

Date: 17.04.2026

VACANCY CIRCULAR

Subject: Filling up 01 (one) vacancy in the grade of Vigilance Assistant [General Central Service, Group 'B', Non-Gazetted, Ministerial] in Pay Level-6 of the Pay Matrix of 7th CPC on Deputation basis only in the office of UPSC.

This is regarding filling up 01 (one) vacancy in the grade of Vigilance Assistant [General Central Service, Group- 'B', Non-Gazetted, Ministerial] in Pay Band-2 (Rs.9300-34800) plus Grade Pay Rs.4200 (Level-6 as per 7th CPC) on Deputation basis only in the O/o UPSC is to be filled up for a period of 03 (three) years or until further orders, whichever is earlier. The details are as under:-

2. Eligibility Conditions: As per the notified RRs, the field of selection & eligibility conditions required for the post of Vigilance Assistant are as under:-

Deputation:-

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 a regular basis in the Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2800 (Level-5 as per 7th CPC) or equivalent; or

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2400 (Level-4 as per 7th CPC) or equivalent; and

(b) (i) Possessing a degree in law from a recognised University or equivalent; or

(ii) Possessing two years' experience of dealing with vigilance or disciplinary matters in respect of government employees and having completed successfully the Administrative Vigilance Training of the Institute of Secretariat Training and Management or a comparable training in any other recognised Institution.

Note 1: Period of Deputation including period of Deputation in another Ex-Cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed 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.

Note 2: For the purpose of computing minimum qualifying service for 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 6th 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 posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

3. List of duties & responsibilities attached to the post of Vigilance Assistant:-

i) Vigilance Assistant should have knowledge of Computer and typing.

ii) Examining and processing the complaints against the employees of UPSC.

iii) Processing disciplinary cases including suspension cases as per CCS (CCS) Rules, 1965.

iv) Processing Court cases, criminal cases, vigilance clearance and RTI matters and grievances received on PG Portal.

v) Processing the intimations relating to movable and immovable property under CCS (Conduct) Rules, 1964, maintaining IPR etc.

vi) Maintenance of Disciplinary Proceedings/Complaint Registers.

vii) Any other work assigned by Assistant Director (Vigilance).

Contd...

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's 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 (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) alongwith 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 **60 days** of publication of this advertisement in the Employment News/ रोजगार समाचार:-

- (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 (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).

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 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;
- iv. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi-110003 - with the request to publish the indicative version of this Vacancy Circular in the ensuing issue of Employment News.


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

Proforma for application for the post of Vigilance Assistant, Level-6 as per Pay Matrix of 7th CPC [erstwhile Pay Band-2 (Rs.9300-34800) plus Grade Pay Rs.4200], in the Office of UPSC on Deputation basis.

PROFORMA FOR APPLICATION

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
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
5. (i) Do you hold **analogous post** on regular basis in parent cadre or department; or
(ii) Do you possess six years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2800 (Level-5 as per 7th CPC) or equivalent; or
(iii) Do you possess ten years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1 (Rs.5200-20200) plus Grade Pay of Rs. 2400 (Level-4 as per 7th CPC) or equivalent; and
6. (i) Do you possess **a degree** in law from a recognised University or equivalent; or
(ii) Do you have **two years'** experience in dealing with vigilance or disciplinary matters in respect of government employees and having completed successfully the Administrative Vigilance Training of the Institute of Secretariat Training and Management or a comparable training in any other recognised Institution.
[Please enclose supporting documents for point number 5 & 6]
7. 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.
8. 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

*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

9. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent			
10. 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

11.1. 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.

11.2. Note: Information under Column 10(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.

12. If any post held on Deputation in the past by the applicant, date of return from the last deputation & other details.		
13. Additional details about present employment:- Please state whether working 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		
14. Please state that you are working in the same department and are in the feeder grade or feeder to feeder grade		
15. 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		
16. Total emoluments per month now drawn		
Basis pay in the PB	Grade Pay	Total Emoluments
17. 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
18.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)	
<p>18.B. Achievements</p> <p>The candidates are requested to indicate information with regard to:-</p> <p>(i) Research publications & reports and special projects</p> <p>(ii) Awards/scholarships/official appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition</p> <p>(vi) Any other information</p>	
<p>19. Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-government organizations are eligible only for short-term contract)</p>	
<p>#The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".</p>	
<p>20. Whether belongs to SC/ST</p>	

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)

Name, Contact No. and Address: _____



Annexure-II

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 ACRs 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.)

(vi) This office has no objection in relieving the official in case of his/her appointment to the post.

Signature :
Name & :
Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Date:

List of enclosure:

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