

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 7 in 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.)