



**No. A-35021/12/2019-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi-110069**

Date: 02.03.2026

VACANCY CIRCULAR

Subject: Filling up one anticipated vacancy of Motor Transport Supervisor (General Central Service, Group-'B' Non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix (35400-112400) on deputation or absorption basis in the office of UPSC-reg.

It is proposed to fill up one (01) post of Motor Transport Supervisor (General Central Service, Group-'B', Non-Gazetted, Non-Ministerial) in Level-6 of the pay matrix (35400-112400) on Deputation or absorption basis initially for a period of 03 years or until further orders, whichever is earlier, in the office of UPSC.

2. Eligibility Conditions:

Deputation or Absorption

Officers under the Central Government:-

- (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 regular basis in level-5 in the pay matrix or equivalent in the parent cadre or department; or
(iii) With ten years' service in the grade rendered after appointment thereto on regular basis in level-4 in the pay matrix or equivalent in the parent cadre or department; and
(b) (i) having seven years' experience in motor transport work, in posts involving duties relating to use, care, custody repair and maintenance of vehicles under the Central Government; and
(ii) having a valid driving license for motor cars;

Desirable:-

Motor Mechanic Certificate from an Industrial Training Institute.

Note1: The period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or some other organisations or departments of the Central Government shall ordinarily not exceed three years.

Note2: 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. List of duties/responsibilities attached to the post of Motor Transport Supervisor:

- i. To deploy drivers/vehicles on the duty of Hon'ble Chairman, Hon'ble Members, Senior Officers and staff of the Commission.

- ii. To make arrangement and supervise vehicles for other requirements of the Commission such as Examinations, Advisors, Workshops / Conferences, Dak/Dispatch, General Duty etc.
 - iii. To inspect vehicles from time to time and give necessary directions to drivers regarding cleanliness of vehicles and minor maintenance.
 - iv. To oversee maintenance of logbook by Drivers and its inspection from time to time.
 - v. To coordinate for vehicles refilling (fuel) with authorized petrol pump and with workshops for service/maintenance/repairs from time to time.
 - vi. To undertake test drives in relation with running repairs/works pointed out by the Drivers and take necessary action for repair work with workshops. After repair he will ensure that old parts, if any, have been received back from the Workshop by Staff Car Driver and deposited with him. He will also obtain satisfactory certificate for repair work from the concerned driver.
 - vii. To make the drivers aware about Traffic Rules and traffic advisories.
 - viii. To deal with matters arising out of mishap involving Staff Car/Drivers, including visit to mishap site, if required and keep the SCU Controlling Officer promptly apprised for information and instructions.
 - ix. To facilitate the Controlling Officer of Staff Car Unit in day to day administration, operations and control.
 - x. To perform other works/duties that may accrue in future depending upon the situation.
4. **Regulation of pay and other terms of deputation or absorption:**
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 17/06/2010 as amended time to time.
5. **Age-limit:**
The maximum age-limit for appointment by deputation 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 organizations or departments 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 (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
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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 (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 circular in the Employment News/रोजगारसमाचार. 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 work force who reflects gender balance and women candidates are encouraged to apply.

(Aparna Srivastava)
Under Secretary (Admn.II)
Union Public Service Commission
011-23388476
soadmn2-upsc@gov.in

Copy forwarded 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, Sochna Bhavan, C.G.O. Complex, New Delhi - with a request to publish this Circular (indicative) in the ensuing issue of Employment News/रोजगार 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 to the post of Motor Transport Supervisor on deputation or absorption basis in the office of UPSC.

BIO-DATA PROFORMA

1. Name & Address (in Block Letters)	
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	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
(a) (i) Do you hold analogous post on regular basis or equivalent in the parent cadre or Department? Or (ii) With Six years' service in the grade rendered after appointment thereto on a regular basis in level 5 in the pay matrix or equivalent in the parent cadre or department; Or (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in level 4 in the pay matrix or equivalent in the parent cadre or department; and	
(b) (i) having seven years' experience in motor transport work, in posts involving duties relating to use, care, custody, repair and maintenance of vehicles under the Central Government; and (ii) having a valid driving licence for motor cars;	
(b) Desirable :- Motor Mechanic Certificate from an Industrial Training Institute	

5. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band & Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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*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.

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

6. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent	
7. In case the present employment is held on deputation/contract basis, please state:-	

a) 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 & Pay of the post held in substantive capacity in the parent organisation

8.1 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.

8.2 Note: Information under Column 8(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.

9. Additional details about present employment:- Please state whether working	
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under (indicate the name of your employer against the relevant column) (a) Central Govt. (b) State Govt. (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others	
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.	

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

12. 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
13. 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.

(Signature of the candidate)

Address: _____

Date: _____



(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. The photocopies of the ACRs 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. :
Fax No. :
Office Seal :

Place:

Dated:

List of enclosure:

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

(*Strike out which is not applicable.)