

NO.A.350 18/5/2003-Admn.II  
Union Public Service Commission  
Dholpur House, Shahjahan Road

New Delhi-110069  
Dated: 18 Nov 2003

**CIRCULAR**

**Subject:** Filling up of one post of Junior Analyst in the pay scale of Rs. 6500-200-10500/- in the office of U.P.S.C by deputation (including Short Term Contract)/Re-employment basis.

It is proposed to fill up one anticipated vacancy of Junior Analyst (Group 'B', Gazetted) in the scale of pay of Rs. 6500-10500/- in the office of Union Public Service Commission by Deputation (including STC)/re-employment basis.

**Eligibility Conditions:-**

**Deputation (including Short Term contract):-**

Officers of the Central Government, failing which, officers of the State Governments/ Union Territories recognized Research Institutions/Public Sector Undertakings/Semi-Government/ Autonomous or Statutory organizations:-

- (a) (i) Holding analogous posts on a regular basis or equivalent in the Parent cadre/department; or
- (ii) With three year's regular service in the post in the scale of pay of Rs. 5500-90000/- or equivalent in the Parent cadre/department; or
- (iii) With six year's regular service in the post in the scale of pay of Rs. 5000-8000/- or equivalent in the Parent cadre/department; or
- (iv) With eight year's regular service in the post in the scale of pay of Rs. 45000-7000/- or equivalent in the Parent cadre/department;

**AND**

(B) Possessing the following educational qualification and experience:

- (i) Degree from a recognized University or equivalent;
- (ii) Have successfully completed the Advanced Management Service Course of the Institute of Secretarial Training and Management or Defence Institute of work Study or equivalent training in any other recognized institution.

Have two year's experience in the application of Work Study/Organization and Methods/Analytical/Statistical/Operation-Research and other Management Research Techniques;

**OR**

Have successfully completed the Basic Management service Course of the Institute of Secretarial Training and Management or equivalent training in any other recognized Institution and have one year's experience in the application of Work Study/organization and Methods/Analytical/Statistical/Operations-Research and other Management Research Techniques.

**For Armed Forces Personnel – Deputation/Re-employment**

The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent, who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists, shall also be considered. If selected, such officers will be given deputation term up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve, before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment up to the age of superannuation with reference to civil posts.)

2. The pay of the selected candidates will be regulated under the provisions contained in the Deptt. Of Personnel & Training O.M. No. 2/29/91-Estt. (Pay. II) dated 05.01.1994 as amended from time to time.
3. Period of deputation/contract including the period of deputation/contract 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 five years.
4. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications. The crucial date for eligibility will be 04.04.2004.
5. Application (in duplicate) in the prescribed proforma (Annexure) of the candidates who fulfill the eligibility conditions and can be spared immediately, together with the certificate from the forwarding Authority along with the required documents mentioned at the bottom of Annexure, may be forwarded to Shri S. Anandan, Under Secretary (Admn.), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 60 days of issue of this advertisement.

(S. ANANDAN)  
Under Secretary (Admn.)  
Union Public Service Commission

1. All Ministries/Departments of Govt. of India (As per list).
2. The Director General of Re-settlement, west Block.IV, Wing No. 1, R.K.Puram, New Delhi-110066.
3. State Govt./Union Territory/Recognized Research Institutes/Public Sector undertaking/Semi-Government/Autonomous/Statory Organization.
4. All notice boards of UPSC. Eligible and interested candidates may forward their applica-

tions through their concerned Admn. Branches within the stipulated date.

5. Shri. P.M. Jose, Assistant Media Executive, DAVP, Ministry of Information and Broadcasting, P.T.I. Building, New Delhi with a request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar. As the vacancy is required to be filled urgently, it is requested that the circular may kindly be published at the earliest.

(S. ANANDAN)  
Under Secretary (Admn.)  
Union Public Service Commission

**ANNEXURE**

**PROFORMA FOR APPLICATION FOR THE POST OF JUNIOR ANALYST**

1. Name and address in Block capitals : \_\_\_\_\_
2. Date of Birth (in Christian era) : \_\_\_\_\_
3. Date of retirement under central Govt./ :  
State Govt./Union Territories/Under the  
rules applicable to the candidates.
4. Educational & other Qualifications. : \_\_\_\_\_
5. Are you holding analogous posts on a : Yeas/No  
regular basis or equivalent in the Parent  
cadre/Department; or
6. Do you possess three year's regular : Yeas/No  
service in the post in the scale of Rs.  
5500-9000/- or equivalent in the Parent  
cadre/department; or
7. Do you possess six year's regular : Yes/No  
service in the post in the scale of  
pay of Rs. 5000-8000/- or equivalent  
in the Parent cadre/department; or
8. Do you possess eight year's regular : Yes/No  
service in the post in the scale of pay  
of Rs. 5000-8000/- or equivalent in the  
Parent cadre/department; and
9. Are you having Degree form a : Yes/No  
recognized University or equivalent;
10. Have successfully completed the : Yes/No  
Advanced Management service Course  
of the Institute of Secretarial Training

and Management or Defence Institute of work study or equivalent training in any other recognized institution;

Have two year's experience in the application of Work Study/Organization and Methods/Analytical/Statistical/Operation-Research and other Management Research Techniques: Yes/No

**OR**

Have successfully completed the Basic Management Service Course of the Institute of Secretarial Training and Management or equivalent training in any other recognized Institution and have one year's experience in the application of Work Study/Organization and Methods/Analytical/Statistical/Operations Research and other Management Research Techniques. Yes/No

11. Please state clearly whether in the light of entries made, you meet the requirement of the post. Yes/No

12. Details of service (starting from entry in service.)  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held with scale of pay	Period of service From	To	Basic pay	Nature of apptt. Whether regular/ ad-hoc/deptn.	Duties
1	2	3	4	5	6	7

13. Nature of present employment i.e. regular/ad-hoc/temporary/permanent :

14. 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 parent office/organization to :  
which you belong.

15. Additional details about present employ :  
ment  
Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Union Territory
- (d) Recognized research institute
- (e) Public sector undertaking
- (f) Semi-Government/autonomous/  
statutory organization.

16. 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.

17. Total emoluments per month now :  
drawn.

18. Additional information, if any, which :  
you would like to mention in support of  
your suitability for the post. Enclose a  
separate sheet, if the space is insufficient.

19. Whether belongs to SC/ST :

20 Remarks :

Signature of the applicant  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/  
HEAD OF OFFICE/FORWARDING AUTHORITY**

Certified that the particulars furnished by  
Shri/Km./Km. \_\_\_\_\_ are correct

and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no Vigilance case pending/contemplated against him/her.
- (ii) His/Her complete CR Dossier/ACRs for the last 5 years duly attested on each page) by an officer of the rank of an Under Secretary to the Govt. of India are enclosed.
- (iii) His/Her integrity is beyond doubt.
- (iv) No Major/Minor penalites have been imposed on him/her during the last 10 years.
- (v) List of major/minor penalties imposed during the last 10 years is enclosed.

Signature \_\_\_\_\_  
Name and Designation Office Seal

Date: