

No.A-35020/06/2025-Admn.II
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Date: 03.08.2026

VACANCY CIRCULAR

Subject: Filling up of 07 (seven) vacancies in the grade of Senior Data Processing Assistant (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 (Rs.44900-142400) of the Pay Matrix of 7th CPC in the office of UPSC on Deputation (ISTC) basis.

It is proposed to fill up 07 (seven) vacancies of the post of Senior Data Processing Assistant (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level 7 (Rs. 44900-142400) of the Pay Matrix of 7th CPC in the office of UPSC on Deputation (ISTC) basis.

2. Eligibility Conditions:

Deputation (ISTC): Officers under the Central Government or State Governments or Universities or recognized research institute or public sector undertakings or semi-Government or statutory or autonomous organization:-

- (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
- (b) Possessing the following educational qualifications and experience:
 - (i) Master's Degree in Computer Application or Computer Science or 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) two 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 departmental officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty six years as on the closing date of the receipt of applications.

3. List of duties & responsibilities attached to the post of Senior Data Processing Assistant:

- i. To assist Sr. Officers in System Designing and Development of software.

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- ii. Processing of Data for various uses and result processing.
- iii. Guidance to D.P.A. Grade-A and other Jr. officials for day to day work.
- iv. Maintenance of System software, Application Software and documentation.
- v. Maintaining Backups.
- 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 Dept. of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5.A. Candidates are required to forward the documents in support of **Additional information**, if any, as per the requirements of the advertised post, 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).

5.B. Candidates are also required to provide documents of **Achievements**, if any, as per the requirements of the advertised post, 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

6. 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.

7. Period of Deputation:

The period of deputation shall be initially for a period of 3 years or until further orders, whichever is earlier.

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8. Application only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) alongwith the following documents may be forwarded to **Ms. Aparna Srivastava, Under Secretary (Admn.II), Room No.11, Ground Floor, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within **60 days** of publication of this advertisement in the Employment News:-

- (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;
- (iv) Attested/certified photocopies of the APARs for the last five years (2020-21 to 2024-25) (*attested/certified on each page by an officer not below the rank of an Under Secretary or equivalent*).

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.



**(Aparna Srivastava)
Under Secretary (Admn)
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.