

qNo.A-35020/02/2026-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Date: 03.03.2026

VACANCY CIRCULAR

Subject: Filling up of 01 (one) vacancy in the grade of Security Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 8 (Rs.47600-151100) of the Pay Matrix of 7th CPC in the office of UPSC on Deputation basis.

It is proposed to fill up 01 (one) vacancy of the post of Security Officer (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 8 (Rs. 47600-151100) of the Pay Matrix of 7th CPC in the office of UPSC on Deputation basis for a period of 03 years or until further orders, whichever is earlier.

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):

- (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 as under:
- (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.

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.

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. List of duties & responsibilities attached to the post of Security Officer:

- 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.
- ii) Collect intelligence pertaining to conduct of examination particularly Civil Services, NDA and CDS and identify the individual groups or organizations whose conduct and manner may be averse to the functioning of the UPSC.



::2::

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(V) on this.

vi) He will conduct checks of perimeter walls/fencing/grills on the wall, locks of various rooms particularly sensitive sections and will make a report of any 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 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 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.

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:**

The period of deputation shall be initially for a period of 3 years or until further orders, whichever is earlier.

7. Application 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) alongwith the following documents may be forwarded to **Shri 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 publication of this advertisement in the Employment News:-

(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);

::3::

- (iii) Vigilance clearance certificate;
- (iv) Attested photocopies of the APARs 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).

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. **For more details and prescribed proforma of application, visit the official website of UPSC(<http://www.upsc.gov.in/vacancy-circulars>).**

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



**(Aparna Srivastava)
Under Secretary (Admn.II)
Union Public Service Commission
Tel. No.011-23388476**

To:

- i. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
- ii. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date;
- iii. Web Cell, UPSC - with a request to upload the Vacancy Circular on the official website of the Commission.

Proforma for application for the post of Security Officer, Level-08 on Deputation basis in the Office of UPSC.

BIO-DATA PROFORMA

| | | |
|-------|--|--|
| 1. | Name and postal address (in Block Letters) with Telephone/Mobile no. | |
| 2. | Date of Birth (in Christian Era) | |
| 3. | Date of retirement under Central Govt. Rules | |
| 4. | Educational qualifications and Experience (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.) | |
| 5(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 | |
| 5(B). | Possessing the educational qualifications and experience as under: (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. | |
| | [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, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient | | | | | | |
| Office/ Organization | Whether Central Government/State Governments /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 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | |
|---|--|--|
| 8. | (a) Name of parent office/Organization to which you belong (b) Category of parent Office (whether Central Govt./ State Govt. / Others) (c) Nature of employment (whether ad-hoc / temporary / permanent) (d) Name of the post and Pay of the post held in substantive capacity in the parent organization. | |
| 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) Also, provide details of the post held on Deputation in the past by the applicant, date of return from the last deputation & other details. | |
| 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. | | |
| 10. | Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade. | |
| 11. | 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 |
|--------------|---|-------------------------|-------------------------|----------------------------------|--------------------------------|
| | | | | | |
| | | | | | |
| 12. | Total emoluments drawn per month (Basic Pay and Pay level in the Pay Scale as per 7 th CPC) | | | | |
| 13. A | <p>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)</p> <p>(Enclose a separate sheet if the space is insufficient)</p> | | | | |
| 13. B | <p>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</p> | | | | |
| 15. | Full postal address of forwarding authority with name & telephone number | | | | |
| 16. | Whether belongs to SC/ST | | | | |
| 17. | Remarks | | | | |

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:
Full office address:
Tel./Mobile No.:
Email ID:



(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) Photocopies of the APARs for the last 5 years (for the year 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.*
(*Strike out which is not applicable.)

Signature :

Name & Designation :

Telephone No. :

Fax No. :

Office Seal :

Place:

Date:

List of enclosures:

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

