

No.A-35020/04/2025-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Date: 30.12.2025

VACANCY CIRCULAR

Sub: Filling up of 01 (one) vacancy in the grade of Senior Director (IS) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-13 A (Rs. 1,31,100-2,16,600) of the Pay Matrix of 7th CPC in the Office of UPSC on Deputation (including Short Term Contract) basis.

It is proposed to fill up 01 (one) vacancy in the grade of Senior Director (IS) (General Central Service, Group 'A', Gazetted, Non-Ministerial) in Level-13 A (Rs. 131100-216600) of the Pay Matrix of 7th CPC in the Office of UPSC on Deputation (including Short Term Contract) basis for a period of 02 years or until further orders, whichever is earlier.

2. Eligibility Conditions: Deputation (including Short Term Contract): -

Officers under the Central Government or the State Governments or Union Territories or Universities or recognized Research Institute or Public Sector Undertakings or statutory or Autonomous organizations:

- (a)** (i) holding analogous post on a regular basis in the parent cadre or department; or
(ii) with two years service in posts in Pay Level 13 of pay matrix or equivalent in the parent cadre or department rendered after appointment thereto on a regular basis; **and**
(b) Possessing the following educational qualifications and experience:

➤ **Educational Qualifications:-**

(i) Essential:

Masters in Computer Application or Information Technology or Computer Science or Computer Engineering from a recognized University or Institute; or

B.Tech in Computer Science or Information Technology or Computer Engineering from a recognized University or Institute; **and**

(ii) Desirable:

M.Tech or Ph.D in Computer Science or Information Technology or Computer Engineering or equivalent from recognized University or Institute;

Having certificate in system architect RHEL certification or virtualization or data mining or data analytics or system analysis & design from recognized University or Institute.

Contd...



➤ **Experience:-**

Fifteen years post qualification experience in actual software development using PHP or ASP.Net or Python or JAVA (Script or React or Next or Node) and having experience in AI or Network System or Cyber Security or data analysis or big data or Linux or database such as MYSQL or SQL or ORACLE or Mongo dB or POSTGRES data base in a Government Office or PSU or Autonomous Body or Statutory Body or in any recognized institution.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

3. List of duties & responsibilities attached to the post of Senior Director (IS) :-

- Responsible for Policy Planning, Project Planning and implementation thereof, assessment of the technical requirements of Computerization and consequent development of software applications and hardware architecture for the Commission and secure the online applications from unethical hacking and threats.
- Overall supervision of maintenance and upkeep of all the Software and Hardware and its peripherals installed in UPSC and online servers installed with NIC.
- Electronic processing of results through software applications in respect of all the structured Examinations and all the Recruitment Tests being conducted by the Commission and also continuous monitoring and reviewing of the efficacy of the system.
- Machine scoring and scanning of Answer scripts of candidates on OMRs.

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 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 02 (two) 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**) 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 60 days of publication of this advertisement in the Employment News:-

- (i) Integrity certificate;
- (ii) List of major/minor penalties imposed if any, on the official during the last 10years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.

Contd...



- (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*).

Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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

Government strives to have a workforce 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 Senior Director (Information System), Level-13 A 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/Mobile no.	
2.	Date of Birth (in Christian Era)	
3.	Date of retirement under Central Govt. Rules	
4.	Educational qualifications and Experience (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)	
5(A).	(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with two years service in posts in pay level 13 of pay matrix or equivalent in the parent cadre/department rendered after appointment thereto on a regular basis; and	
5(B).	Educational Qualifications:- Essential: Masters in Computer Application/Information Technology/Computer Science/Computer Engineering from a recognized University/ Institute; or B.Tech in Computer Science/ Information Technology/ Computer Engineering from a recognized University/ Institute; and	



5(C).	<p>Desirable:</p> <p>M.Tech/Ph.D in Computer Science/ Information Technology/ Computer Engineering or equivalent from recognized University or Institute;</p> <p>Having certificate in system architect RHEL certification/virtualization/data mining/data analytics/system analysis & design from recognized University or Institute.</p>	
5(D)	<p>Experience:-</p> <p>Fifteen years' post qualification experience in actual software development using PHP or ASP.Net or Python/ JAVA (Script/React/Next/ Node) and having experience in AI/Network System/ Cyber Security/data analysis/big data/ Linux/database such as MYSQL or SQL or ORACLE or MongoDB or POSTGRES data base in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution.</p>	
	<p>[Please enclose supporting documents for point number 5(A), 5(B), 5(C) and 5(D)]</p>	
6.	<p>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.</p>	
6.1	<p>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.</p>	



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						
Offi ce/ 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 appointment (regular/ Ad-hoc/ Deputatio n)	Nature of duties with brief details of works performed during the appointme nt
				From	To		
1	2	3	4	5	6	7	8

8.	(a) Name of parent office/Organization to which you belong (b) Category of parent Office (whether Central Govt./ State Govt. / Others) (c) Nature of employment (whether ad-hoc / temporary / permanent) (d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
9.	In case the present employment is held on Deputation/contract basis, please state (a) The date of initial appointment (b) Period of appointment on Deputation/contract. (c) Also, provide details of the post held on Deputation in the past by the applicant, date of return from the last deputation & other details.	



Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.

10.	Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.				
11.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale				
Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of Pay in 7th CPC Matrix
12.	Total emoluments drawn per month (Basic Pay and Pay level in the Pay Scale as per 7 th CPC)				
13. A	<p>Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement)</p> <p>(Enclose a separate sheet if the space is insufficient)</p>				
13. B	<p>Achievements</p> <p>The candidates are requested to indicate information with regard to:-</p> <ul style="list-style-type: none"> (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 				
15.	Full postal address of forwarding authority with name & telephone number				
16.	Whether belongs to SC/ST				



17.	Remarks	
------------	---------	--

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate:

Full office address:

Tel./Mobile No.:

Email ID:

A handwritten signature in blue ink, appearing to read "S. V.", is located at the bottom center of the page.

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.

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.

