No. A-35020/04/2024-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069

Date:19.10.2026

VACANCY CIRCULAR

Subject: Filling up of 02 vacancies of Senior Reception and Protocol Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the office Of UPSC in Level 6 of Pay Matrix (Rs. 35400-112400) on Deputation (Including Short Term Contract) basis.

This is regarding filling up of 02 vacancies of Senior Reception and Protocol Officer (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the office Of UPSC in Level 6 of Pay Matrix (Rs. 35400-112400) on Deputation (Including Short Term Contract) basis.

2. Eligibility Conditions: Deputation (Including Short-Term Contract)

Officers of the Central Government or State Governments or Union Territories or Universities or recognised 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 six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs. 29200-92300) or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience: -
(i) Bachelor's Degree in any discipline from a recognised university or institute; and
(ii) one year experience in work related to either reception or protocol or both.

Note: 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 organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by Deputation (Including Short-Term Contract) shall be not exceeding fifty-six years as on the closing date of the receipt of applications

3. Age limit: The maximum age-limit for appointment by Deputation (ISTC) shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of applications.

4. List of duties & responsibilities attached to the post of Senior Reception and Protocol Officer:-

i. Receiving, guiding, escorting Experts/ Advisors invited by the Commission.
ii. Receiving and escorting foreign delegates who visit the Commission.
iii. Maintenance of files.
iv. Issue of NOC to retired officials and those who have left the Commission.
v. Issue of validation slips to UPSC officials for entry in buildings where MHA cards are not valid.
vi. Issue of intimation slips to CISF personnel informing them of the visitors and senior officers.
vii. Allotting table numbers to the candidates who come for various interviews/PT Boards.
viii. General enquiries
ix. Issue of permanent Identity cards to staff, fresh entrants and also in case of loss/mutilation.
x. Preparation of the following category of Passes:
a. Special Passes for advisors and Experts.
b. Issue of pensioners, I/Cards to the Former Chairman/ Former Members and staff of UPSC.
xi. Sending list of surrendered cards on quarterly basis to MHA.
xii. Sending quarterly Hindi progress report to Hindi Branch.
xiii. Issuing Daily visitors Pass and Temporary Pass.

Contd...

xiv. Looking after all travel arrangements including reservations.

5.A. Candidates are required to forward the documents in support of **Additional information**, if any, as per the requirements of the advertised post, with regard to
(i) additional academic qualifications
(ii) professional training and
(iii) work experience over and above prescribed in the vacancy circular/advertisement)
(Enclose a separate sheet if the space is insufficient).

5.B. Candidates are also required to provide documents of **Achievements,** if any, as per the requirements of the advertised post, with regard to:-
(i) Research publications & reports and special projects
(ii) Awards/scholarships/official appreciation
(iii) Affiliation with the professional bodies/institutions/societies and;
(iv) Patents registered in own name or achieved for the organization
(v) Any research/innovative measure involving official recognition
(vi) Any other information

6. **Regulation of pay and other terms of Deputation:** The pay of the selected candidate will be regulated under the provisions contained in the Dept. of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

7. **Period of Deputation:** Period of Deputation including period of Deputation to another ex-cadre post held immediately preceding this appointment in the same or other Organizations or Departments of the Central Government shall not exceed three years.

8. Application along with Bio-data (in duplicate) is to be submitted 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 at Annexure-II) along with the following documents:

(i) Integrity certificate
(ii) Statement 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 i.e. 2020-21 to 2024-25 (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Ms. Aparna Srivastava, Under Secretary (Admn.II), Room No. 11, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of the publication of the Vacancy Circular in the Employment News/Rozgar Samachar. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

(Aparna Srivastava)
Under Secretary (Admn.II)

Copy to:-

1. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
2. Principal Secretaries of State Governments/Union Territories, Recognized Research Institutions/Cadre Controlling Authorities of Universities/Public Sector Undertakings/Autonomous/ Statutory Organizations, with a request to give wide publicity to this Vacancy Circular;
3. All Notice Boards of UPSC - eligible and interested officers may forward their application through their concerned Admn. Section within the stipulated date;
4. The General Manager-cum-Chief Editor, Employment News, Ministry of Information and Broadcasting, 7th Floor, Soochna Bhavan, C.G.O. Complex, New Delhi - with a request to publish this Circular (indicative) in the ensuing issue of Employment News/ रोज़गार समाचार.
5. Web Cell, UPSC - with a request to upload the Vacancy Circular on the official website of the Commission.

Annexure-I

Proforma for application for the post of Senior Reception And Protocol Officer on Deputation (ISTC) basis in the Office of UPSC

1.	Name and postal address (in Block Letters) with Telephone no.	
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 (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)	
5 (a)	**Deputation (including short term contract):** Officers under the Central Government or State Government or Union territory Administration or recognized research institution or University or public sector undertaking or statutory or autonomous organization:- **(i)** Whether holding analogous posts on regular basis in the parent cadre or department; or **(ii)** Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the level -5 (Rs.29200-92300) in the pay matrix or equivalent in the parent cadre or Department; and	
(b)	Do you possess the following educational qualifications and experience: **(i)** Bachelor's Degree in any discipline from a recognised university or institute; and	
	(ii) one year experience in work related to either reception or protocol or both.	
	***[Please enclose supporting documents for point number* 5(a) & 5(b)]**	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1	**Note: Lending 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.**	
7.	Details of employment with brief description of duties performed, in chronological order (Starting from entry in service). *Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient*	

Office/ Organization	Whether Central Govt./State Govt. /UTs/ Universities/ recognized research Institute/PSUs/ statutory/autonomous organization	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ Deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

*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.

Contd....

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

8.	Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.	In case the present employment is held on Deputation/contract basis, please state (a) The date of initial appointment (b) Period of appointment on Deputation/contract (c) Name of the parent office/ organization to which the applicant belongs (d) Name of the post and Pay of the post held in substantive capacity in the parent organization	
9.1	Note: In case of officers already on Deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & 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	
10.	If any post held on Deputation in the past by the applicant, date of return from the last Deputation & other details.	
11.	Additional details about present employment: Please state whether working under- (a) Central Government (b) State Government (c) UT (d)Universities (e)recognized research institute (f)public sector undertakings (g)statutory organization (h) autonomous organization	
12.	Please state that you are working in the same department and are in the feeder grade or feeder grade to feeder grade.	
13.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale	

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of pay in 7th CPC Matrix

14.	Total emoluments per month now drawn		
Basic pay in the PB	Grade Pay	Total Emoluments	

15.	In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:	
Basic Pay with Scale of Pay & rate of increment	Dearness pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments

Contd....

16.A	**Additional information**, 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) (Enclose a separate sheet if the space is insufficient)	
16.B	**Achievements** The candidates are requested to indicate information with regard to:- (i) Research publications & reports and special projects (ii)Awards/scholarships/official appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv)Patents registered in own name or achieved for the organization (v)Any research/innovative measure involving official recognition (vi)Any other information	
17.	Full postal address of forwarding authority with name & telephone number	
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.

Date:

Signature of the candidate:

Full office address

Tel. No.

Email ID

Signature of the forwarding authority:

Name

Designation

Full office address

Tel No.

Officer's seal

Annexure-II

(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)

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

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 2020-21 to 2024-25) 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. :

Place: **Fax No.** :

Dated: **Office Seal** :

List of enclosure:

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

(*Strike out which is not applicable.)