Dated: 20.11.2018

<u>**CIRCULAR**</u>

SUBJECT: -HIRING OF TRAINED IT PROFESSIONALS ON CONTRACT BASIS IN UPSC

Applications in the prescribed format are invited from eligible candidates for engagement as Software Designer and Senior Developer to be deployed at UPSC on short term contract basis. The number of Vacancies, Essential Qualifications, Experience, Emoluments, duties etc are given in **Annexure –I**.

2.   The General terms & conditions for hiring are given in **Annexure- II**.

3.   Eligible candidates, who fulfill the requisite eligibility criteria, may submit their application in the prescribed proforma in sealed cover clearly stating the name of the post for which applying i.e. Software Designer or Senior Developer and the application should reach this office latest by **20.12.2018**, at the following address:-

Under Secretary (Admn),
R.No. 216/AB,
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi – 110069.

(Sanjay Kumar Gupta)
Under Secretary (Admn)
Tel. No. 23381202

PROFORMA

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1.	Post Applied for	
2.	Name in full (Block letter)	
3.	Date of birth	
4.	Mobile Number	
5.	E-mail I.D	
6.	Complete residential address	

7.	Educational qualification	**GRADUATION**		
		a)	Degree	
		b)	Marks/CGPA	
		c)	Year of Passing	
		d)	Name of Institution	
		e)	Name of University	
		POST GRADUATION		
		a)	Degree	
		b)	Marks/CGPA	
		c)	Year of Passing	
		d)	Name of Institution	
		e)	Name of University	

8.	Details of Diploma/Certification or additional qualification, if any	

9.	Do you have Requisite working Experience as sought in Annexure-I , i.e. experience of working on Programming Languages/Databases and Projects Handled, give particulars

Post held	From	To	Area of Experience (in terms of working on)
			1 Programming Language 2 Database 3 Projects Handled

Attach a separate sheet.

10	Present Employer details	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:
Date:

ELIGIBILITY CRITERIA

1. **FOR SENIOR DEVELOPER:-**

   No of posts: 06

   Consolidated monthly Remuneration: - Rs. 45000/-

   ESSENTIAL QUALIFICATIONS:-

   BE/B.Tech. in Information Technology/Computer Science or MCA (Regular Course) from government recognized institute/university

   ESSENTIAL EXPERIENCE:-

   Minimum 04 years experience in actual software development using PHP under MySQL or POSTGRESS database/ORACLE

   DESIRABLE QUALIFICATION/EXPERIENCE:-

   Possessing knowledge or having experience of working in areas of Web application design and development, website development, mobile application development, Oracle Database, Linux & Windows platform and knowledge of Artificial Intelligence.

   INDICATIVE DUTIES OF SENIOR DEVELOPERS:-

   i.   To develop and write object oriented coding relating to all the Online Projects using PHP, under MySQL or SQL or POSTGRESS or any other platform as may be required including designing a format and creating data structure of different databases.
   ii.   To develop and design required administrative modules under secured environment and integration of all Online Applications
   iii. To apply security checks at Server & Client side and get the Application security audited as per requirement.
   iv.   Handling of database on Real time basis and ensuring adequate backups of databases and Applications on regular intervals as required
   v.   To maintain and manage documentation including work flow relating to the Application
   vi.   To ensure proper uploading of Applications including database on the Online Servers installed at different locations/remote locations on regular basis.
   vii. To assist senior officers of the Commission in any other duties assigned to them from time to time.

2. **FOR SOFTWARE DESIGNER:-**

   No. of Posts: 01

   Consolidated monthly Remuneration: - Rs. 75000/-

   ESSENTIAL QUALIFICATIONS:-

   BE/B.Tech. in Information Technology/Computer Science or MCA (Regular Course) from government recognized institute/university

ESSENTIAL EXPERIENCE:-

Total of 07 years experience out of which

i. 04 years experience in software development in PHP using databases such as POSTGRESS or SQL or MySQL

ii. 3 years experience in actual project designing which includes Framing data structures, Data Flow & Environment creation; Report Designing and complete system designing. Project Implementation on the servers for testing and final launch under secured environment. Database handling optimizing at the backend including creation of databases such as POSTGRESS or SQL or My SQL.

DESIRABLE QUALIFICATION/EXPERIENCE:-

Possessing knowledge or having experience of working in areas of Web application design and development, website development, mobile application development, Oracle Database, JAVA, Linux & Windows platform and knowledge of Artificial Intelligence.

INDICATIVE DUTIES OF SENIOR DEVELOPER:-

i. To develop and deliver coding relating to all the Online Projects using PHP, or any other platform as may be required including designing a format and creating data structure of different databases.

ii. To develop and design required administrative modules under secured environment and integration of all Online Applications

iii. To get the Application security audited as per requirement.

iv. To create database for all the ONLINE Applications on regular intervals as required.

v. To maintain and manage documentation including work flow relating to the Application

vi. To ensure proper uploading of Applications including database on the Online Servers installed at different locations/remote locations and monitoring of ONLINE Servers on regular basis.

vii. To handle all types of queries related to Online Applications.

viii. To assist senior officers of the Commission in any other duties assigned to them from time to time.

ix. Working on virtual machine environment on LINUX Platform

x. To gather requirement from concerned department related to application to be developed.

GENERAL TERMS & CONDITIONS

- ➢ **Engagement of IT Professionals i.e. Software Designer/ Sr. Developers on contract basis in the Office of UPSC**

1. **Job Requirement**: The individual will be required to handle various projects such as ORA, SOAP,E-Admit Card, DAF, Accounting Software, Panel and Data Bank Software, Recruitment Rule Software etc

2. **Nature of Job:** The engagement will be on full time contract basis and no Individual would be permitted to take up any other assignment during the period of Contract.

3. **Duty Hours:** 09:30 AM to 06:00 PM during working days, however in special circumstances, the Individual may be called on Saturdays/ Sunday/ other Gazetted holidays or may be required to stay beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/ Sunday/ other Gazetted holidays they may be given compensatory off. **The Individual will be required to mark the attendance in Bio-metric System.**

4. **Salary and Emoluments**: **Software Designer** will be paid a consolidated monthly salary of **Rs 75000/-** and **Sr. Developer** will be paid a consolidated monthly salary of **Rs. 45000/-.** No other allowances/ perquisites, whatsoever such as HRA, TA/DA, and residential accommodation, residential telephone facility etc will be provided to them. **There will be a 5% increase in consolidated salary on annual basis if the contract is extended for a period of one year beyond existing contract period.**

5. **Period of Contract**: The contract shall be initially for a period of 1 year extendable at the discretion of the Commission based on the performance of the individual. Before the expiry of the Contract period, either party will be at liberty to leave the contract by giving 01 months prior notice to the other party provided there will be a clear period of 30 days before giving such notice.

6. **Experience Certificate:** After expiry of the term of contract, an experience certificate will be issued to the concerned individual subject to minimum of six months service in UPSC.

7. No TA/DA will be admissible to them for joining the assignment or on its culmination.

8. **Leave:** Individual will not be entitled for any kind of regular leave except eight days paid absence in a calendar year to be calculated on pro-rata basis.

9. Individual shall work under the supervision of IS Wing of UPSC and shall report to Joint Secretary (IS Wing), UPSC.

10. Individual should maintain the safety, security & confidentiality of data handled by him/her and should maintain high standard of integrity.

11. Only shortlisted candidates will be called for interview, UPSC reserves the right to reject any or all applications without assigning any reason.

12. During the period of their engagement with the UPSC, it is likely that they may come across certain information of importance or secret nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of their assignment but also thereafter. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.

13. The intellectual property rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No. one shall utilize or publish or disclose any part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment, or during the course of the assignment for the office, without the express written consent of the office. The Individual shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. Accordingly, it will be required to furnish NOC/ No-dues certificate from the concerned Branches/ Sections.

14. UPSC shall not be responsible for any loss, accident, damage; injury suffered by the Individual, whatsoever, arising in or out of the execution of work including travel.

15. In the event any Individual is found unfit on any account or any insubordination/ misconduct, his/her services can be terminated immediately without any prior notice.

16. The above terms & Conditions are illustrative and not exhaustive.

17. **Guidelines for the submission of the application**

   The duly completed application in prescribed proforma along-with requisite documents should be submitted so as to reach the office latest by 20/12/2018. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

   a) Copy of 10th and 12th Certificate
   b) Copy of Degree Certificate
   c) Copy of PAN card and AADHAR card- mandatory