

Annexure-I**Proforma for application for the post of Senior Data Processing Assistant, Level-07 on Deputation(ISTC) 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.	(i)Date of entry in service (ii)Date of retirement under Central/State Govt. Rules	
4.	Educational qualifications and Experience (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)	
5(A).	(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level 6 in the pay matrix Rs. 35400 – 112400 or equivalent in the parent cadre or Department; and	
5(B).	Possessing the educational qualifications and experience as under: (i) Master's Degree in Computer Application or Computer Science or Information Technology from a recognised 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 recognised University or Institute; and	
	(ii) two years' 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 organisation or from any recognised institution.	
	[Please enclose supporting documents for point number 5(A) & 5(B)]	
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	



6.1	Note: Lending departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.						
7.	Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient						
Office/ Orga niza tion	Whether Central Government/State Governments /UTs/ Universities/ recognized research Institute/PSUs/ statutory/autonomous organization	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ Deputation)	Nature of duties with brief details of works performed during the appointment
				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	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)				
13. B	Achievements The candidates are requested to indicate information with regard to:- (i) Research publications & reports and special projects (ii) Awards/scholarships/official appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information				
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:



(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 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.

