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F.No.A-35021/03/2020-Admn. II  
Union Public Service Commission  
(संघ लोक सेवा आयोग)

Dholpur House, Shahjahan Road  
New Delhi-110069

Dated: 12/10/2021

VACANCY CIRCULAR

**Sub: Filling up of one vacancy in the grade of Security Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 8 of the Pay Matrix (Rs.47600-151100) in the Office of UPSC by Composite (Deputation plus Promotion) Method - reg.**

It is proposed to fill up one vacancy in the grade of Security Officer (General Central Service, Group - 'B', Gazetted, Non-Ministerial) in Level 8 of the Pay Matrix (Rs.47600-151100) in the Office of UPSC by Composite (Deputation plus Promotion) Method.

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**2. Eligibility Conditions:**

**Composite method (Deputation plus Promotion):-**

Officers from Security-cum-Intelligence agencies of the Government of India (that is Intelligence Bureau or Research and Analysis Wing or Central Bureau of Investigation or Border Security Force or Central Reserve Police Force or Indo Tibetan Border Police or Central Industrial Security Force):-

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(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or  
(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the level-7 of the pay matrix (Rs.44900-142400/-) or equivalent in the parent Cadre or Department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the level-6 of the pay matrix (Rs.35400-112400/-) or equivalent in the parent Cadre or Department; and

(b) possessing the following educational qualifications and experience, namely: -

(i) Bachelor's degree from a recognised University or equivalent; and

(ii) two years' experience in organising security arrangements, gathering information and intelligence relating to various aspects of security.

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**Note 1:** The Departmental Officer holding the post of Security Assistant in level-6 of the pay matrix (Rs.35400-112400/-) with six years' regular service in the grade and possessing educational qualification and experience prescribed for deputationists shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note 2:** The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall not exceed three years.

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**Note 3:** The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**3. Duties & responsibilities attached to the post of Security Officer are as under:**

(i) Maintain a constant surveillance over the campus of the Commission to ensure that all security instructions are fully complied with. Any security lapses should be immediately looked into as also brought to the notice of the concerned higher authorities.

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- (ii) Collect intelligence pertaining to conduct of examination particularly (civil services, NDA, CDS and identify the individual groups and organizations whose conduct and manner may be averse to the functioning of the UPSC.
- (iii) Constantly monitor the process of conduct of examinations and major recruitments tests and assist the concerned higher authorities by keeping them briefed about all examinations related activities especially in identifying the security arrangements as well as supervising the same.
- (iv) Will give a report on all agitation activities, if any, by different organizations/groups against UPSC.
- (v) Check the deployment arrangements of CISF as well as conduct surprise checking of duties being performed by CISF personnel and other connected security arrangement. He will submit a fortnightly report to JS(G)/JS(A) on this.
- (vi) He will conduct checks of perimeter walls/fencing/grills, locks of various rooms particularly sensitive sections and will make a report of lapse detected. He will also ensure that locks of all the sensitive sections are kept at appropriate places.
- (vii) He will make surprise checks of movement of the people/vehicles at the entry/exit points as well as within UPSC premises to ensure that no unauthorized person/vehicle enters the premises.
- (viii) He will conduct a regular check on the security light arrangements within the UPSC premises and bring any defect to the notice of JS (G)/JS (A).
- (ix) He will conduct surprise checks of the registers maintained by CISF at IN Gate regarding coming of vehicles after office hours and opening/closing of all gates etc.
- (x) He will make surprise checks to ensure that no material/documents are taken out of the Commission premises without proper authority.
- (xi) Any other function assigned by the superior authority.
- (xii) Submit periodic reports to AS(AGS)/JS(G)/JS(A) on all security related aspects of UPSC.
- (xiii) In addition to these the Security Officer has to supervise functioning of the CCTV control room manned by CISF so as to ensure that the directions of the Commission in this regard are strictly followed.

4. **Regulation of pay and other terms of deputation:**

The pay of the selected candidate on deputation will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended time to time.

5. **Age-limit:**

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

6. **Period of deputation:**

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

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) Cadre Clearance
- (ii) Integrity certificate
- (iii) 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).
- (iv) Vigilance clearance certificate.
- (v) Attested photocopies of the APARs for the last five years (2015-16 to 2019-20) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

The required documents mentioned at the end of Annexure, may be forwarded to Sh. Shallesh Gautam, Under Secretary (Admn.), Room No.22, Annex 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/ Rozgar Samachar. The candidates must also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. 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".*

(Shallesh Gautam)  
Under Secretary (Admn.)  
Union Public Service Commission  
Tel. No. 011-23388476

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Directorate General of Intelligence Bureau/ Research and Analysis Wing/ Central Bureau of Investigation/ Border Security Force/ Central Reserve Police Force/ Indo Tibetan Border Police/ Central Industrial Security Force with the request that the vacancy circular may be given wide circulation.
3. Secretary to Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001
4. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section with the stipulated date.
5. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
6. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sanchana Bhawan, C.G.O Complex, Lodhi Road, New Delhi - 110003
7. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.
8. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- for uploading the vacancy circular on their official website.

(Shailesh Gautam)  
Under Secretary (Admn.)  
Union Public Service Commission  
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