

**No.A-35020/04/2026-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069**

Date: 17.04.2026

VACANCY CIRCULAR

Subject: Filling up one (01) vacancy in the grade of Protocol Assistant to Hon'ble Chairman [General Central Service, Group 'B', Non-Gazetted, Non Ministerial] in Pay Level-6 of the Pay Matrix of 7th CPC on Deputation/Re-employment (for Armed Forces personnel) basis in the office of UPSC.

It is proposed to fill up one (01) vacancy in the grade of Protocol Assistant to Hon'ble Chairman [General Central Service, Group 'B', Non-Gazetted, Non Ministerial] in Pay Level-6 of the Pay Matrix of 7th CPC on Deputation/Re-employment (for Armed Forces personnel) basis in the office of UPSC.

2. Eligibility Conditions:

Deputation-

Officers of the Central Government/State Government/UTs:-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with 6 (six) years' service in the Grade rendered after appointment thereto on a regular basis in level 5 (Rs.29200-92300) of pay matrix or equivalent; or
(iii) with 10 (ten) years' combined service in the Grade rendered after appointment thereto on a regular basis in level 4 (Rs.25500-81100) and level 5 (Rs.29200-92300) of pay matrix or equivalent; and
- (b) possessing the following educational qualifications and experience:-
- (i) Bachelor's Degree in any discipline from a recognized University or Institute and
(ii) 03 (three) years' experience in work relating to either reception or protocol or both.

For Ex-Servicemen: Deputation/Re-employment:

The Armed Forces Personnel, 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 Deputationist shall also be considered. If selected, such officers shall be given deputation terms upto the date of 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 upto the age of superannuation with reference to civil post).

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Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 03 (three) years. The maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of the receipt of applications.

3. List of duties & responsibilities attached to the post of Protocol Assistant to Hon'ble Chairman :-

1. Assist in planning domestic and international travel, including itineraries, accommodation, transport and hospitality arrangements for Hon'ble Chairman, in accordance with prescribed norms in consultation with O/o the Hon'ble Chairman.
2. To liaise with Ministries/Departments of the Government of India and other organizations for ensuring proper protocol arrangements such as liaison at airport for reception, security clearance by CISF, services from airlines service provider, Customs and Immigration Authorities and State Governments (GAD) for Police Escort Services, PSO, local LO and further coordination for official engagements of the Hon'ble Chairman.
3. Handling pre departure and post arrival formalities at Delhi as well as destination airports (including Immigration and Customs clearance) and liaison with RPF and Railway authorities (in case of train movements) in Delhi as well as at destinations railway stations.
4. Liaison work with offices like President's Office, Vice President's Office, PMO, Cabinet Secretariat and other dignitaries for the smooth execution of meeting of Hon'ble Chairman.
5. Coordination with concerned offices of passport/ MEA for issuance/ renewal of Passport and Visa.
6. To draft, process and manage official communications, invitations and correspondence relating to protocol matters.
7. To coordinate with security agencies and administrative units for ensuring smooth conduct of official programmes and movement of Hon'ble Chairman.
8. To make necessary arrangements for miscellaneous functions in connection with visits of eminent personalities, dignitaries and foreign delegations.
9. Coordination work in connection with visit of foreign/ Indian delegations and official conferences for various State Public Service Commission.
10. To perform such other duties as may be assigned by the senior officers from time to time.

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. 6/8/2009-Estt. (Pay-II) dated 17/06/2010 as amended time to time.

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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. 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 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 **45 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).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs/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.

7. 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 who 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 to the post of Protocol Assistant to Honb'le Chairman, Level-6 on Deputation/Re-employment (for Armed Forces personnel) 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 provided is insufficient.)	
5(A).	(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with 6 (six) years' service in the Grade rendered after appointment thereto on a regular basis in level 5 (Rs.29200-92300) of pay matrix or equivalent; or (iii) with 10 (ten) years' service in the Grade rendered after appointment thereto on a regular basis in level 4 (Rs.25500-81100) and level 5 (Rs.29200-92300) of pay matrix or equivalent	
5(B).	Educational Qualifications:- Essential: possessing the following educational qualifications and experience:- (i) Bachelor's Degree in any discipline from a recognized University or Institute	
5(C)	Experience:- 03 (three) years' experience in work relating to either reception or protocol or both.	

	[Please enclose supporting documents for point number 5(A), 5(B), 5(C)]	
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/ Org aniz atio n	Whether Central Government/State Governments /UTs/ Universities/ recognized research Institute/PSUs/ statutory/autonomou s organization	Post held	Level of pay & basic pay	Period of Service		Nature of appointm ent (regular/ Ad-hoc/ Deputatio n)	Nature of duties with brief details of works performed during the appointme nt
				Fro m	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. 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

11. Total emoluments drawn per month (Basic Pay and Pay level in the Pay Scale as per 7th CPC)

12. A 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)
 (Enclose a separate sheet if the space is insufficient)

12. B 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	
13.	Full postal address of forwarding authority with name & telephone number	
14.	Whether belongs to SC/ST	
15.	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.

i. 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.

