitoring induction of food grains in difficult areas viz. Assam/ NE and J&K, Sikkim etc. and other critical areas identified from time to time and organizing review meeting as and when required. v) Follow up action with Railways, where necessary, on matters relating to imposition of restrictions on movement of food grains in accordance with Central Orders issued by the Central Government. vi) Priority Schedule of Booking of Traffics in Railways. vii) Approaching the Railways for Relaxation of booking restrictions likely to adversely affect the movement and availability of food grains. viii) Watching of releases of food grains wagons at various important terminals in the country identified from time to time. ix) Maintenance of statistics regarding movement of indigenous food grains on FCI account from surplus to deficit states and calling for data from FCI Head Office and Regional Offices regarding movement of food grains. x) Assistance to and liaison/coordination with state Governments/ Public Sector Undertaking and other Railway Users in the movement of food grains and other agricultural products (Inter –State and Intra-State). xi) Coordination regarding positioning of Gunny bales for FCI and State Agencies, tentative scheduling, movement and timely availability thereof for both Rabi and Kharif seasons. xii) Compilation/issue of detailed Sugar Movement Programme on Monthly basis on receipt of Sugar Release Statement from the Directorate of Sugar for movement of levy Sugar to various States. xiii) Audit objections relating to transit losses, demurrage, Wharfage etc. paid by FCI to Railways during transportation of food grains by Railways. xiv) Policy matters regarding pacing conditions, weighing at Railways premises, issue of clear RRs, provisions of dunnage etc. xv) Assistance in movement of rakes for loading of levy sugar to North East, J&K etc. xvi) Liaison with Railways Board, Zonal and Port Trust, Railway authorities, State Governments and FCI. xvii) Coastal movement of foodgrains for internal consumption excluding its financial aspects and cost factors. xviii) Monitoring of Movement/ shipments of imported food grains (imported on Govt. a/c) from the time of shipment schedule, departure from ports, arrivals and daily unloading at ports, clearance from ports and further dispatches by rail/road.

**11. (Post ID No. 21025111406)** One (UR) post of Director (Warehouse Expertise), Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** B.E./B.Tech or Master's Degree in any subject from a recognized University/Institute. **(B) EXPERIENCE:** Minimum 10 years of experience in dealing with the warehousing in managerial capacity or handling of projects related to construction of godowns/silos (10000 MT and above) for food grains and other commodities and multimodal logistics. **DESIRABLE:** i) Master's Degree in Business Administration from a recognized University/ Institute. ii) Knowledge of International/ National practices in warehousing and issues related to the same and the latest technological developments in the sector like IT systems/ cold storage management/ supply chain management/ farm gate logistics in warehousing sector. **JOB DESCRIPTION:** To monitor the work relating to infrastructure development implementation of schemes relating to warehouses and logistics development, regulation and registration of warehouses, promotion of technological upgradation and introduction of new technologies in warehousing and logistics and other technical duties and functions as may be assigned by the Competent Authority from time to time. Arrange relevant data and analysis through supply chains, monitoring supply chain operations work with ministries on optimal mode and routing, conceiving and utilizing logistics IT systems or software to optimize procedures, prepare appropriate and accurate logistics reports

for senior management, coordinate multi sectoral input of investment, finances, technological knowhow and upgradation, knowledge sharing etc. in logistics and warehouse management.

**12. (Post ID No. 21025112406)** One **(UR)** post of Director (Edu Tech), Department of Higher Education, Ministry of Education. **ESSENTIAL QUALIFICATIONS:**  
**(A) EDUCATIONAL:** Master's Degree in Computer Application/B.E./B.Tech in Computer Science from any recognized University/Institute. **(B) EXPERIENCE:** 10 years of working experience out of which 5 years experience in design and development of virtual learning projects/platforms like MOOCs, Virtual Lab, Digital Library, robotics and related education technology products/solutions, facilitating AI (Artificial Intelligence) based personalized/adaptive learning, or some education technology company /organization. **DESIRABLE:** M.E./M.Tech in Computer Science from a recognized University/Institute. **JOB DESCRIPTION:** (i).To provide technical and policy support in conceptualization, design, development and implementation of educational e-content, courses (MOOSc) and projects/digital platforms that impart teaching and learning using ICT in online education. (ii). To adopt best practices, emerging technologies and identify potential in education technology for better teaching/learning outcome.(iii) To collaborate effectively with institutions/organizations implementing projects under National Mission on Education through ICT(NMEICT). (iv) To develop strategies/roadmap in online education aligned with National Education Policy-2020.

**13. (Post ID No. 21025113406)** One **(UR)** post of Director (Edu Laws), Department of School Education and Literacy, Ministry of Education. **ESSENTIAL QUALIFICATIONS:**  
**(A) EDUCATIONAL:** i) Bachelor Degree in Law from a recognized University or Institute and ii) Registered in any State Bar Council/ Bar Council of India in terms of Advocate Act, 1961. **(B) EXPERIENCE:** Minimum 10(Ten) years experience in the field of law; providing Legal Services in Educational Sector. **DESIRABLE:** Master's Degree in Law from a recognized University/Institute. **JOB DESCRIPTION:** (i) Giving holistic advice on legal matters. (ii) Monitoring and reviewing implementation of existing Acts and Rules in the Department to simplify them and make them more effective. (iii) Close liaison with Government counsels and Courts for all cases related to School Education across India. (iv) Any other related matters that might be directed by immediate supervisor from time to time.

**14. (Post ID No. 21025114406)** One **(UR)** post of Director (ICT Edu), Department of School Education and Literacy, Ministry of Education. **ESSENTIAL QUALIFICATIONS:**  
**(A) EDUCATIONAL:** Master's Degree in Computer Application or B.E./ B.Tech from a recognized University/Institute in the field of Education Technology, Information and Communication Technology(ICT), Computer science. **(B) EXPERIENCE:** Minimum 10 years experience in any of the field of:- i) Education technology/ICT in education, distance education. (ii) Experience in ICT in education policy issues, national policy development. (iii) Experience in strategic planning, project management, implementation and monitoring in Education Sector. **DESIRABLE:** Post Graduate/Doctorate Degree (Ph.D) from a recognized University/Institute in the above subjects. **JOB DESCRIPTION:** i) Guiding and monitoring Development of One nation, one digital platform, called DIKSHA. (ii) Guide, monitor, supervise, facilitate and ensure the development of high quality e-content (for students and teachers) that is Coherent with all digital modes – internet-based, TV and Radio – by the centre and states/UTs through NCERT and SCERT. (iii) Ensuring that a rich variety of educational software and e-content will be developed for school education (from pre-school to grade 12) in multiple languages/dialects/mother tongues and made available for students and teachers at all levels. (iv) Ensuring that all such software/e-content will be available in all major Indian languages and will be accessible to a wide range of users including students in remote areas and divyang students. (v) Coordination for Teaching learning e-content to be developed by all States in all regional languages as well as by the NCERT, CIET, CBSE, NIOS and other bodies/institutions and uploaded onto the DIKSHA platform. (vi) Conceive, Design, Guide, coordinate, monitor and IT based solutions for child wise tracking for Foundational Literacy and Numeracy and other grades. (vii) Identifying Emerging disruptive technologies that will necessarily transform the

education system. (viii) Creating standards and evaluation tools for evaluating the effectiveness of different type of Ed Tech (Technology for Students, Technology for Teachers, Technology for assessments). (ix) Provide direction research based understanding of latest development in Education Technology globally. (x) Organize, coordinate and facilitate national workshops, manage and monitor project budgets, resource allocation, prepare project monitoring reports, maintain continuous communication with partners, develop project communication materials, briefs and manage project external evaluations, etc. (xi) Any other related matter that might be directed by immediate supervisor from time to time.

**15. (Post ID No. 21025115406)** One **(UR)** post of Director (Media Management), Department of School Education and Literacy, Ministry of Education. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** Master's Degree from a recognized University/Institute in the field of journalism, media, content writing, Business Administration in Media Management or minimum 02(two) year PG Diploma in above fields. **(B) EXPERIENCE:** 10(Ten) years of experience in the field of media management / content writing. **DESIRABLE:** Doctorate Degree in the related discipline mentioned above. **JOB DESCRIPTION:** (i) A communication specialist who develops and coordinates development of targeted content for various media platforms. (ii) Preparation of communication plans and their implementation for various disseminations required by the department. (iii) Writing, proofreading and editing all media content, implement and manage media campaigns and deliver public relations and communications plans. (iv) Conducting in-depth research on industry related topics in order to develop original content. (v) Developing content for blogs, articles, product descriptions, social media and website. (vi) Conducting keyword research and using SEO – best practices to increase traffic to the web site. (vii) Identifying needs and recommending new content to address gaps in the current content. (viii) Any other related matters that might be directed by immediate supervisor from time to time.

**16. (Post ID No. 21025116406)** One **(UR)** post of Director (Banking), Department of Financial Services, Ministry of Finance. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** Master's Degree from a recognized University/Institute in any Discipline. **(B) EXPERIENCE:** Minimum 10 years experience in Financial Sector with minimum 5 years experience in the field of credit system or payment and settlement systems. **DESIRABLE:** (i) Chartered Accountancy, (ii) Chartered Financial Analyst, (iii) Master in Business Administration. **JOB DESCRIPTION:** Analysis of developments in and formulation of legislation and public policy in India in respect of:- (i) The credit system and payment and settlement systems (including banks, non-banking financial sector and payment service providers); (ii) Governance aspects relating to the Reserve Bank of India, Public Sector Banks, Financial institutions and Regional Rural banks; (iii) Oversight of Public Sector Banks and Financial institutions and (iv) Policy, Planning and Programmes for financial inclusion and priority sector lending; (v) Matters relating to innovation in Banking Industries.

**17. (Post ID No. 21025117406)** One **(UR)** post of Director (Cyber Security in Financial Sector), Department of Economic Affairs, Ministry of Finance. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** B.E./B.Tech. in Computer Science/Information Technology from a recognized University/ Institute. **OR** Master's Degree in Science (Computer Science/ Information Technology) from a recognized university/ institute. **OR** Master's Degree in Computer Application from a recognized university/ institute. **(B) EXPERIENCE:** At least 10 years of experience in cyber/information security/Project Management roles in Financial Sector. **DESIRABLE:** i) Experience in cyber/information security in financial sector. ii) Certification in Cyber Security from any of the following: a) Certified Information Systems Auditor (CISA). b) Certified information systems security professional (CISSP). **JOB DESCRIPTION:** Governance of cyber security in financial sector. Managing projects and coordinating with multiple stakeholders in government, financial sector regulators, national and global agencies on various issues related to cyber security. Providing inputs on strategic and policy matters. The candidate will be responsible for monitoring sectoral efforts in financial

sector towards maintaining dynamic and modern cyber security resilience and will undertake additional functions as may be called for given the specific requirements of the financial sector and prospective changes that may evolve in future. The candidate will also be responsible for strengthening Cyber Security Framework in financial sector in consultation with regulators and other agencies/Departments concerned, would be involved in all Cyber Security related work, Digital Payment Service Provider related work and Data Residency issues, will engage regularly with the experts and leading institutions including IIT, Indian Institute of Science, etc., on issues of Cyber security in financial sector, and attending to all work relating to cyber issues in financial sector which may come up in various national and international forums/ institutions/ Departments of Govt. of India.

**18. (Post ID No. 21025118406)** One **(UR)** post of Director (Digital Economy and Fin Tech), Department of Economic Affairs, Ministry of Finance. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:**B.E./B.Tech. in Electrical/Electronics/Computer Science/ Mechanical or Master's Degree in Computer Application from a recognized University/ Institute. **(B) EXPERIENCE:** 10 years' experience in Finance Sector out of which atleast 5 years' experience in FinTech Companies/ Fin Tech functions of Banks/ Financial Institutions or Regulators. **DESIRABLE:** i) Master's Degree in Business Administration from a recognized University/Institute. (ii) At least two years' experience of working with an international organization working in the area of Fin Tech. **JOB DESCRIPTION:** i) Close monitoring of national and global digital economy and fintech landscape, including measurement of Digital Economy. ii) Identifying policy interventions, facilitating and monitoring investments for the Digital Economy, including Fin Tech. iii) Identifying digital infrastructure gaps, financing deficits policy interventions to overcome gaps, measuring progress. iv) Raise and pursue Digital Economy issues of interest to India in Multilateral and Bilateral Forums to grow India's contribution, including cross-border payments and remittances.

**19. (Post ID No. 21025119406)** One **(UR)** post of Director (Financial Market), Department of Economic Affairs, Ministry of Finance. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** Master's Degree in Economics/Finance/Business Administration from a recognized University or Institute. **(B) EXPERIENCE:** At least 10 years of experience in financial markets. **DESIRABLE:** (i) Bachelor Degree in Law recognized University/ Institute; (ii) Doctoral Degree in Finance/ Economics from recognized University/ Institute. **JOB DESCRIPTION:** (i) Formulation of policies required for the overall development of equity, bond and commodity markets as well as the financial derivatives markets; (ii) Formulation of policies required for easing the constraints in fund raising through various pooling vehicles/innovative structures; (iii) Formulation of policies required for robustness in market infrastructure comprising of Stock exchanges, Depositories and clearing corporations and leveraging their potential for greater development and deepening of the capital markets. (iv) Formulation of policies required for facilitating ease of investment by market participants including FPIs, Mutual Funds, AIFs, DIIs and retail investors; (v) Monitoring the key developments in financial markets and inter-linkages between various segments of the financial markets for identifying timely policy interventions that are required; (vi) Identifying policy measures for facilitating the internationalization of Indian firms and making Indian markets as centers of price discovery/benchmarking across the globe; (vii) Raise and pursue financial market related issues of interest to India in Bilateral and Multilateral Forums.

**20. (Post ID No. 21025120406)** One **(UR)** post of Director (Insurance), Department of Financial Services, Ministry of Finance. **ESSENTIAL QUALIFICATIONS:** **(A) EDUCATIONAL:** Master's Degree from a recognized University/Institute in any field. **(B) EXPERIENCE:** Minimum 10 years experience in insurance sector with minimum 5 years experience in the field of insurance companies and entities regulated by IRDAI, Regulator, Academic Institutions in Specialized fields of : Legal/ Administration/ HR/ Consumer Affairs/ Compliance/ Financial & Investment/ Business Strategy. **DESIRABLE:** (i). Bachelor Degree from a recognized university in Law. (ii). Master Degree in Business Administration/ Insurance/ Actuarial Science. **JOB DESCRIPTION:** (i). Analysis of developments in Insurance Sector keeping in view the



government policy and market requirements for further policy support to Public Sector Insurance Companies (PSICs); (ii). All matter related to reforms and formulation of legislation in Insurance Sector; (iii). Review the performance of Public Sector Insurance Companies and also the performance of GOI sponsored/ supported schemes/ social security schemes in insurance. (iv). Governance aspects relating to the IRDAI and Public Sector Insurance Companies; (v) Matters relating to innovation in Insurance Industries.

**21. (Post ID No. 21025121406)** One (UR) post of Director (Maternal Health Issues), Ministry of Health & Family Welfare. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree from a recognized University/Institute. **(B) EXPERIENCE:** Minimum 10 years of experience in supervisory roles in Govt. health schemes/projects of health sector. **JOB DESCRIPTION:** (i) Report directly to JS (RCH), assist and provide a link between JS (RCH) and all Program Divisions under RMNCHA+N. (ii) Under overall guidance of JS (RCH), coordinate, direct and guide the Program Divisions under RMNCHA+N for achievement of the objectives of Programs under RMNCHA+N. (iii) Coordinate the inputs/comments on financial matters, Programme Implementation Plans (PIPs), references from other Ministries/agencies, State Governments and administrative matters from different Program Divisions under RMNCHA+N and compile the same for approval of JS (RCH) before sharing the same with different Divisions/Departments within the Ministry of Health & Family Welfare (MoHFW) and other ministries/agencies/organizations etc. (iv) Coordinate, prepare and provide comprehensive status of all Programs under RMNCHA+N for various meetings, conferences, workshops, review missions etc. (v) Coordination of RMNCHA+N interventions, organizing review meeting and follow up action. (vi) Lead analytical work, developing capacities and convergent planning relevant to all programs so as to accelerate achievements of PMNCHA+N indicators with a special focus on Aspirational Districts. (vii) Smoothen the flow and exchange of information between various program divisions under RMNCHA+N and with State Governments. (viii) Coordinating with NHSRC, Program Divisions under RMNCHA +N, Finance Division under NHM etc, on Human Resource (HR) matters; initiate the approval processes for timely renewals & new recruitment, coordinate and expedite the HR requisition process, ToRs finalization, short listing processes of NHSRC in a time bound manner. (ix) Coordinate with various national/international, bilateral/multilateral development, non-governmental partners, private sector foundations, trusts, academic institutions and other important stakeholders, State Governments on RMNCHA +N issues and provide high value inputs for bilateral reviews/consultations and review of agreements/MoUs. (x) Provide leadership and technical support in gathering, analysing, developing and finalizing policies. (xi) Lead and advise on the new ways of imparting trainings under RMNCHA +N in the field during COVID-19 and post-COVID times. (xii) Preparation of EFC/SFC notes, Cabinet Notes, Budget Matters, Parliament matters, Court cases, VIP references, RTI matters, Annual Report, etc. (xiii) Preparation of brief notes for Minister(s) and senior officers.(xiv) General Administration. (xv) Holistic, balanced and integrated viewpoints pertaining to the programme. (xvi) Any other tasks that may be assigned from time to time.

**22. (Post ID No. 21025122406)** One (UR) post of Director (Finance) NACO, Ministry of Health & Family Welfare. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in Commerce/ Economics/ Maths/ Business Administration from a recognized University/Institute. **(B) EXPERIENCE:** Minimum 10 years of experience in the area of analysis of financial reporting/budgeting in financial software and reporting system/financial and logistics management. **JOB DESCRIPTION:** (i) Preparation/Finalization of Demand for Grants of National AIDS Control Organization for presentation before Parliament through co-ordination with Budget Section for the relevant donor funding. (ii) Preparation of Annual Action Plan (AAP) for each State AIDS Control Society. (iii) Preparation / finalization of SBE/Demand for Grants/Detailed demands for Grants of the National AIDS Control Organization for presentation before Parliament. (iv) All work relating to examination of detailed demand for Grants by the Parliament standing committee. Finalization of Government's reply on questions of standing Committee relating to Finance. (v) Processing matters relating to selection and appointment of competent external and internal auditors of State AIDS Control Societies. (vi) Formulation of

TOR in respect of internal auditor/statutory auditor of SACS/Internal NGOs and peripheral. (vii) Monitoring of internal/statutory audit of SACS internal audit of NGOs and peripheral units. (viii) Facilitate audit of NACO expenditure (financed by GFATM) and issuance of audit certificate by the DGACR for the financial year. (ix) Review of internal audit report of SACS submitted by the CAs. (x) Matter relating to Public Accounts Committee of the Parliament. (xi) Preparation of financial statement for MIS as desired by Additional Secretary/Joint Secretary. (xii) Getting the Audit in time and release of fund as per the Annual Action Plan. (xiii) Financial review of the SACS for the fund allocated to SACS.(xiv) Examination of proposals of Programme Divisions as per the relevant financial rules applicable. (xv) Maintain the accounting system for the project utilizing standard accounting procedure which will ensure documentation and recording of sources and uses of funds. (xvi) Prepare quarterly financial reports and quarterly financial management report for GFAATM Project Budgetary Control and inputs into Project Progress reports. (xvii) To render financial advice to states on all financial matters. (xviii) Prepare quarterly status reports for implementing agencies/SR. (xix) Prepare interim un-audited reports. (xx) Scrutiny, verification and validation the accuracy and propriety of supporting documentation of payment vouchers. (xxi) Verify and ensure the availability of funds before processing payments.(xxii) Manage project expenditure, ensuring full compliance with project rules and procedures agreed with GFATM. (xxiii) Preparation of EoI/tender documents in compliance with GRR rules 2017 and/or as per rules procedures defined by donor partner. (xxiv) Coordination with implementing partners for timely compliance of various finance related activities i.e. completion of voucher entries in the accounting software, monthly BRS, submission of financial reports, finalization of annual accounts, conducting audits, submission of UCs and annual audited accounts to NACO etc. (xxv) Safe keeping of UCs audit reports and other reports submitted by SACS and regional hub auditors.(xxvi) Review of audit reports and follow-up with implementing agencies for necessary compliance. (xxvii) Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements. (xxviii) Assist in the preparation and updating of the Project Operational Manual. (xxix) Attend Project Review Meetings with donor agencies and implementing partners/SR's. (xxx) Any other duties assigned by controlling officer.

**23. (Post ID No. 21025123406)** One (UR) post of Director (Water Management), Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree from a recognized University/ Institute with specialization in any of the fields of water resources management, hydrology, water governance, environmental & climate policy and science. **(B) EXPERIENCE: At least 10 years experience in any of the following:** (i) Public policy in water resources sector. (ii) Executing interdisciplinary projects/programs in water resource management. (iii) Government schemes and programs in water management. **JOB DESCRIPTION:** (i) All aspects related to impact of climate change on water resources; (ii)Water resources management, particularly in planning, capacity building and mass awareness; (iii) Thrust on water conservation, preservation & augmentation; (iv) Intensive programme for ground water recharge, particularly in over-exploited, critical and semi-critical areas; (v) Greater awareness for rain water harvesting; (vi) Strengthening of community based institutions to foster ground water management; (vii) Increasing water use efficiency in water use, recycling of water including waste water; (viii) Promotion of water efficient techniques and technologies; (ix) Adopting best practices to explore possibilities of effluent recycling and reuse of water; (x) Conducting periodic water audits which can serve as a gateway for optimization of water use, identifying sources of water losses and find opportunities for water savings.

**24. (Post ID No. 21025124406)** One (UR) post of Director (Arbitration and Conciliation Laws), Department of Legal Affairs, Ministry of Law and Justice. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Bachelor's Degree in Law of a recognized University/ Institute. **(B) EXPERIENCE:** At least 10 years experience in the field of Arbitration and Conciliation Laws. **DESIRABLE:** Master's Degree in Law/PG Diploma in Corporate Laws from a recognized University / Institute. **JOB DESCRIPTION:** (i) Give advice on all matters referred by the various

Ministries/Departments of the Government of India. (ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required and to perform administrative and other works as may be assigned.

**25. (Post ID No. 21025125406)** One (UR) post of Director (Cyber Laws), Department of Legal Affairs, Ministry of Law and Justice. **ESSENTIAL QUALIFICATIONS:** (A) **EDUCATIONAL:** Bachelor's Degree in Law of a recognized University/ Institute. (B) **EXPERIENCE:** At least 10 years experience in the field of Cyber Laws. **DESIRABLE:** Master's Degree in Law/PG Diploma in Cyber Laws from a recognized University / Institute. **JOB DESCRIPTION:** (i) Give advice on all matters referred by the various Ministries/Departments of the Government of India.(ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required and to perform administrative and other works as may be assigned.

**26. (Post ID No. 21025126406)** One (UR) post of Director (Finance Sector Laws), Department of Legal Affairs, Ministry of Law and Justice. **ESSENTIAL QUALIFICATIONS:** (A) **EDUCATIONAL:** Bachelor's Degree in Law of a recognized University/ Institute. (B) **EXPERIENCE:** At least 10 years experience in the field of Finance Sector Laws. **DESIRABLE:** Master's Degree in Law/CA/ICWA/CS from a recognized University/Institute. **JOB DESCRIPTION:** (i) Give advice on all matters referred by the various Ministries/Departments of the Government of India. (ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required and to perform administrative and other works as may be assigned.

**27. (Post ID No. 21025127406)** One (UR) post of Director (International Laws), Department of Legal Affairs, Ministry of Law and Justice. **ESSENTIAL QUALIFICATIONS:** (A) **EDUCATIONAL:** Bachelor's Degree in Law of a recognized University/ Institute. (B) **EXPERIENCE:** At least 10 years experience in the field of International Laws. **DESIRABLE:** Master's Degree in Law from a recognized University/ Institute. **JOB DESCRIPTION:** (i) Give advice on all matters referred by the various Ministries/Departments of the Government of India. (ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required and to perform administrative and other works as may be assigned.

**28. (Post ID No. 21025128406)** One (UR) post of Director (Judicial Reforms), Department of Justice, Ministry of Law and Justice. **ESSENTIAL QUALIFICATIONS:** (A) **EDUCATIONAL:** (i). Bachelor's Degree in Law; and (ii) Master's Degree in Business Administration or Post Graduate Degree in Development Studies (Public Policy) from a recognized University/ Institute. (B) **EXPERIENCE:** At least ten years experience in the field of legal research/policy analysis/project monitoring and evaluation/teaching experience in recognized University/Institute. **DESIRABLE:** Master Degree in Law from a recognized University/ Institute. **JOB DESCRIPTION:** (i) Monitoring of commercial courts functioning, judicial reforms strategies and e-modernization of legal sector. (ii) Monitoring and evaluation of the performance of courts' system in enforcement of contract regime. (iii) Analysis of commercial courts statistics and data. (iv) Handle subject matters relating to strategy for judicial reforms, improvement in justice delivery system and ICT involvement in legal sector.

**29. (Post ID No. 21025129406)** One (UR) post of Director (New Technology for Highway Development), Ministry of Road Transport and Highways. **ESSENTIAL QUALIFICATIONS:** (A) **EDUCATIONAL:** B.E./B.Tech. in Civil Engineering from any recognized University/ Institute. (B) **EXPERIENCE:** At least 10 years experience in designing/preparation of DPRs in Highways Sector involving more than Rs.100 cr. Each for at least 2 projects. **OR** 10 years of experience in highways sector with minimum of 4 years experience in highways research directly or

coordination/association with research/academic institutes on highway sector. **DESIRABLE:** Master's Degree in Civil Engineering from a recognized University/ Institute. **JOB DESCRIPTION:** (i) Identification of new material and technologies for planning, designing, construction, maintenance and operation of National Highways so as to accelerate the construction, and to provide the cost effective and durable facility. (ii) Use of technology to promote locally available market. (iii) Use of technology to monitoring the performance durability and rating of National Highways. (iv) Association/ Coordination with various research and academic institutions so as to facilitate new research and development in the country. (v) Preparation of Standards and Specification for various materials/items to be used for construction of National Highways.

**30. (Post ID No. 21025130406)** One (UR) post of Director (Innovation in Education Entrepreneurship), Ministry of Skill Development & Entrepreneurship. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Master's Degree in any discipline from a recognized University/ Institute. **(B) EXPERIENCE:** At least 10 years' experience in any field out of which Minimum three years experience should be in training & education institute/corporate academy/corporate learning & development function/professional education academy of repute/business incubators/handling government schemes/programs in skill development and entrepreneurship. **OR** 10 years experience in NGO's registered in Centre/State/UTs in the area of entrepreneurship. **DESIRABLE:** (i) Experience in learning methodology, learning facilitation, adult learning curriculum development, developing training plans, assessments & certifications, instructional design. (ii) Experience in areas of entrepreneurship development training. (iii) Experience in mass implementation of learning development initiatives, developing skill building initiatives for mass/grass root level impact. (iv) Experience in planning and development of MOOCs/ e-learning platform. **JOB DESCRIPTION:** (i) Innovation in Education & Training (Entrepreneurship)- Ability to innovate and set standards for entrepreneurship education and training. (ii) To conceive innovative entrepreneurship programmes mainly targeted at skilled, unskilled and informal system workers and carry out its implementation in partnership with other stakeholders. (iii) Conceive, Develop and structure Entrepreneurship Education & Training programmes targeted at the persons who may be skilled or unskilled or individuals in the informal economy with focus on creating micro entrepreneurs or skill entrepreneurs. Also, be involved in implementing the same in partnership with various stakeholders. (iv) Continuous review of innovations in the field of learning & development, learning methodologies, technological advancements in the field. (v) To plan, implement and roll out impactful initiatives/schemes on entrepreneurship education and training. (vi) Engage with organisations working in the field of entrepreneurship to plan initiatives that provide end to end value to the aspiring entrepreneurs and others who need support to evolve their ventures. (vii) Apart from organizing entrepreneurship education and training programs, to plan initiatives, develop and standardize content and learning materials at National Level that are able to impact the masses to do better in the area of entrepreneurship.

The concerned Ministry/Department can assign any other task in place of/ in addition to those indicated in the Job Description in respect of the above (S No. 1 to 30) Posts, which are only indicative in nature.

All the above mentioned posts (S.No. 1 to 30) are suitable for Persons with Benchmark Disabilities (PwBDs) i.e. Blindness or Low Vision or Deaf or Hard of Hearing or Locomotor Disability including Cerebral Palsy or Leprosy Cured or Dwarfism or Acid Attack Victims or Muscular Dystrophy or Multiple disabilities including only above three sub-categories.

**(IMPORTANT)**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION THROUGH COMMISSION'S WEBSITE IS **23:59 HRS ON 22.03.2021.**

THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23:59 HRS ON 23.03.2021.**

THE CRUCIAL DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.

DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

**ELIGIBILITY**

The following with a minimum of experience of 15 years for Joint Secretary Level posts and experience of 10 years for Director Level posts are eligible to apply:

- a. Officers of any State/UT Government who are already working at equivalent level or are eligible for appointment to equivalent level in their cadre, with relevant experience.
- b. Individuals working at comparable levels in Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes.
- c. Individuals working at comparable levels in Private Sector Companies, Consultancy Organizations, International/Multinational Organisations.

**COMPARABLE LEVEL**

The comparable/equivalent level would be defined as under:

The candidate applying for Joint Secretary level post must have a minimum gross salary of Rs. 20 lakh per year during any of the financial year 2018-19 or 2019-20 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).

The candidate applying for Director level post must have a minimum gross salary of Rs. 15 lakh per year during any of the financial year 2018-19 or 2019-20 as per Form-16/ITR (or payslip in the absence of Form-16/ITR).

**NOTE:** Central Government employees are not eligible to apply for these posts.

**AGE & PAY**

The minimum and maximum age limit for the Joint Secretary level post are 40 and 55 years respectively and the Pay will be fixed at the minimum of Pay Level-14 in the Pay Matrix as per 7<sup>th</sup> CPC (approximate gross salary would be around Rs. 2,21,000/- including DA, Tpt A & HRA in present level).

The minimum and maximum age limit for the Director level post are 35 and 45 years respectively and the Pay will be fixed at the minimum of Pay Level-13 in the Pay Matrix as per 7<sup>th</sup> CPC (approximate gross salary would be around Rs. 1,82,000/- including DA, Tpt A & HRA in present level).

However, the Government reserves its right to place deserving appointees at an appropriate level within the scale of pay.

The crucial date for determining the age shall be the closing date for submission of online application.

## **OTHER CONDITIONS**

1. All appointees are to be deemed as public servants for the purpose of the CCS(Conduct) Rules and such other statutes as notified by the government from time to time.
2. The employment contract to be terminated by either side with a minimum notice period of 3 months.

The candidates willing to apply for the above posts are advised to visit Commission's Website <http://www.upsconline.nic.in>. The detailed advertisement along-with 'Instructions and Additional Information to candidates' has been displayed on Commission's Website <http://www.upsc.gov.in> and website <http://www.upsconline.nic.in>.

**NOTE:** Candidates are requested to apply only Online against this advertisement on the Commission's website <http://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of Essential and Desirable requirements for the posts and instructions published below as well as on the website <http://www.upsconline.nic.in>.

## **INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION**

1. A Candidate must be an Indian National.
2. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

**NOTE-I:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

**NOTE-II:** IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (i) On the basis of Desirable Qualifications (DQ) (any one or combination of two or more or all DQs, if more than one DQ is prescribed).
- (ii) On the basis of higher Experience in the relevant field than the minimum prescribed in the advertisement.
- (iii) On the basis of higher relevant Educational Qualifications than the minimum prescribed in the advertisement.

**THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.**

<b>IMPORTANT</b>
------------------

<b>THE MINIMUM LEVEL OF SUITABILITY IN INTERVIEW WILL BE 50(FIFTY) MARKS OUT OF TOTAL MARKS OF 100(HUNDRED)</b>
---

**3. (A) HOW TO APPLY:**

- i) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.
- ii) Candidates must upload the documents/certificates in support of each of the claims made by them in the application like, Date of Birth, Educational Qualification, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 1 MB for the respective aforesaid modules and 2 MB for the "UPLOAD OTHER DOCUMENT" module and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.

The following documents are to be uploaded:-

- a) Copy of Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth (in case of Tamil Nadu& Kerala).
- b) Copy of Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years may be uploaded.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d) For experience, up-to-date and full Experience Certificate, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc issued by the employer may be uploaded (*link for the format is given in the online application form*). In case, the submitted documents do not convincingly support the claim made, the application is liable to be rejected.

Similarly, applicants who have claimed relevant experience but the Experience Certificate attached in support of that is not for the entire duration claimed or do not support the claim made would be rejected. Only the time period of relevant experience for which Experience Certificate has been submitted would be considered.

Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the candidates themselves or self employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience certificate in the given format, any document unambiguously indicating the experience, nature of duties and the period claimed may be submitted and it would be considered on merit. .

Candidates will be short-listed for Interview on the basis of the information provided by them in their online application. They must ensure that such information is true.

e) Persons with Benchmark Disabilities (PwBDs) certificate in the prescribed format (*link <https://www.upsc.gov.in/recruitment/recruitment-performas>*) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) Documentary support for any other claim(s) made.

**Note:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly self attested is to be uploaded.

iii) **IMPORTANT : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.**

iv) Candidates who wish to apply for more than one post should apply separately for each post.

v) After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Application.

vi) **Candidates are not required to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 4 below if called for interview.**

vii) The applicants are advised to submit only single Online Application for each post; however, if somehow, if he/she submits multiple Online Applications for one post, then he/she must ensure that Online Application with the higher "Application Number" is complete in all respects. The applicants, who submit multiple Online Applications, should note that only the Online Application with higher "Application Number" shall be entertained by the Commission.

viii) The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

**3 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.**

**“WARNING”:**

**CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS. DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED**



ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION. THE BASIS FOR SHORTLISTING WOULD BE CLAIMS MADE IN THE ONLINE APPLICATION, DOCUMENTS SUPPORTING THOSE CLAIMS AND MODALITIES & CRITERIA ADOPTED FOR SHORTLISTING. HENCE, CANDIDATES MUST ENSURE THAT ALL INFORMATION PROVIDED IN THE ONLINE APPLICATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE IS LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.
- CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.

**4. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.**

The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview.

- a) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).
- b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d) Original document in support of the experience claimed.
- e) Persons with Benchmark Disabilities (PwBDs) certificate in the prescribed format ([link https://www.upsc.gov.in/recruitment/recruitment-performas](https://www.upsc.gov.in/recruitment/recruitment-performas)) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- f) **A candidate who claims change in name after matriculation on account of marriage or remarriage or divorce etc. the following documents shall be submitted:-**
  - i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner
  - iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - iv) **In other circumstances for change of name for both male and female** – Deed Poll/Affidavit duly sworn before the Oath Commissioner and Gazette Notification.
  - g) Documentary support for any other claim(s) made.

**NOTE I:** Date of birth mentioned in Online Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE II:** The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

**NOTE III:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

#### **5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person , or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
  
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall/Interview room.
- l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
  - ii) to be debarred either permanently or for a specified period:-
    - by the Commission from any examination or selection held by them
    - by the Central Government from any employment under them, and
  - iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

#### **6. OTHER INFORMATION/INSTRUCTIONS:**

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however

required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Application on the website <http://www.upsconline.nic.in>.

c) If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Application is liable to be rejected.

d) Candidates must, if required, attend a personal interview at New Delhi. The Commission do not defray the traveling or other expenses of candidates summoned for interview.

e) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

f) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

g) Candidates will be informed of the final result in due course through UPSC website and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates on any matter related to the recruitment.

h) Canvassing in any form will disqualify a candidate.

### **IMPORTANT**

a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.

b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

c) Formats of **PRESCRIBED PROFORMAE** for various certificates have been made available in the Commission's official Website <http://www.upsc.gov.in> under Heading Recruitment followed by Forms of Certificates(link <https://www.upsc.gov.in/recruitment/recruitment-performas>) Candidates may download the same and fill up accordingly.

d) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC INTERVIEW HALL**