



F.No.A-35020/01/2016-Admn.II
संघ लोक सेवा आयोग
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Dated: 11 October 2019

VACANCY CIRCULAR

Subject: Filling up of 01 vacant post in the Grade of Despatch Rider (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) with Grade Pay ₹1,900/- [Level 2 of Pay Matrix] in the office of UPSC on Deputation/Absorption basis -reg.

It is proposed to fill up 01 vacant post in the Grade of Despatch Rider (General Central Service, Group-'C' Non-Gazetted, Non-Ministerial) with Grade Pay ₹1,900/- [Level 2 of Pay Matrix] in the office of UPSC on Deputation/Absorption basis.

2. Eligibility Conditions for Deputation/Absorption:

Officials of Central Government –

- (a) (i) Holding analogous posts on regular basis; or
(ii) With three years regular service in posts in the PB-1 of ₹5,200-20,200/- with Grade Pay of ₹1,800/- or equivalent [Level 1 of Pay Matrix].

(b) **Possessing following educational qualifications-**

Essential:-

Possession of a valid driving licence for driving a three-wheeler auto rickshaw, delivery van or any other vehicle.

Desirable:-

Middle school pass certificate from a recognized school.

3. 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 17th June 2010 as amended from time to time.

4. Age-Limit:

The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

5. Period of Deputation:

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

Note: The appointment to the post of Despatch Rider shall initially be on deputation basis only.

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6. **Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation/absorption basis.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:-

- (i) Integrity Certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).
- (iii) Vigilance Clearance Certificate.
- (iv) Attested photocopies of the APARs for the last five years (2013-14 to 2017-18) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India) (wherever applicable).

8. **List of Duties:**

- (i) The primary duty of Despatch Rider is delivery of letters/correspondences etc within Ministries/Departments and other offices by driving himself the vehicle provided by the office.
- (ii) Despatch Rider will be exclusively attached with Staff Car Unit and Issue Section and he will do the work as assigned to him.
- (iii) Proper cleanliness and maintenance of vehicle, maintenance of log-book, records of fuel consumed/taken and other prescribed records are also part of his/her duties.
- (iv) Despatch Rider is also responsible to get servicing/repair of vehicle, wherever required.
- (v) Despatch Rider is also responsible to perform such other duties and responsibilities as may be assigned from time to time as per office requirement.

The required documents mentioned at the end of the Annexure along with relevant documents in support of qualifications and experience, may be forwarded to **"Sh. B.K. Sahu, Under Secretary (Admn.II), Room No.426, 4th Floor, Ayog Sachivalaya 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 or those received without the requisite certificates and necessary documents will not be entertained. The crucial date for determining eligibility will be the last date of receipt of applications.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. For more details and prescribed proforma of application, visit the official website of UPSC at <http://www.upsc.gov.in/vacancy-circulars>.

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

B.K. Sahu
11/10/19

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

Copy forwarded to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. All Notice Boards of UPSC - eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
3. Assistant Director, Advertisement Section, Employment News, Ministry of Information and Broadcasting, Room No.764, 7th Floor, Sookhna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003; with a request to publish this circular (**indicative**) in the ensuing issue of Employment News/ रोज़गार समाचार.
4. The Director (CS. I), DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
5. National Career Service (NCS) Portal, Ministry of Labour & Employment, Shram Shakti Bhawan Rafi Marg, New Delhi-110001 - for uploading the vacancy circular on their official website.
7. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.

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