

ADVERTISEMENT NO.52/2023
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT APPLICATIONS (ORA*)
FOR LATERAL RECRUITMENT OF JOINT SECRETARY AND DIRECTOR/DEPUTY
SECRETARY LEVEL POSTS
ON CONTRACT BASIS
(*: by using the website <https://www.upsconline.nic.in>)

VACANCY DETAILS

The Government of India has submitted a requisition for Lateral Recruitment of **Joint Secretary and Director/Deputy Secretary level Officers**. Accordingly, On line Applications are invited from talented and motivated Indian nationals willing to contribute towards nation building to join the Government at the level of Joint Secretary or Director/Deputy Secretary in the under mentioned posts indifferent Ministries/Departments with Headquarters at New Delhi on Contract Basis (On Deputation for officers of States/UT Cadres, Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organization, Universities, Recognized Research Institutes) for a period of three years (Extendable to five years depending upon performance) through website <https://www.upsconline.nic.in> by **19th June, 2023**.

JOINT SECRETARY

1. (Post ID No. 23055201620) One post of Joint Secretary (Civil Aviation), Ministry of Civil Aviation.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: B.E./B.Tech in Aviation/ Aeronautical/ Aerospace/ Computer/ Information Technology/ Mechanical/ Electrical Engineering.

(B) EXPERIENCE: At least fifteen years' experience in Aviation Sector in the field of research/design/ maintenance and manufacturing operations including two years experience in Drone research/ design/ manufacturing/ operations/ regulations.

DESIRABLE: (i) Ph. D/ M. Sc/ M. Tech. in disciplines mentioned in Educational Qualifications indicated above. (ii) MBA (iii) LLB or LLM. (iv) Experience in legal matters.

JOB DESCRIPTION: (i) Implementation of Government's vision, mission and objectives for drones - Act as the Nodal Officer for ensuring the vision, mission and objectives set by the Government of India for drones and related areas are implemented seamlessly. (ii) Facilitating growth of Drone industry - Collaborate with government entities/ industry/ academia/ startups/ funding agencies etc. to facilitate growth of 'Drone as a Service', Drone research, development of indigenous supply

chain, export-promotion, funding, education and skill-building etc. (iii) Policy, regulatory and procedural reforms - Track developments in the drone sector globally and in India, conduct stakeholder consultations and provide inputs to Ministry of Civil Aviation leadership for policy, regulatory and procedural reforms related to drones in pursuit of making India a Drone Hub of the World. (iv) Formulation and implementation of Government schemes - Propose, design and facilitate implementation of new schemes for growth of Drone industry. Facilitate seamless implementation of the drone PLI Scheme; identify areas of improvement based on stakeholder consultation and incorporate the same, subject to approval from Competent Authority. (v) Awareness building- Facilitate awareness campaigns about Drones through events, conferences, exhibitions, workshops, field demonstrations, print/ electronic/ social media etc with the help of industry bodies and related Ministries/Departments. (vi) Integration of traffic management of UAV/ Drone with Digital Sky Platform (vii) Air Taxi EVTOL (Electric Vertical Take Off and Landing).

2. (Post ID No.23055202420) One post of Joint Secretary (Digital Commerce), Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Master's Degree/PG Diploma in Business Administration / Economics /Commerce / Business Economics / Foreign Trade.

(B) EXPERIENCE: Fifteen years' experience in an e-Commerce company/marketplace or retail trade company with minimum seven years experience as the Business Head/Practice Head of an e-Commerce company/marketplace or retail trade company.

DESIRABLE: (i) Master's Degree/PG Diploma with specialization in the subjects of IT/Computer Science/Fintech/Operational Research and Supply Chain Management. (ii) Five years' experience in the matters of Digital Trade/Commerce.

JOB DESCRIPTION: (i) Policy formulation, analysis and to provide assistance in decision making for matters related to Digital Trade and Internal Trade. (ii) International cooperation in respect of Digital Trade and Internal Trade. (iii) Matters related to Open Network for Digital Commerce and initiatives to deepen the adoption of digital commerce. (iv) Policy matters and programmatic interventions to reduce grievances with respect to digital commerce. (v) To handle court cases and to perform administrative and other works as may be assigned. (vi) To advice on all matters referred by the various Ministries/Departments of the Government of India relating to digital trade and internal trade.

3. (Post ID No.23055203420) One post of Joint Secretary (Arbitration & Conciliation), Department of Legal Affairs, Ministry of Law and Justice.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Bachelor's Degree in Law.

(B) EXPERIENCE: At least fifteen years post qualification experience in legal Affairs including seven years experience in Arbitration & Conciliation.

DESIRABLE: Master's degree in Law with specialisation in Arbitration and Conciliation.

JOB DESCRIPTION: (i) To give advice on all matters referred by the various Ministries/Departments of the Government of India. (ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required. (iv) To perform administrative work.

4. (Post ID No.23055204420) One post of Joint Secretary (Cyber Laws), Department of Legal Affairs, Ministry of Law and Justice.

ESSENTIAL QUALIFICATIONS:

(A) EDUCATIONAL: Bachelor's Degree in Law.

(B) EXPERIENCE: At least Fifteen years' post qualification experience in legal Affairs including seven years experience in Cyber Law.

DESIRABLE: Master's degree in Law with specialisation in Cyber Law.

JOB DESCRIPTION: (i) To give advice on all matters referred by the various Ministries/Departments of the Government of India. (ii) To look after Government litigation work. (iii) To conduct court cases and to appear in courts on behalf of the Central Government, wherever required. (iv) To perform administrative work.

DIRECTOR/DEPUTY SECRETARY

5. (Post ID No.23055205420) One post of Director/Deputy Secretary (Integrated Nutrient Management), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's degree in Agriculture with specialization in Agricultural Chemistry / Soil Science / Plant Pathology / Chemistry / Bio-Chemistry / Micro Biology /

Bacteriology; and **(B) EXPERIENCE:** Ten years' experience in the field of promotion of organic manures / bio-fertilizers / quality control of fertilizers;

OR

(A) EDUCATIONAL: (i) Master's degree in Agriculture with specialization in Agricultural Chemistry / Soil Science / Plant Pathology / Chemistry / Bio-Chemistry / Micro Biology / Bacteriology; and (ii) Ph. D in any of the specialization indicated at (i) above **(B) EXPERIENCE:** Seven years' experience in the field of promotion of organic manures / bio-fertilizers / quality control of fertilizers.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's degree in Agriculture with specialization in Agricultural Chemistry / Soil Science / Plant Pathology / Chemistry / Bio-Chemistry / Micro Biology / Bacteriology; and

(B) EXPERIENCE: Seven years' experience in the field of promotion of organic manures / bio-fertilizers / quality control of fertilizers;

OR

(A) EDUCATIONAL: (i) Master's degree in Agriculture with specialization in Agricultural Chemistry / Soil Science / Plant Pathology or Chemistry / Bio-Chemistry / Micro Biology / Bacteriology; and (ii) Ph. D in any of the specialization indicated at (i) above.

(B) EXPERIENCE: Four years' experience in the field of promotion of organic manures / bio-fertilizers / quality control of fertilizers.

JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

JOB DESCRIPTION: (i) To assess the requirement of fertilizers. (ii) To advise on all matters relating to integrated Nutrients Management and effective implementation of related programmes in all states. (iii) Implementation of Soil Health Card Scheme and Soil Health Management (SHM) and development of a portal for Soil Health Card and regular monitoring of programme implementation with State Government through video conference. (iv) Implementation of Paramparagat Krishi Vikas Yojana (PKVY) for promotion of Organic Farming in a focused manner through cluster approach through States aims at a sustainable and eco-friendly model of chemical residue free agricultural production. (v) Examination of RKVY proposals with respect to sub-scheme of SHC, SHM PKVY and MOVCDNER for consideration of State SLSCs. (vi) Examination of the proposals received from States for Soil Health Card, Soil Health Management and Organic Farming, preparation of agenda notes, organizing meetings of PSC and for financial concurrence of IFD for release of sanctioned budget to the States. (vii) Participation in the zonal conferences on Agricultural Inputs for Kharif and Rabi, with reference to SHC & Soil Health Management as well as Organic Farming Components. (viii) Providing information, being the Appellate Authority of CPIOs under the INM Division, to the applicants under the RTI Act, 2005 on matters related to soil health management, balanced and integrated use of fertilizers, organic farming, use of

manures and bio-fertilizers etc. (ix) Issuance of administrative approval, monitoring of physical and financial progress of NPOF, monitoring of unspent balances, requesting the States for refund of unspent amount. Interaction with NABARD for Implementation of Capital Investment Subsidy Scheme (CISS) for fruits and vegetables waste compost units and bio-fertilizers production units. Also, examination of the proposals related to export of organic inputs, new organic inputs and participatory guarantee scheme (PGS) etc. (x) Preparation of draft replies of Starred and Un-starred questions related to soil health, fertilizers use, organic farming, bio-fertilizers etc. under INM Division. Preparation of supplementary of starred Questions and replies for Standing Committee on Agriculture for Grants.

6. (Post ID No.23055206420) One post of Director/Deputy Secretary (Natural Resource Management/Rainfed Farming System), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree in Agronomy / Agriculture with Agronomy as a subject / Agricultural Chemistry / Soil Science / Agricultural Extension / Agricultural Economics / Agricultural Botany **OR** Master's Degree in Forestry / Botany / Bachelor's Degree in Agricultural Engineering

(B) EXPERIENCE: Ten years' experience in the field of soil and water conservation / soil health management / rainfed / integrated farming / soil survey / problem soil reclamation / project formulation including agro-forestry projects.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree in Agronomy / Agriculture with Agronomy as a subject / Agricultural Chemistry / Soil Science / Agricultural Extension / Agricultural Economics / Agricultural Botany **OR** Master's Degree in Forestry / Botany / Bachelor's Degree in Agricultural Engineering.

(B) EXPERIENCE: Seven years' experience in the field of soil and water conservation / soil health management / rainfed / integrated farming / soil survey / problem soil reclamation / project formulation including agro-forestry projects.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Doctorate Degree in any of the subjects mentioned in essential qualifications / Master Degree in Agricultural Engineering.

JOB DESCRIPTION: (i) To review relevant literature, existing documents and current management technologies for Integrate Farming System in rainfed areas and Soil & Water Conservation (SWC) including Natural Resource Management & Water harvesting. (ii) Handling of technical examination of matter relating to rainfed/dryland farming system for augmentation of ground water recharge. (iii) Technical matter relating to National Mission for Sustainable Agriculture with the context of Soil Survey, water use efficiency improvement and reclamation of alkali/acid soils. (iv) Coordination of matter relating to international cooperation and supervision of implementation of externally funded projects in the area of watershed/problem land reclamation and crop diversification etc. (v) To undertake field surveys, investigation and to bring out suitable field manuals/guidelines for proper planning, design, implementation and monitoring of programmes of soil & water conservation & related programmes. (vi) Identify needs of different watersheds/block and established a detailed assessment of the practices and recommendations of how and where improvement can be adopted for efficient conservation & Management of Natural Resources. (vii) Technical coordination and liaising with Central Water Commission and National Bodies like Brahmaputra Board, Ganga Flood Control Board, North Eastern Council etc. (viii) Formulation of project proposals, EFC Memo, Conducting seminars & zonal meetings etc. (ix) Coordination with Central Ministries/Departments on various technical matters of Natural Resource Management/Rainfed Farming System Divisions, (x) Liaison with National Rainfed Area Authority (NRAA), Ministry of Environment & Forest, Ministry of Jal Shakti etc.

7. (Post ID No.23055207420) One post of Director/Deputy Secretary (Cooperation/Credit), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree in Agriculture /Agricultural Economics / Economics / Commerce / Statistics.

(B) EXPERIENCE: Ten years experience in the field of cooperation / credit.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree in Agriculture / Agricultural Economics / Economics / Commerce / Statistics.

(B) EXPERIENCE: Seven years experience in the field of cooperation /credit.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Diploma in Cooperation.

JOB DESCRIPTION: (i) Formulation of policies, plans and programmes of cooperative development in general and cooperative marketing and processing of agricultural produce, supply, storage and inputs and other allied agricultural programmes in particular. (ii) Determination of plans and programmes relating to cooperatives received from state Governments, Cooperative organizations and others. (iii) Review of the progress of cooperative development schemes/programmes in close coordination with the various central Departments, national Cooperative Development Cooperation, National level cooperative federations and other organizations. (iv) Field study visit connected with the above items of work. Analyse field experience to evolve pattern of assistance. (v) Work as a government nominee on the Committee/Board of selected national level cooperative Federations. (vi) As a senior officer of cooperation Division, assist and work under guidance of Additional Commissioner (Cooperation/Credit).

8. (Post ID No.23055208420) One post of Director/Deputy Secretary (Crops), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree in Agricultural Economics / Agricultural Extension / Agronomy / Entomology / Nematology / Genetics and Plant Breeding / Agriculture Botany / Plant Bio-Technology / Plant Pathology / Plant Physiology / Seed Science and Technology / Soil Science / Agricultural Chemistry **OR** Bachelor's Degree in Agricultural Engineering.

(B) EXPERIENCE: Ten years' experience in the area of production and productivity in food / cash crops, e.g. rice / wheat / pulses / millet / sugarcane / cotton / jute / oilseeds.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree in Agricultural Economics / Agricultural Extension / Agronomy / Entomology / Nematology / Genetics and Plant Breeding / Agriculture Botany / Plant Bio-Technology / Plant Pathology / Plant Physiology / Seed Science and Technology / Soil Science / Agricultural Chemistry **OR** Bachelor's Degree in Agricultural Engineering

(B) EXPERIENCE: Seven years' experience in the area of production and productivity in food / cash crops, e.g., rice / wheat / pulses / millet / sugarcane / cotton / jute / oilseeds.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Doctorate in any discipline mentioned under essential criteria.

JOB DESCRIPTION: (i) Assistance for various works related to Cotton, Sugarcane, Jute and tobacco and their National Development Schemes. (ii) Maintaining liaison between Central and State Governments on the above mentioned crop/sector and their Schemes. (iii) Dealing with papers/materials sent to the Ministry for action/comments on the above crop/Sector and their Schemes, and sometimes on various aspects of agriculture as a whole. (iv) Supply of technical and other information on the above to other Divisions/Ministries. (v) Visits to States to monitor crop conditions/crop schemes. (vi) Rendering technical support, guidance on above crop/sector and their schemes to Governments, farmers, interested groups etc. (vii) Assistance for preparation of special work/ documents and comments on other documents. (viii) Preparation of notes for and to attend various intra/inter-ministerial meetings/conference and preparation of speeches for Ministers/Officers on work assigned. (ix) Liaison with International Cooperation, Trade and Marketing Divisions of the Department of Agriculture & Cooperation and the Ministry of Textile. (x) Assistance to higher officers on day to day work assigned including additional work on other crops during tour/leave of other officers. (xi) Assisting Area Officers or higher officers visiting the States of A.P., Madhya Pradesh, Karnataka, Goa, Chhattisgarh, Pondicherry and work relating to Macro Management Scheme of these States. (xii) Technical supervision of Directorates of Cotton, Sugarcane, Jute and Tobacco. (xiii) Preparation of replies of parliamentary questions/materials/demands of grants etc. on the crops/work assigned. (xiv) Member/representing Crops Division in the Committees of Department of Agriculture & Cooperation, ICAR, Ministry of Consumer affairs, Food & Public Distribution System, Ministry of Textiles etc. (xv) Assistance for organizing National Level Workshops/seminars/meetings.

9. (Post ID No.23055209420) One post of Director/Deputy Secretary (Chemical Engineering), Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: B. Tech. (Chemical Engineering)/ M. Sc. (Chemistry).

(B) EXPERIENCE: At least Ten years post qualification experience in the field of Chemical Engineering/Chemistry.

For Deputy Secretary level post:

(A) EDUCATIONAL: B. Tech. (Chemical Engineering)/ M. Sc. (Chemistry).

(B) EXPERIENCE: At least seven years post qualification experience in the field of Chemical Engineering/Chemistry.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Ph. D. in Chemistry/M. Tech. in Chemical Engineering /Petrochemical Engineering.

JOB DESCRIPTION: To provide technical inputs in Chemicals and Petrochemicals for policy makeup and allied subject matters.

10. (Post ID No.23055210520) One post of Director/Deputy Secretary (Pharma and Medical Device), Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: B.E./B. Tech/MBBS/Bachelor's degree in the subjects of management, bio-engineering, medical technology / medical field.

(B) EXPERIENCE: Ten years' experience in Pharma or Medical Devices Sector with at least Three years experience in operations management /implementation of projects in Research & Development / Production.

For Deputy Secretary level post:

(A) EDUCATIONAL: B.E./B. Tech/MBBS/Bachelor's degree in the subjects of management, bio-engineering, medical technology / medical field.

(B) EXPERIENCE: Seven years' experience in Pharma or Medical Devices Sector with at least Three years experience in operations management /implementation of projects in Research & Development / Production.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director level post: (i) M.E/M. Tech. (ii) Master's in Business Administration (MBA)/Post Graduate Diploma in Management (PGDM) in the subjects of management, bio-engineering, medical technology / medical field.

For Deputy Secretary level post: (i) M.E/M.Tech. (ii) Master's in Business Administration (MBA)/Post Graduate Diploma in Management (PGDM) in the subjects of management, bio-engineering, medical technology / medical field.

JOB DESCRIPTION: To deal with Government policy, programmes and matters relating to- (i) Technical, Technology, Research & Development and quality related parameters relevant to Pharma or Medical Devices production and usage from productivity efficiency and competitiveness perspective. (ii) Quality, availability and pricing of raw materials for Pharma or Medical Devices sector including Key Starting materials, Drug intermediates, components of the Medical Devices, etc from within and outside the country. (iii) Pharmaceutical or Medical Devices production, consumption and pricing. (iv) Measures to promote Research & Development in the Pharmaceutical or Medical Devices in the Country. (v) Project relating to new/capacity expansion/modernization projects in Pharmaceutical or Medical Devices.

11. (Post ID No.23055211420) One post of Director/Deputy Secretary (Digital Commerce), Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree/PG Diploma in Business Administration / Economics / Commerce / Business Economics / Foreign Trade.

(B) EXPERIENCE: At least ten years of experience in an e-Commerce company/marketplace or retail trade company with at least four years experience in the middle management level and above in an e-Commerce company/marketplace or retail trade company.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree/PG Diploma in Business Administration / Economics / Commerce / Business Economics or Foreign Trade.

(B) EXPERIENCE: At least seven years of experience in an e-Commerce company/marketplace or retail trade company with at least three years experience in the middle management level and above in an e-Commerce company/marketplace or retail trade company.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director level post: (i) Master's Degree/PG Diploma with specialization in the subjects of IT/Computer Science/Fintech/Operational Research and Supply Chain Management. (ii) Four years' experience in the matters of Digital Trade/Commerce.

For Deputy Secretary level post: (i) Specialization in the subjects of IT/Computer Science/Fintech/Operational Research and Supply Chain Management, in Master's Degree/PG Diploma. (ii) Three years' experience in the matters of Digital Trade/Commerce.

JOB DESCRIPTION: (i) Policy formulation, analysis and to provide assistance in decision making for matters related to Digital Trade and Internal Trade. (ii) International cooperation in respect of Digital Trade and Internal Trade. (iii) Matters related to Open Network for Digital Commerce and initiatives to deepen the adoption of digital commerce. (iv) Policy matters and programmatic interventions to reduce grievances with respect to digital commerce. (v) To handle court cases and to perform administrative work. (vi) To advice on all matters referred by the various Ministries/Departments of the Government of India relating to digital trade and internal trade.

12. (Post ID No.23055212420) One post of Director/Deputy Secretary (IPR/Copyrights), Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree in Law.

(B) EXPERIENCE: Ten years of experience (including research & Publications) in handling matters pertaining to Intellectual Property Laws.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree in Law.

(B) EXPERIENCE: Seven years of experience (including research & Publications) in handling matters pertaining to Intellectual Property Laws.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director level post: (i) PhD in the field of IPR. (ii) Evidence of important Publications in the journals of the field of IPR.

For Deputy Secretary level post: (i) PhD in the field of IPR. (ii) Evidence of important Publications in the journals of the field of IPR.

JOB DESCRIPTION: (i) Effective implementation of the various IP Statues and requisite redressal of concerns of affiliated industries. (ii) To finalise international position of the Government of India on aspects of IPRs. (iii) To ideate, process, implement and monitor several projects, schemes or programmes for the development of Intellectual Property regime in India. (iv) To promote environment for the protection of intellectual property rights of innovators and creators by bringing about changes at legislative and policy level, including requisite amendments in the Act/Rules/Office orders. (v) Assist in formulation of policies in the field related to Intellectual Property Rights. (vi) Maintain a dais for discussion with the Industry in India and abroad on IP related matters. (vii) Engage in bilateral/multilateral negotiations on IP related chapters/agreements, including finalization of MoUs.

13. (Post ID No.23055213620) One post of Director/Deputy Secretary (E-Governance), Ministry of Corporate Affairs.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: B.E./B. Tech in Computer Science.

(B) EXPERIENCE: Ten years experience in Coding, development and programming.

For Deputy Secretary level post:

(A) EDUCATIONAL: B.E./B. Tech in Computer Science.

(B) EXPERIENCE: Seven years experience in Coding, development and programming.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: One year Experience in Artificial Intelligence Markup Language (AIML).

JOB DESCRIPTION: The Officer is responsible for monitoring of MCA-21 project, 1st e-gov Project of Government of India in Ministry. He/She is responsible for validation of software systems requirements.

14. (Post ID No.23055214620) One post of Director/Deputy Secretary (Logistics), Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: B.E./B. Tech.

(B) EXPERIENCE: Ten years experience in logistics, especially movement of goods.

For Deputy Secretary level post:

(A) EDUCATIONAL: B.E./B. Tech.

(B) EXPERIENCE: Seven years experience in logistics, especially movement of goods.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Master's Degree in Business Administration (Logistics Management/Supply Chain Management) from a recognized University/Institute.

JOB DESCRIPTION: (i) Planning and monitoring the movement of foodgrains after their take-over by FCI to the recipient States. (ii) Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored foodgrains. (iii) Attending to the complaints/representations from the States Governments/ State Agencies/UTs regarding inadequate movement of foodgrains to and from the States. (iv) Reviewing and monitoring induction of foodgrains in difficult areas viz. Assam/ NE and J&K, Sikkim etc. and other critical areas identified from time to time and organising review meeting as and when required. (v) Follow up action with Railways, where necessary, on matters relating to imposition of restrictions on movement of foodgrains in accordance with Central Orders issued by the Central Government. (vi) Priority schedule of booking of traffic in Railways. (vii) Approaching the Railways for relaxation of booking restrictions likely to adversely affect the movement and availability of foodgrains. (viii) Watching of releases of foodgrains wagons at various important terminals in the country identified from time to time. (ix) Maintenance of Statistics regarding movement of indigenous foodgrains on FCI account from surplus to deficit states and calling for data from FCI Head Office and Regional Offices regarding movement of foodgrains. (x) Assistance to and liaison/coordination with State Governments/ Public Sector Undertakings and other Railway users in the movement of foodgrains and other agricultural products (Inter-State and Intra-State). (xi) Coordination regarding positioning of Gunny bales for FC and State Agencies, tentative scheduling, movement and timely availability thereof for both Rabi and Kharif seasons. (xii) Compilation/ issue of detailed Sugar Movement Programme on Monthly basis on receipt of Sugar Release Statement from the Directorate of Sugar for movement of levy sugar to various States. (xiii) Audit objections relating to transit losses, demurrage, wharfage etc. paid by FCI to Railways during transportation of foodgrains by Railways. (xiv) Policy matters regarding packing conditions, weighing at Railway premises, issue of clear RRs, provision of dunnage etc. (xv) Assistance in movement of rakes for loading of levy sugar to North East, J&K etc. (xvi) Liaison with Railway Board, Zonal and Port Trust, Railway authorities, State Governments and FCI. (xvii) Coastal movement of foodgrains for internal consumption excluding its financial aspects and cost factors. (xviii) Monitoring of Movement/ shipments of imported foodgrains (imported on Govt. a/c) from the time of shipment schedule, departure from ports, arrivals and daily unloading at ports, clearance from ports and further dispatches by rail/ road.

15. (Post ID No.23055215420) One post of Director/Deputy Secretary (ICT Edu), Department of School Education & Literacy, Ministry of Education.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree in Computer Application or B.E./B.Tech in the field of Education Technology/ Information & Communication Technology (ICT)/ Computer Science.

(B) EXPERIENCE: Ten years' experience in any of the field of:- (i) Education Technology/ICT in education, distance education. (ii) ICT in education policy issues and policy development. (iii) Strategic planning, project management, implementation and monitoring in Education Sector.

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree in Computer Application or B.E./B. Tech in the field of Education Technology/Information and Communication Technology (ICT)/Computer Science.

(B) EXPERIENCE: Seven years' experience in any of the field of :- (i) Education Technology/ICT in education, distance education. (ii) ICT in education policy issues and policy development. (iii) Strategic planning, project management, implementation and monitoring in Education Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Post Graduate/Doctorate Degree (Ph.D) in the above subjects.

JOB DESCRIPTION: (i) Guiding and monitoring Development of One Nation, One Digital Platform, called Diksha. (ii) Guide, monitor, supervise, facilitate and ensure the development of high quality e-content (for students and teachers) that is Coherent with all digital modes- Internet-based, TV and Radio- by the centre and states/UTs through NCERT and SCERT. (iii) Ensuring that a rich variety of educational software and e-content will be developed for school education (from pre-school to grade 12) in multiple languages/dialects/mother tongues and made available for students and teachers at all levels. (iv) Ensuring that all such software/e-content will be available in all major Indian Languages and will be accessible to a wide range of users including students in remote areas and divyang students. (v) Coordination for Teaching learning e-content to be developed by all States in all regional languages as well as by the NCERT, CIET, CBSE, NIOS and other bodies/institutions and uploaded into the DIKSHA platform. (vi) Conceive, Design, Guide, Coordinate, monitor and IT based solutions for child wise tracking for Foundational Literacy and Numeracy and other grades. (vii) Identifying

Emerging disruptive technologies that will necessarily transform the education system. (viii) Creating standards and evaluation tools for evaluating the effectiveness of different type of Ed Tech (Technology for Students, Technology for Teachers, Technology for assessments). (ix) Provide direction research based understanding of latest development in Education Technology globally. (x) Organize, coordinate and facilitate national workshops, manage and monitor project budgets, resource allocation, prepare project monitoring reports, maintain continuous communication with partners, develop project communication materials, briefs and manage project external evaluations, etc.

16. (Post ID No.23055216420) One post of Director/Deputy Secretary (Edu Laws), Department of School Education and Literacy, Ministry of Education.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: (i) Bachelor's Degree in Law. (ii) Registered as an advocate in any State Bar Council/Bar Council of India in terms of Advocate's Act' 1961'.

(B) EXPERIENCE: Ten years experience in the field of law providing legal services in educational sector.

For Deputy Secretary level post:

(A) EDUCATIONAL: (i) Bachelor's Degree in Law. (ii) Registered as an advocate in any State Bar Council/Bar Council of India in terms of Advocate's Act' 1961'.

(B) EXPERIENCE: Seven years experience in the field of law providing legal services in educational sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Master's Degree in Law.

JOB DESCRIPTION: (i) Giving holistic advice on legal matters. (ii) Monitoring and reviewing implementation of existing Acts and Rules in the Department to simplify them and make them more effective. (iii) Close liaison with Government counsels and Courts for all cases related to School Education across India.

17. (Post ID No.23055217420) One post of Director/Deputy Secretary (Policy, Promotion & Outreach), Department of Higher Education, Ministry of Education.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Master's Degree / Two years' Post Graduate Diploma.

(B) EXPERIENCE: Ten years' experience in the field of Media & Communication including three years' experience in promoting related schemes/missions of Central Government / its Autonomous Bodies / State Government(s).

For Deputy Secretary level post:

(A) EDUCATIONAL: Master's Degree / Two years' Post Graduate Diploma.

(B) EXPERIENCE: Seven years' experience in the field of Media & Communication including three years' experience in related schemes/missions of Central Government / its Autonomous Bodies or State Government(s).

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Post Graduate Degree/Diploma in Media/Mass Communication/Journalism.

JOB DESCRIPTION: (i) Preparation of communication plans for various schemes/policies/initiatives and their implementation for various disseminations required by the department. (ii) Support in program/outreach activities/events by coordinating with relevant bureau heads and other stakeholders for various interrelated activities including planning, communication, coordination with external stakeholders etc. (iii) Help build public awareness in different regions working in close collaboration with experts. (iv) Develops and/or coordinates development of targeted communication/content for individual schemes/policies/initiatives on website, editorial etc. (v) Developing content/collateral for standee banner, pamphlets, blogs, articles, product descriptions, social media and website. (vi) Conducting in-depth research on industry related topics in order to develop original content.

18. (Post ID No.23055218420) One post of Director/Deputy Secretary (Manufacturing – Capital Goods), Ministry of Heavy Industry.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Bachelor's Degree in Engineering / Technology in Mechanical / Production Engineering.

(B) EXPERIENCE: Ten year's work experience in Manufacturing Sector.

For Deputy Secretary level post:

(A) EDUCATIONAL: Bachelor's Degree in Engineering / Technology in Mechanical / Production Engineering.

(B) EXPERIENCE: Seven year's work experience in Manufacturing Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director level post: Master's Degree in Engineering / Technology in the subject of Mechanical Engineering.

For Deputy Secretary level post: Master's Degree in Engineering / Technology in the subject of Mechanical Engineering.

JOB DESCRIPTION: The Officer shall be responsible for: (i) All developmental works related to Capital Goods Industry used in the manufacture and/or processing industry like chemicals & petrochemicals, fertilizer, paper, sugar, plastic, cement, steel, coal, mineral, textiles, synthetic fibre, food items, material handling, construction etc. (ii) Administration and implementation of Scheme for Enhancement of Competitiveness in the Indian Capital Goods Sector. (iii) Analysis of technical matters related to policy inputs in trade barriers, import surge, Foreign Trade Agreements, FDI proposals etc and give advice.

19. (Post ID No.23055219420) One post of Director/Deputy Secretary (Manufacturing – HEI), Ministry of Heavy Industry.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Bachelor's Degree in Engineering / Technology in Electrical Engineering.

(B) EXPERIENCE: Ten year's work experience in Manufacturing/ Power/Energy Sector.

For Deputy Secretary level post:

(A) EDUCATIONAL: Bachelor's Degree in Engineering / Technology in Electrical Engineering.

(B) EXPERIENCE: Seven year's work experience in Manufacturing/ Power/Energy Sector.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE:

For Director level post: Master's Degree in Engineering / Technology in Electrical Engineering.

For Deputy Secretary level post: Master's Degree in Engineering / Technology in Electrical Engineering.

JOB DESCRIPTION: The Officer shall be responsible for: (i) All developmental works related to heavy electrical machinery & equipment used in the power generation, transmission, distribution, renewable energy sector and Industrial Application like Green Hydrogen Production, Locomotives etc. (ii) Analyse technical matters related to policy & regulation inputs in technical regulation, standardisation, public procurement, trade barriers, import surge, Foreign Trade Agreements, FDI proposals etc and give advice.

20. (Post ID No.23055220420) One post of Director/Deputy Secretary (Urban Planning), Ministry of Housing and Urban Affairs.

ESSENTIAL QUALIFICATIONS:

For Director level post:

(A) EDUCATIONAL: Bachelor's Degree in Urban Planning/Architecture/Architecture & Planning/Civil Engineering.

(B) EXPERIENCE: Ten years' experience of:- Working with Municipal bodies in the field of Urban Planning, Master Plan / town plan scheme; **OR** Working for planning township for private/public entities; **OR** Working as a part of Urban Planning Consultancy Firm to design and plan city areas including public spaces, water bodies etc. **OR** Experience of working for urban designs/plans to be implemented on the field.

For Deputy Secretary level post:

(A) EDUCATIONAL: Bachelor's Degree in Urban Planning/Architecture/Architecture & Planning/Civil Engineering.

(B) EXPERIENCE: Seven years' experience of:- Working with Municipal bodies in the field of Urban Planning, Master Plan / town plan scheme; **OR** Working for planning township for private/public entities; **OR** Working as a part of Urban Planning Consultancy Firm to design and plan city areas including public spaces, water bodies etc. **OR** Experience of working for urban designs/plans to be implemented on the field.

DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS

DESIRABLE: Master's Degree in Urban Planning/Architecture/Architecture & Planning/Civil Engineering; **OR** Degree/Diploma in Sustainable Management/GIS/Economic Geography/Environment Planning/Tourism Management.

JOB DESCRIPTION: To assist the Ministry in: (i) Policy formulation; (ii) Preparation of model rules and regulations; (iii) Handholding ULBs in various planning projects/schemes; (iv) Capacity building of ULBs in Urban Planning; (v) Interactions with experts in Urban Planning.

Note-1: The concerned Ministry/Department can assign any other task in place of/in addition to those indicated in the Job Description in respect of the above posts, (at Sl. No. 1 to 20) which are only indicative in nature.

Note-2: All the above mentioned posts (at Sl. No. 1 to 20) are suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. (i) Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, (ii) Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, (iii) Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or Both legs and both arms affected **(BLA)** or One leg and One arm affected **(OLA)** or Both Legs and One Arm affected **(BLOA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** or Muscular Dystrophy **(MDy)**, Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above.

(IMPORTANT)	
ONLINE RECRUITMENT APPLICATIONS (ORA) ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE https://www.upsconline.nic.in TO THE ABOVE POSTS FROM 20-05-2023 .	
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS 23:59 HRS ON 19-06-2023 .	
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO 23:59 HRS ON 20-06-2023 .	
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.	

DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATES ARE REQUIRED TO BRING THE PRINTOUT OF THEIR ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

1. ELIGIBILITY:

The following with a minimum of experience of Fifteen years for Joint Secretary Level posts, experience of Ten years for Director Level posts and experience of seven years for Deputy Secretary Level posts are eligible to apply:

- a. Officers of any State/UT Government who are already working at equivalent level or are eligible for appointment to equivalent level in their cadre, with relevant experience.
- b. Individuals working at comparable levels in Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes.
- c. Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations.

2. COMPARABLE LEVEL:

The comparable/equivalent level would be defined as under:

- a) The candidate applying for Joint Secretary level post must have a minimum gross salary of Rs. 35 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.
- b) The candidate applying for Director level post must have a minimum gross salary of Rs. 20 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.
- c) The candidate applying for Deputy Secretary level post must have a minimum gross salary of Rs. 15 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.

Note: In case of inability to submit the Form-16/ITR for the year 2022-2023 by the closing date, candidates has to submit an undertaking that the same will be submitted before the date of interview.

NOTE: Central Government employees are not eligible to apply for these posts.

3. AGE & PAY:

- a) The minimum and maximum age limit for the **Joint Secretary level post** are **40 and 55 years** respectively and the Pay will be fixed at the minimum of Pay Level-14 in the Pay Matrix as per 7th CPC (approximate gross salary would be around **Rs. 2,66,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).
- b) The minimum and maximum age limit for the **Director level post** are **35 and 45 years** respectively and the Pay will be fixed at the minimum of Pay Level-13 in the Pay Matrix as per 7th CPC (approximate gross salary would be around **Rs. 2,18,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).
- c) The minimum and maximum age limit for the Deputy Secretary level post are **32 and 40 years** respectively and the Pay will be fixed at the minimum of Pay Level-12 in the Pay Matrix as per 7th CPC (approximate gross salary would be around **Rs. 1,43,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).
- d) However, the Government reserves its right to place deserving appointees at an appropriate level within the scale of pay.
- e) The crucial date for determining the age limit shall be the closing date for submission of online application.

4. OTHER CONDITIONS:

- a) All appointees are to be deemed as public servants for the purpose of the CCS (Conduct) Rules and such other statutes as notified by the government from time to time.
- b) Tenure: The period of contract/ deputation would be Three years extendable up to a maximum of Five years, depending upon performance and requirement.
- c) The employment contract to be terminated by either side with a minimum notice period of 3 months.

d) Applicants who fulfill the eligibility conditions for the post of Director will be eligible for recommendation to the post of **Director** and applicants who fulfill the eligibility conditions for the post of Deputy Secretary will be eligible for recommendation to the post of **Deputy Secretary**.

5. OTHER DETAILS:

All the above posts are in Group 'A'. Appointment of Candidate from Private Sector will be on contract basis as per terms of contract to be signed between the selected candidate and the Government of India. Officials of State/UT Admin/PSUs, Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes would be appointed on deputation basis as per standard term of deputation.

5. HEADQUARTERS:

New Delhi.

NOTE-1: The candidates willing to apply for the above posts are advised to visit Commission's Website <http://www.upsconline.nic.in>. The detailed advertisement along-with 'Instructions and Additional Information to candidates' has been displayed on Commission's Website <http://www.upsc.gov.in> and website <http://www.upsconline.nic.in>.

NOTE-2: Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <https://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <https://www.upsconline.nic.in>.

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:

A Candidate must be an Indian National.

2. MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- (ii) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

NOTE-III:-

IMPORTANT
THE MINIMUM LEVEL OF STUABILITY IN INTERVIEW WILL BE 50 (FIFTY) MARKS OUT OF TOTAL MARKS OF 100 (HUNDRED).

3. (A) HOW TO APPLY:

- i) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.
- ii) Candidates must upload the documents/certificates in support of in each of the claims made by them in the application like, Date of Birth, Educational Qualification, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 1 MB for the respective aforesaid modules and 2 MB for the "UPLOAD OTHER DOCUMENT" module and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.

The following documents are to be uploaded:-

- a) Copy of Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth (in case of Tamil Nadu & Kerala).
- b) Copy of Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d) For experience, up-to-date and full Experience Certificate, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc. issued by the employer may be uploaded (link for the format is given in the online application form). In case, the submitted documents do not convincingly support the claim made, the applications is liable to be rejected.

Similarly, applicants who have claimed relevant experience but the Experience Certificate attached in support of that is not for the entire duration claimed or do not support the claim made would be rejected. Only the time period of relevant experience for which Experience Certificate has been submitted would be considered.

Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the candidates themselves or self employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience

certificate in the given format, any document unambiguously indicating the experience, nature of duties and the period claimed may be submitted and it would be considered on merit. Further, if the candidate is not able to submit experience certificate indicating nature of duties of previous employer, they may get it counter signed/attested by their current employer.

Candidates will be short-listed for Interview on the basis of the information provided by them in their online application. They must ensure that such information is true.

e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) Documentary support for any other claim(s) made.

Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.

iii) **IMPORTANT :** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

iv) Candidates who wish to apply for more than one post should apply separately for each post.

v) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

vi) **Candidates are not required to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 7 below if called for interview.**

vii) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects. The applicants, who

submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission .

viii) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

3 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.

“WARNING”:

CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**
- **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

4. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview.

a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) Original Documents in support of the experience claimed.

e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

g) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

NOTE II: The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

NOTE III: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- i) misbehaving in any other manner in the examination hall, or

- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall/Interview room.
- l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
 - ii) to be debarred either permanently or for a specified period:-
 - by the Commission from any examination or selection held by them
 - by the Central Government from any employment under them, and
 - iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

6. OTHER INFORMATION/INSTRUCTIONS:

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.
- c) if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

- d) Candidates must, if required, attend a personal interview at New Delhi. The Commission do not defray the traveling or other expenses of candidates summoned for interview.
- e) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.
- f) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
- g) Candidates will be informed of the final result in due course through UPSC website and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.
- h) Canvassing in any form will disqualify a candidate.

IMPORTANT

MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.
- c) Formats of **PRESCRIBED PROFORMAE** for various certificates have been made available in the Commission's official Website <http://www.upsc.gov.in>. under Heading Recruitment followed by Forms of Certificates(link <https://www.upsc.gov.in/recruitment/recruitment-performas>) Candidates may download the same and fill up accordingly.
- d) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC INTERVIEW HALL.**