



PONDICHERRY UNIVERSITY

(A Central University)

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PU/Estt/NT8/2012-13/86

Date: 28.05.2012

The Vacancy Circular received from Union Public Service Commission for filling up the post of House Keeper in the Office of UPSC on deputation [including Short Term Contract] basis is hosted below for information.

DEPUTY REGISTRAR (ADMN)

The Systems Manager, Computer Centre ... for hosting in University website



F. No. A-35021/09/2012-Admn.II

संघ लोक सेवा आयोग
Union Public Service Commission

Dholpur House, Shahjahan Road,
New Delhi-110069.
Date: 07/05/2012

VACANCY CIRCULAR

Sub: Filling up the post of House Keeper (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the Office of UPSC in the PB-2 of Rs.9300-34800/- with Grade Pay of Rs. 4600/- on deputation (including Short Term Contract) basis.

It is proposed to fill up the post of House Keeper (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) in the Office of UPSC in the PB-2 of Rs.9300-34800/- with Grade Pay of Rs. 4600/- on deputation (including Short Term Contract) basis.

2 Eligibility Conditions :- Deputation (including Short Term Contract):

From amongst Officers in the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-

- a. (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the PB-2, Rs.9300-34800 with G. P. of Rs.4200/- or equivalent in the parent cadre or department;

And

b. Possessing Educational Qualifications and experience as under:-

- (i) Diploma in Hotel Management of minimum three years duration from a recognized Institute; and
(ii) three years' experience in maintenance and upkeep of the Guest Houses or Hotels including experience in Housekeeping work;

Note 1: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. Duties & responsibilities attached to the post of House Keeper:-

- I. To look after the upkeep, maintenance and improvement of the Adviser's Suite including the rooms, dining halls, kitchen, corridors, common areas and toilets.
- II. To look after the upkeep and maintenance of the Chambers (including main room, ante room, toilets and surrounding areas, lounges and corridors) of the Hon'ble Chairman, Hon'ble Members, Secretary and Additional Secretaries located in the Office of UPSC.
- III. To ensure quality (high) and hygiene of food served in the Official Meetings and to the Guests staying in the Adviser's Suite.
- IV. To render suitable advice from time to time for possible improvement in the services of the Adviser's Suite and training of Staffs'
- V. Any other duty deemed fit for the overall maintenance of Adviser's Suite.

Contd...p/2

4. **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. 2/29/91-Estt.(Pay-II) dated 05/01/1994 as amended time to time.

5. **Age-limit :-**

The maximum age-limit for appointment by deputation (including Short Term Contract) basis shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation :-**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or Department of the Central Govt. shall ordinarily 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) 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 ACRs for the last five years (2006-07 to 2010-11) (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. Neeraj Sachdeva, Under Secretary (Admn.), Room No. 216/AB, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, within 45 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.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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

(Neeraj Sachdeva)

Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23381202

Copy forwarded to :-

1. All Ministries/Departments of Govt. of India (as per list attached).
2. Principal Secretaries of State Governments /Union Territories. Cadre Controlling Authorities of Universities/ Recognized Research Institutions/ Public Sector Undertakings /Semi-Government /Statutory /Autonomous Organizations, with request to give wide publicity to this Vacancy Circular.
3. All Notice Boards of UPSC-eligible and interested Officers may forward their applications through their concerned Admn. Section within the stipulated date.
4. Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
5. Shri Jitendra Singh, Joint Director, DAVP, Ministry of Information and Broadcasting, 14th Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News/रोजगार समाचार.

(Neeraj Sachdeva)

Under Secretary (Admn.)
Union Public Service Commission
Tel. No. 011-23381202

Proforma for application for the post of House Keeper on Deputation (including Short Term Contract) basis in the Office of UPSC.

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
5. (a) Do you hold analogous post on regular basis; or
(b) Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- or equivalent
6. (a) Whether possesses diploma in Hotel Management of minimum three years duration from a recognized Institute; and
(b) Whether possesses three years' experience in maintenance and upkeep of the Guest Houses or Hotels including experience in Housekeeping work.
7. Details of employment, in chronological order (Starting from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Official/ Organization	Post held with scale of pay	Period of service		Basic pay & Pay scale (pre-revised)	Basic Pay (revised)			Nature of appointment whether regular/ad-hoc/deputation
		from	to		Pay in PB	G.P.	Basic pay	
1	2	3	4	5	6	7	8	9

8. Nature of present employment, i.e ad-hoc or temporary or permanent
9. In case the present employment is held on deputation please state
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation
 - (c) Name of parent office/Organization to which you belong

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____
are correct and he/she possesses educational qualifications and experience mentioned in the vacancy
circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against
Shri/Smt. _____
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years 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. :
Office Seal :

Place:

Dated:

List of enclosure:

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

(* Strike out which is not applicable.)