No.A-35021/08/2019-Admn.II
Union Public Service Commission
(संघ .लोक सेवा आयोग)

Dholpur House, Shahjahan Road
New Delhi-110069
Date: 13/11/2019

VACANCY CIRCULAR

Subject :   Filling up six (06) posts of System Analyst (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-10 of the Pay Matrix [Rs. 56100-177500] on Deputation (including short-term contract) basis in the office of UPSC -reg.

It is proposed to fill up six (06) posts of System Analyst (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-10 of the Pay Matrix [Rs. 56100-177500] on Deputation (including short-term contract) basis in the office of UPSC

2.   Eligibility Conditions :

I.   Deputation(including short-term contract): Officers under the Central Government or State Governments or Universities or recognized research institute or public sector undertakings or statutory or autonomous organization,–

(a)   (i)   holding analogous posts on regular basis in the parent cadre or Department; **or**
(ii)   with two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 8 in the pay matrix Rs. 47600 – 151100 or equivalent in the parent cadre or Department; **or**
(iii)   with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7in the pay matrix Rs. 44900 – 142400 or equivalent in the parent cadre or Department; **and**

(b)   **Possessing the educational qualifications and experience prescribed as under:**
(i)   Master's Degree in Computer Applications or M.Sc Computer Science or M.Sc Information Technology from a recognized University or Institute; **or**
Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute; **and**
(ii)   three years post qualification experience in actual software development using PHP or JAVA or ASP.Net and having experience in database such as MYSQL or SQL or ORACLE or POSTGRES data base in a Government Office or public sector undertaking or statutory or autonomous organization or from any recognized institution.

Note 1:   The qualification is **relaxable** at the discretion of the UPSC for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2:   The qualifications regarding experience is **relaxable** at the discretion of the UPSC for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

3.   **List of duties attached to the post of System Analyst:**
     i.   System Designing and Development of software
     ii. Processing of Data for various uses and result processing
     iii. Guidance to D.P.A.s and other junior officials for day to day work
     iv. Maintenance of System software, Application Software and documentation
     v. Administrative responsibilities
     vi. Co-ordination with user Branches
     vii. Maintaining of LAN, Network infrastructure and hardware in the Commission
     viii. Miscellaneous duties as assigned from time to time by senior officers

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.

5.   **Age-limit :-**
The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding **56 years** as on the closing date of receipt of applications.

6.   **Period of deputation: -**
The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment by the same or some other organization or department of the Central Government shall ordinarily **not to exceed three years.**

7.   **The crucial date for determining eligibility will be the last date of receipt of applications.**

8.   Application (**in duplicate**) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, may be forwarded together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:
(i)   Integrity certificate
(ii)   List of major/ minor penalties imposed if any, on the official during the last 10 years; *(if no 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 (2013-14 to 2017-18) *(attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).*

The applications along with required documents may be forwarded to Sh. Alok Kumar Dixit, Under Secretary (Admn.II), Room No. 424-B, Fourth Floor, Ayog Sachivalaya, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, **within 60 days** of the publication of the circular in the Employment News / रोज़गार समाचार. *Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.*

9.   The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. **For more details and prescribed proforma of application, visit the official website of UPSC** *(http://www.upsc.gov.in/vacancy-circulars).*

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

(Alok Kumar Dixit)
Under Secretary(Admn.II)
Union Public Service Commission
Tel. No. 011-23388476

To:-

1. All offices of Central Government/ State Governments/ Union Territories / Recognized Research Institutions/ Universities / Public Sector Undertakings / Statutory or Autonomous Organizations (as per standard list).

2. All Notice Boards of UPSC-*eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.*

3. Web Cell, UPSC- *For uploading the vacancy circular on the official website of the Commission.*

4. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Soochana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003- with a request to publish the <u>indicative</u> vacancy circular in the ensuing issue of Employment News/रोजगार समाचार.

5. NIC, DoP&T- *with a request to upload the vacancy circular on the official website of DoP&T.*

6. National Career Service (NCS) Portal of Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001- *for uploading the vacancy circular on their official website.*

(Alok Kumar Dixit)
Under Secretary(Admn.II)
Union Public Service Commission
Tel. No. 011-23388476

Proforma for application for the post of System Analyst on Deputation (including short term contract) basis in the Office of UPSC

BIO-DATA PROFORMA

1. Name and postal address (in Block Letters) with Telephone 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. Do you hold analogous post on regular basis;

6. Do you possess two years' service in the grade rendered after appointment thereto on a regular basis in posts in level 8 in the pay matrix Rs. 47600 – 151100 or equivalent in the parent cadre or Department;

7. Do you possess three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7in the pay matrix Rs. 44900 – 142400 or equivalent in the parent cadre or Department;

8. (a) Do you possess Master's Degree in Computer Applications or M.Sc Computer Science or M.Sc Information Technology from a recognized University or Institute? (Please state 'Yes/No')

    (b) If yes, state the details of degree and the name of University/Institute;

9. (a) Do you possess Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute? (Please state 'Yes/No')

    (b) If yes, state the details of degree and the name of University/Institute;

10. (a) Do you possess three years post qualification experience in actual software development using PHP or JAVA or ASP.Net and having experience in database such as MYSQL or SQL or ORACLE or POSTGRES data base in a Government Office or public sector undertaking or statutory or autonomous organization or from any recognized institution? (Please state 'Yes/No')

    (b) If yes, state the details of degree and the name of University/Institute;

11. Details of employment, in chronological order (Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Whether Central Govt./ State Govt./ University/ Research Institutions/ PSU/ Statutory/ Autonomous Organization	Post held with scale of pay	Period of service		Nature of appointment (regular/ ad-hoc/ deputation)	Basic Pay (revised)			Nature of duties with Brief Details of works performed during the appointment
			from	to		Pay in Pay Band	Grade Pay	Basic pay	
1	2	3	4	5	6	7	8	9	10

12. Nature of present employment, i.e ad-hoc or temporary or permanent

13. In case the present employment is held on deputation please state
    (a) The date of initial appointment
    (b) Period of appointment on deputation
    (c) Name of parent office/Organization to which you belong

14. Additional details about present employment:
    Please state whether working under-
    (a) Central Government
    (b) State Government
    (c)Universities
    (d)recognized research institute
    (e)public sector undertakings
    (f)statutory organization
    (g) autonomous organization

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

Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay, Level in Pay Matrix	Revised basic pay

16. Total emoluments per month now drawn

17. Additional information, if any, which you would like to mention in support of your suitability for the post.
    (Enclose a separate sheet if the space is insufficient)

18. Full postal address of forwarding authority with
    name & telephone number

19. Whether belongs to SC/ST

20. Remarks

Signature of the candidate
Full office address

Tel. No.
Email ID

Date :

(Certificate To Be Furnished By The Employer/Head Of Office/Forwarding Authority)

Certified that the particulars furnished by _____
are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2.   Also certified that:-

i.   There is no vigilance or disciplinary case pending/contemplated against Shri/Smt..........................

ii.   His/Her integrity is certified.

iii.   The photocopies of the ACRs for the last 5 years (for the year from **2013-14 to 2017-18**) 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.	:
e-mail ID	
Office Seal	:

Place:
Dated:

List of enclosure:
1.
2.
3.
4.
5.

(*Strike out which is not applicable.)