

**ADVERTISEMENT NO.53/2023  
UNION PUBLIC SERVICE COMMISSION  
INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*)  
FOR LATERAL RECRUITMENT OF JOINT SECRETARY AND  
DIRECTOR/DEPUTY SECRETARY LEVEL POSTS  
ON CONTRACT BASIS  
(\*: by using the website <https://www.upsconline.nic.in>)**

**VACANCY DETAILS**

The Government of India has submitted a requisition for Lateral Recruitment of **Joint Secretary and Director/Deputy Secretary level Officers**. Accordingly, On line Applications are invited from talented and motivated Indian nationals willing to contribute towards nation building to join the Government at the level of Joint Secretary or Director/Deputy Secretary in the under mentioned posts in different Ministries/Departments with Headquarters at New Delhi on Contract Basis (On Deputation for officers of States/UT Cadres, Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organization, Universities, Recognized Research Institutes) for a period of three years (Extendable to five years depending upon performance) through website <https://www.upsconline.nic.in> by **3rd July, 2023**.

**JOINT SECRETARY**

**1. (Post ID No. 23065301403) One post of Joint Secretary (Banking, Insurance & Pension), Department of Financial Services, Ministry of Finance.**

**ESSENTIAL QUALIFICATIONS:**

**(A) EDUCATIONAL:** Bachelor's Degree.

**(B) EXPERIENCE:** Fifteen years of working experience in financial services sector (Bank/ Insurance company/Pension funds Manager).

**DESIRABLE:** Post Graduate Degree in Economics/Management/Insurance/ Actuarial Science; Or Master of Computer Application (MCA); Or Bachelor of Laws (LLB).

**JOB DESCRIPTION:**

- (i) Development of Financial Services Sector.
- (ii) Analysis of developments in the sector and formulation of legislation and public policy in respect of banking, insurance and pension sectors.
- (iii) Innovation in the financial services sector.
- (iv) Governance aspects relating to regulators of the sector.
- (v) Performance and governance of Public sector entities.

**2. (Post ID No. 23065302403) One post of Joint Secretary (Digital Economy, Fin Tech and Cyber Security), Department of Financial Services, Ministry of Finance.**

**ESSENTIAL QUALIFICATIONS:**

**(A) EDUCATIONAL:** B.E./ B.Tech in Electronics/Computer Science or Master's Degree in Computer Application.

**(B) EXPERIENCE:** At least fifteen years post qualification experience in Financial Services Sector (Banking, Insurance, Pension) including seven years experience in Cyber/Information Security/Information Technology/Digital/ Fin Tech related functions.

**DESIRABLE:**

- (i) Master's degree in Business Administration/PGDM
- (ii) Certification in Cyber security such as Certified Information Security Auditor (CISA), Certified Information System Security Professional (CISSP).

**JOB DESCRIPTION:**

Strengthen the Fin Tech and Digital Economy Ecosystem and Cyber Security Measures in Banking, Insurance and Pension sectors. Managing Project and coordinating with multiple stakeholders in Government, Financial Services Sector regulators, National and Global agencies on various issues related to Digital Economy, Fin Tech and Cyber Security. Providing inputs on strategic and policy matters. Function as CISO of the Department. Framing of Cyber Crisis Management Plan and other Cyber Security related policies of the Department. Matters related to identification of Critical Information Infrastructure in Financial Sector. The candidate will also be responsible for monitoring sectoral efforts in financial sector towards maintaining dynamic and modern digital solutions and cyber security resilience and will undertake additional functions as may be called for given the specific requirements of the financial sector and prospective changes that may evolve in future.

**3. (Post ID No. 23065303403) One post of Joint Secretary (Adolescent and Reproductive Health), Ministry of Health and Family Welfare.**

**ESSENTIAL QUALIFICATIONS:**

**(A) EDUCATIONAL:** MBBS with Post Graduation in Public Health.

**(B) EXPERIENCE:** Minimum of fifteen years of experience in Health Sector out of which at least ten years should be in areas of policy formulation/Implementation in public health.

**DESIRABLE:**

- (i) Training and Research work in Adolescent Health.

- (ii) Familiarity with the public health system and relevant govt. policies/strategies particularly National and State Health Missions

**JOB DESCRIPTION:**

- (i) Support the Joint Secretary of the Ministry of Health & Family Welfare in all technical and programmatic aspects pertaining to adolescent health/school health.
- (ii) Leading the implementation, effective functioning, accessibility, acceptability, supportive supervision and sustainability of existing Adolescent health and School health programmes, and in doing so undertake to:
- a) Work as focal point for MoHFW for all inter / intra ministerial and parliamentary affairs concerning health of adolescents and school children.
  - b) Participate and represent the government in National/International Technical Consultations/Workshops/ Seminars.
  - c) Coordinate with the other divisions in the MoHFW for intra departmental convergence of programmes.
  - d) Support all convergence efforts including collaborating with the line ministries namely Ministry of Education, MoWCD, MoYAS through joint policy planning and monitoring to ensure health and wellbeing of the adolescents.
  - e) Lead the process of updating the training materials, guidelines and procedural documents for adolescent and youth-friendly service providers/ State level programme Managers.
  - f) Lead creation of new and/or updation of existing IEC and other information support material on various thematic areas of Adolescent Health and school health programme
  - g) Act as focal point for appraisal of NHM, Programme Implementation Plans (PH's) for Adolescent Health submitted by the States/UTs and participate in the National Programme Co-ordination Committee (NPCC) Meetings.
  - h) Work on co-ordination and convergence efforts with various development partners, NGOs, academia and other stakeholders on Adolescent Health.
- iii) Identifying broad priority topics under the area of adolescent Health (from relevant guidance provided by expert committees, professional bodies IAP, FOGSI, Academia and other groups) for developing or updating norms and standards to steer national strategies and policies or to improve their implementation.
- iv) Support States/ UTs in innovative mechanisms to enable knowledge translation so that the evidence and guidelines can be more effectively translated into practice at a country and regional level.

v) Undertake regular programmatic reviews and assessments to identify bottlenecks and challenges and gaps, and recommend improvements and support State/UT in implementing the same to ensure programme goals are achieved.

### **DIRECTOR/DEPUTY SECRETARY**

**4. (Post ID No. 23065304403). One post of Director/Deputy Secretary (Information Technology), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare.**

#### **ESSENTIAL QUALIFICATIONS:**

##### **For Director level post:**

**(A) EDUCATIONAL:** Master's Degree in Information Technology or Information Systems Management (MISM) or Master Degree in Management Information Systems (MIS) or Post Graduate Diploma in Information Technology or MBA in Information Technology Management.

**(B) EXPERIENCE:** At least ten years of experience in IT sector including five years of experience in MIS/e-governance/data management including cloud infrastructure/cyber security/development of digital survey systems and digital infrastructure utilizing geospatial technologies and AI/ML.

##### **For Deputy Secretary Level post:**

**(A) EDUCATIONAL:** Master's Degree in Information Technology or Information Systems Management (MISM) or Master Degree in Management Information Systems (MIS) or Post Graduate Diploma in Information Technology or MBA in Information Technology Management.

**(B) EXPERIENCE:** At least seven years of experience in IT sector including five years of experience in MIS/e-governance/data management including cloud infrastructure/cyber security/development of digital survey systems and digital infrastructure utilizing geospatial technologies and AI/ML.

### **DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

#### **DESIRABLE:**

Experience in managing an IT department.

#### **JOB DESCRIPTION:**

- (i) Implementation of "National e-Governance Plan" in Agriculture".
- (ii) Digital Agriculture Mission: creation of digital public infrastructure for agriculture that will be built as an open source, open standard

and interoperable public good so as to enable inclusive, farmer-centric solutions through relevant information services for crop planning and health, improved access to farm inputs, credit and insurance, help for crop estimation, market intelligence, and support for the growth of the Agri. Techs industry and start-ups.

- (iii) Development and conceptualization of concept papers on Digital infrastructure for Agriculture, Creation of 'Digital Public Infrastructures' with three core registries(Farmer, Farm land Plot, and the Crop Sown data captured through a digital crop survey) which will have a Unified Farmers' Service Interface (UFSI) to develop farmer-centric digital service delivery solutions across the agriculture value Chain.
- (iv) Implementation and monitoring of Cyber Security Management Plan.
- (v) Development of 'Krishi-Decision Support System (Krishi-DSS)' by using geospatial technologies and related databases to enhance the evidence-based decision-making capability of all the stakeholders in the agriculture sector on the lines of Gati Shakti.
- (vi) Development of a 'Digital Crop survey system, a robust, effective, on-time, transparent, digitally driven Crop Survey System that uses the latest technological advancements such as visual and advanced analytics, GIS-GPS Technologies and AI/ML.
- (vii) Procurement of it systems and services like IT resources, Cloud infrastructure for all the schemes of the Department, hiring of consultants etc.
- (viii) Framing of action plan for DGQI for the different schemes under DA&FW
- (ix) Maintenance and development of different website/applications/portals/app.
- (x) Implementation and development of ' Krishi Mapper', a national frame work related to geo spatial solutions in Agriculture, This frame work would open up access to various geo spatial and non-spatial data in agriculture through a single point of access which includes numerous data m1d thematic layers in Agriculture. Krishi Mapper, will minimize the duplication of efforts and provide ready-to-analysis data products to innovators in India.

**5. (Post ID No. 23065305403) One post of Director/Deputy Secretary (Cyber Security), Department of Financial Services, Ministry of Finance.**

## **ESSENTIAL QUALIFICATIONS:**

### **For Director level post:**

**(A) EDUCATIONAL:** B.E./B.Tech/M.Sc in Computer Science/Information Technology Or MCA.

### **(B) EXPERIENCE:**

At least ten years post qualification experience in cyber/information security/Project Management roles in Financial Service Sector.

### **For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E./B.Tech/M.Sc in Computer Science/Information Technology Or MCA.

### **(B) EXPERIENCE:**

At least seven years post qualification experience in cyber/information security/Project Management roles in Financial Service Sector.

## **DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

### **DESIRABLE:**

Certification in Cyber security such as Certified Information Security Auditor (CISA), Certified Information System Security Professional (CISSP).

### **JOB DESCRIPTION:**

Governance of cyber security in financial sector. Managing projects and coordinating with multiple stakeholders in government, financial sector regulators, national and global agencies on various issues related to cyber security. Providing inputs on strategic and policy matters. The candidate will be responsible for monitoring sectoral efforts in financial sector towards maintaining dynamic and modern cyber security resilience and will undertake additional functions as may be called for given the specific requirements of the financial sector and prospective changes that may evolve in future. The candidate will also be responsible for strengthening Cyber Security Framework in financial sector in consultation with regulators and other agencies/Departments concerned. The candidate will be involved in all Cyber Security related work, Digital Payment Service Provider related work and Data Residency issues, and attending to all work relating to cyber issues in financial sector which may come up in various national and international forums/institutions/ Departments of Govt. of India. Drafting/updating of cyber related policies including cyber crisis management plan, cyber/information policies of the Department. Identification and notification of Critical Infrastructure in Financial Sector.

**6. (Post ID No. 23065306403) One post of Director/Deputy Secretary (Digital Economy and Fin Tech), Department of Financial Services, Ministry of Finance.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E./B.Tech/M.Sc in Electronics/Computer Science or Master's Degree in Computer Application.

**(B) EXPERIENCE:** At least ten years post qualification experience in Financial Services Sector including five years experience in Fin Tech Companies/Fin Tech functions of Banks/Financial Institutions or Insurance Financial sector Regulators.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E./B.Tech/M.Sc in Electronics/Computer Science or Master's Degree in Computer Application.

**(B) EXPERIENCE:** At least seven years post qualification experience in Financial Services Sector including five years experience in Fin Tech Companies/Fin Tech functions of Banks/Financial Institutions or Insurance Financial sector Regulators.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

Master's Degree in Business Administration.

**JOB DESCRIPTION:**

- (i) To advise and to monitor the trends and developments in digital economy and fin tech industry particularly as they relate to the banking, insurance, and pensions sector.
- (ii) Identifying policy interventions, facilitating and monitoring investments for the Digital Economy including Fin Tech.
- (iii) Identifying digital infrastructure gaps, financing deficits policy interventions to overcome gaps. To liaise with other departments for fin tech start-ups.
- (iv) To raise and pursue Digital Economy issues of interest to India in Multilateral and Bilateral Forums to grow India's contribution, including cross-border payments and remittances.
- (v) Co-ordination of matters related to Fin tech and Deep Tech (artificial intelligence, big data, block chain etc.) with various Government agencies, regulators and regulated entities.

**7. (Post ID No. 23065307403 ) One post of Director/Deputy Secretary (Economist), Department of Financial Services, Ministry of Finance .**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** Ph. D in Economics.

**(B) EXPERIENCE:** Ten years' experience as Economist in Banking and Financial Sector.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** Ph. D in Economics.

**(B) EXPERIENCE:** Seven years' experience as Economist in Banking and Financial Sector.

**JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**JOB DESCRIPTION:**

Economic Advice on financial sector, Impact analysis, Cost Benefit Analysis etc.

**8. (Post ID No. 23065308403) One post of Director/Deputy Secretary (Adolescent Health), Ministry of Health & Family Welfare.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** Post-Graduation in Public Health or Public Health Policy or Community Medicine or Health Management.

**(B) EXPERIENCE:** Minimum of ten years of experience in Health Sector out of which at least five years should be in the areas of policy formulation/implementation of programmes, schemes and projects in public health.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** Post-Graduation in Public Health or Public Health Policy or Community Medicine or Health Management.

**(B) EXPERIENCE:** Minimum of seven years of experience in Health Sector out of which at least five years should be in the areas of policy formulation/implementation of programmes, schemes and projects in public health.

**JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**JOB DESCRIPTION:**

(i) He/She shall be responsible for policy formulation, implementation and administration of various programmes/schemes/projects etc. in all



technical and programmatic aspects pertaining to adolescent health /school health.

(ii) Leading the implementation, effective functioning, accessibility, acceptability, supportive supervision and sustainability of existing Adolescent health and School health programmes, and in doing so undertake to:

(a) Work as focal point for MoHFW for all inter/ intra ministerial and parliamentary affairs concerning health of adolescents and school children

(b) Participate and represent the government in National/International Technical Consultations/Workshops/Seminars.

(c) Coordinate with the other divisions in the MoHFW for intra-departmental convergence of programmes.

(d) Support all convergence efforts including collaborating with the line ministries namely Ministry of Education, MoWCD, MoYAS through joint policy planning and monitoring to ensure health and wellbeing of the adolescents.

(e) Lead the process of updating the training materials, guidelines and procedural documents for adolescent and youth-friendly service providers/ State level programme Managers.

(f) Lead creation of new and/or updation of existing IEC and other information support material on various thematic areas of Adolescent Health and school health programme.

(g) Act as focal point for appraisal of NHM, Programme Implementation Plans (PIPs) for Adolescent Health submitted by the States/UTs and participate in the National Programme Co-ordination Committee (NPCC) Meetings.

(h) Work on co-ordination and convergence efforts with various development partners, NGOs, academia and other stakeholders on Adolescent Health.

(iii) Identifying broad priority topics under the area of adolescent Health (from relevant guidance provided by expert committees, professional bodies IAP, FOGSI, Academia and other groups) for developing or updating norms and standards to steer national strategies and policies or to improve their implementation.

(iv) Support States/UTs in innovative mechanisms to enable knowledge translation so that the evidence and guidelines can be more effectively

translated into practice at a country and regional level.

- (v) Undertake regular programmatic reviews and assessments to identify bottlenecks and challenges and gaps, and recommend improvements and support State/UT in implementing the same to ensure programme goals are achieved.

**9. (Post ID No. 23065309403)** One post of Director/Deputy Secretary (Urban Health), Ministry of Health & Family Welfare.

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** MBBS/BDS with Post-Graduation in Public Health Or Public Health Policy or Community Medicine or Health Management.

**(B) EXPERIENCE:** Minimum of Ten years of experience in Health Sector out of which at least five years should be in the areas of policy formulation/implementation of programmes, schemes and projects in public health.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** MBBS/BDS with Post-Graduation in Public Health Or Public Health Policy or Community Medicine or Health Management.

**(B) EXPERIENCE:** Minimum of seven years of experience in Health Sector out of which at least five years should be in the areas of policy formulation/implementation of programmes, schemes and projects in public health.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

- (i) Training and Research work in Urban Health.
- (ii) Familiarity with the public health system and relevant govt. policies/strategies particularly National and State Health Missions.

**JOB DESCRIPTION:**

- (i) Support the Joint Secretary of the Ministry of Health & Family Welfare in all technical and programmatic aspects pertaining to urban health.
- (ii) Leading the implementation. effective functioning, accessibility, acceptability, supportive supervision and sustainability of existing Urban health programmes, and in doing so undertake to:

(a) Work as focal point for MoHFW for all inter/ intra ministerial and parliamentary affairs concerning urban health.

(b) Participate and represent the government in National/International Technical Consultations/Workshops/Seminars.

(c) Coordinate with the other divisions in the MoHFW for intra-departmental convergence of programmes.

(d) Support all convergence efforts including collaborating with the line ministries namely Ministry of Housing and Urban Affairs through joint policy planning and monitoring to ensure health and wellbeing of the urban population.

(e) Lead the process of updating the training materials, guidelines and procedural documents for service providers/State level programme Managers for Urban Health.

(f) Lead creation of new and/or updation of existing IEC and other information support material on various thematic areas of Urban Health programme.

(g) Act as focal point for appraisal of NHM, Programme Implementation Plans (PIPs) for Urban Health submitted by the States/UTs and participate in the National Programme Co-ordination Committee (NPCC) Meetings.

(h) Work on co-ordination and convergence efforts with various development partners, NGOs, academia and other stakeholders on Urban Health.

(iii) Identifying broad priority topics under the area of Urban Health (from relevant guidance provided by expert committees, Academia and other groups) for developing or updating norms and standards to steer national strategies and policies or to improve their implementation

(iv) Support States/UTs, in innovative mechanisms to enable knowledge translation so that the evidence and guidelines can be more effectively translated into practice at a country and regional level.

(v) Undertake regular programmatic reviews and assessments to identify bottlenecks and challenges and gaps, and recommend improvements and support States/UTs in implementing the same to ensure programme goals are achieved.

**10. (Post ID No. 23065310403) One post of Director/Deputy Secretary (Energy Markets), Ministry of Power.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E./B.Tech in any field.

**(B) EXPERIENCE:** Ten years experience in policy and regulatory frameworks, market design and implementation in the field of Power Sector.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E./B.Tech in any field.

**(B) EXPERIENCE:** Seven years experience in policy and regulatory frameworks, market design and implementation in the field of Power Sector.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

- (i) Master' degree in Economics.
- (ii) Five years' experience in Energy Sector.
- (iii) Experience of working with Government Agencies, regulatory bodies and international organizations in the energy sector.

**JOB DESCRIPTION:**

- (i) Develop and implement strategies for promoting competition and market efficiency in the power sector.
- (ii) Develop and implement policies and regulations related to power markets.
- (iii) Provide technical expertise and guidance on the design and implementation of power market mechanisms.
- (iv) Monitor and evaluate the performance of power markets and identify areas for improvement.
- (v) Manage and coordinate research and analysis activities related to power markets.
- (vi) Collaborate with internal and external stakeholders to identify opportunities and challenges for the development of power markets.

**11. (Post ID No. 23065311403) One post of Director/Deputy Secretary (Storage Technologies), Ministry of Power.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E./B.Tech in any field.

**(B) EXPERIENCE:** Ten years experience in technology, policy and regulatory frameworks in the field of Power Sector including five years experience in Renewable Energy field.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E./B.Tech in any field.

**(B) EXPERIENCE:** Seven years experience in technology, policy and regulatory frameworks in the field of Power Sector including five years experience in Renewable Energy field.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

- (i) Five years' experience in the field of Energy Storage Projects.
- (ii) Experience of working with Government agencies, regulatory bodies and international organization in the energy sector.

**JOB DESCRIPTION:**

- (i) Develop and implement strategies for the deployment of storage technologies for grid scale storage.
- (ii) Collaborate with stakeholders to identify opportunities and challenges for the deployment of storage technologies.
- (iii) Coordinate with agencies to track progress of efforts/ measures taken to promote development of storage technologies.
- (iv) Provide technical inputs and guidance on the development and implementation of storage technologies for renewable energy.
- (v) Monitor and evaluate the performance of grid scale storage technologies and identify areas for improvement.
- (vi) Develop and implement policies, rules, guidelines etc. related to storage technologies.

**12. (Post ID No. 23065312403) One post of Director/Deputy Secretary (Rural Livelihood), Department for Rural Development, Ministry of Rural Development.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** Master's Degree in any discipline.

**(B) EXPERIENCE:** Ten years' experience in Rural development (Social Sector) related work in managerial and supervisory capacity.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** Master's Degree in any discipline.

**(B) EXPERIENCE:** Seven years' experience in Rural development (Social Sector) related work in managerial and supervisory capacity.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

- (i) Doctorate Degree.
- (ii) Experience in Rural Livelihoods Programme/Project.

**JOB DESCRIPTION:**

- (i) Implementation of DAY-NRLM scheme in all States and UTs through SRLMs, including the following:
  - (a) Social inclusion and social mobilisation of rural poor women into Self Help Groups (SHGs).
  - (b) Training and Capacity Building activities for SHGs/SHG members.
  - (c) Financial inclusion of SHGs.
  - (d) Farm and Non-Farm Livelihoods activities for the mobilised groups/members.
- (ii) Inter and Intra Ministerial coordination.
- (iii) Administrative works related to the assigned tasks.

**13. (Post ID No. 23065313403) One post of Director/Deputy Secretary (AI/ML), Ministry of Statistics & Programme Implementation.**

## **ESSENTIAL QUALIFICATIONS:**

### **For Director level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Ten years experience in IT consulting/Official Statistics/Large Databases with at least two years experience in model deployment using AI/ML technologies in any of the following domain:-

- (i) Managing projects involving BI tools / AI/ ML/ other emerging technologies
- (ii) Implementation of Big Data technologies

**For Deputy Secretary level post:** **(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication .

**(B) EXPERIENCE:** Seven years experience in IT consulting/Official Statistics/Large Databases with at least two years experience in model deployment using AI/ML technologies in any of the following domain:-

- (i) Managing projects involving BI tools / AI/ ML/ other emerging technologies.
- (ii) Implementation of Big Data technologies.

## **DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

### **DESIRABLE:**

MBA / PGDM with Information Technology / Business Analytics

### **JOB DESCRIPTION:**

- (i) Manage Projects involving BI tools / AI/ ML/ other emerging technologies
- (ii) Data Preparation, Data Understanding, Feature Engineering and Feature Selection.
- (iii) Data Pipeline Preparation
- (iv) Model Building, evaluation and analysis.
- (v) Understand different Data Science Frameworks and clarity to map business objectives to data mining goals, methodology and activities

(vi) To implement Big Data technologies

**14. (Post ID No. 23065314403) One post of Director/Deputy Secretary (Application Development), Ministry of Statistics & Programme Implementation.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Ten years experience in IT consulting/Official Statistics/Large Databases with at least five years experience in application development.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Seven years experience in IT consulting/Official Statistics/Large Databases with at least five years experience in application development.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

MBA / PGDM with Information Technology / Business Analytics

**JOB DESCRIPTION:**

- (i) Designing and Developing high-volume, low-latency applications for delivering high-availability and performance
- (ii) Contribute in all phases of the development lifecycle
- (iii) Ensure designs are in compliance with specifications
- (iv) Prepare and Produce releases of software components
- (v) Support continuous improvement by investigating alternatives and technologies and presenting these for architectural review
- (vi) Ensuring cross-platform compatibility



- (vii) Troubleshooting application errors
- (viii) Application Management
- (ix) Ensure the best possible performance, quality and responsiveness of the application
- (x) Identify and correct bottlenecks and fix bugs
- (xi) Help maintain code quality, organisation and automatization
- (xii) Integration of multiple data sources and databases into one system including data migration, transformation and scripting
- (xiii) Software workflow management with code versioning, quality control, testing, documentation and deployment

**15. (Post ID No. 23065315403) One post of Director/Deputy Secretary (Database Design), Ministry of Statistics & Programme Implementation.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Ten years experience in IT Consulting/ Official Statistics/Large databases with at least five years experience in Database Design in IT projects in any of the following domain:-

- (i) Big data technology.
- (ii) Database architecture and micro services architecture with identity and access management
- (iii) Integration of multiple data sources and databases into one system including data migration, transformation, and scripting.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master's degree in Computer Applications Or Master's degree in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Seven years experience in IT Consulting/Official Statistics/Large Databases with at least five years experience in Database Design in IT projects in any of the following domain :-

- (i) Big data technology.
- (ii) Database architecture and micro services architecture with identity and access management
- (iii) Integration of multiple data sources and databases into one system including data migration, transformation, and scripting.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

MBA / PGDM with Information Technology / Business Analytics

**JOB DESCRIPTION:**

- (i) Implementation of database architecture and micro services architecture with identity and access management.
- (ii) Integration of multiple data sources and databases into one system including data migration, transformation, and scripting.
- (ii) Implementation of Big Data technologies.
- (iv) Software workflow management with code versioning, quality control, testing, documentation and deployment.

**16. (Post ID No. 23065316403) One post of Director/Deputy Secretary (Frontend Web Design), Ministry of Statistics & Programme Implementation.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master,s degree in Computer Applications Or M.Sc. in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Ten years experience in IT consulting/Official Statistics/Large Databases with at least five years of experience in any of the following domain:

- (i) Frontend web design and development in IT using open source software Projects
- (ii) Creation of UI/ UX structure and design of portals for responsive design
- (iii) web development languages and Java Script framework

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E. / B.Tech. in Information Technology/Computer Science/Electronics & Communication Engineering Or Master,s degree in Computer Applications Or M.Sc. in Information Technology / Computer Science /Electronics & Communication.

**(B) EXPERIENCE:** Seven years experience in IT Consulting/Official Statistics/Large Databases with at least five years of experience in any of the following domain:

- (i) Frontend web design and development in IT using open source software Projects
- (ii) Creation of UI/ UX structure and design of portals for responsive design
- (iii) web development languages and Java Script framework.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

MBA / PGDM with Information Technology / Business Analytics

**JOB DESCRIPTION:**

- (i) Design, development and implementation of best practices for web portal and visualizations.
- (ii) Creation of UI/ UX structure and design of portals for responsive design.
- (iii) Work on web development languages and Java Script framework.
- (iv) Creation of screen mock-ups, with focus on user experience.
- (v) Software workflow management with code versioning, quality control, testing, documentation and deployment.

**17. (Post ID No. 23065317403) One post of Director/Deputy Secretary (Linux Based Server Manager), Ministry of Statistics & Programme Implementation.**

**ESSENTIAL QUALIFICATIONS:**

**For Director level post:**

**(A) EDUCATIONAL:** B.E. / B. Tech. in Information Technology/Computer Science/ Electronics & Communication Engineering) Or Master's degree in Computer Application Or M.Sc. in Information Technology / Computer Science /Electronics &Communication Engineering.

**(B) EXPERIENCE:** Ten years experience in IT Consulting/Official Statistics/Large Databases with at least five years experience in Linux based cloud server management and Network security administration/application security analyst in IT projects.

**For Deputy Secretary level post:**

**(A) EDUCATIONAL:** B.E. / B. Tech. in Information Technology/Computer Science/ Electronics & Communication Engineering) Or Master's degree in Computer Application Or M.Sc. in Information Technology / Computer Science /Electronics &Communication Engineering.

**(B) EXPERIENCE:** Seven years experience in IT Consulting/Official Statistics/Large Databases with at least five years experience in Linux based cloud server management and Network security administration/application security analyst in IT projects.

**DESIRABLE QUALIFICATIONS AND JOB DESCRIPTION FOR BOTH LEVEL OFFICERS**

**DESIRABLE:**

MBA / PGDM with Information Technology / Business Analytics.

**JOB DESCRIPTION:**

- (i) Linux administration for the management of hosting environment, including database administration and creating backup of the data and cloud-based environment.
- (ii) Implementation of server-side technologies, database development and micro services architecture with identity and access management.
- (iii) Integration of multiple data sources and databases into one system including data migration, transformation, and scripting.
- (iv) Implementing of SSL certificates and performing security audits and certification.
- (v) Penetration testing and security audit.
- (vi) Management, analysis and tracking of vulnerabilities discovered through audits, products or collaborations.
- (vii) Implementation of STQC and GIGW guidelines.
- (viii) NIC cloud deployment best practices — Load balancer, Disaster recovery.
- (ix) Develop and maintain up to date library of security best practices.
- (x) Establish project security plans and track progress & milestones.
- (xi) Proactively identify and manage security issues and risks to project delivery.
- (xii) Manage project security dependencies and represent the project in various cross- project forums.
- (xiii) Perform design reviews of projects including security posture and attack vector mapping.

(xiv) Analyze vulnerability reports, segregate & prioritize the vulnerabilities and do impact analysis, risk assessment and identify false positives.

**Note-1:** The concerned Ministry/Department can assign any other task in place of/in addition to those indicated in the Job Description in respect of the above posts, (at Sl. No. **1 to 17**) which are only indicative in nature.

**Note-2:** All the above mentioned posts (at Sl. No. **1 to 17**) are suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. (i) Blindness and Low Vision with disability i.e. Blind (**B**) or Low Vision (**LV**), (ii) Deaf and Hard of Hearing with disability i.e. Deaf (**D**) or Hard of Hearing (**HH**), (iii) Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (**BL**) or Both arms affected (**BA**) or One leg affected (R or L) (**OL**) or One arm affected (R or L) (**OA**) or Both legs and both arms affected (**BLA**) or One leg and One arm affected (**OLA**) or Both Legs and One Arm affected (**BLOA**) or Cerebral Palsy (**CP**) or Leprosy Cured (**LC**) or Dwarfism (**DW**) or Acid Attack Victims (**AAV**) or Muscular Dystrophy (**MDy**), Multiple disabilities (**MD**) i.e. at least two disabilities from the categories of the disabilities indicated above.

<b>(IMPORTANT)</b>
ONLINE RECRUITMENT APPLICATIONS (ORA) ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE <a href="https://www.upsconline.nic.in">https://www.upsconline.nic.in</a> TO THE ABOVE POSTS FROM <b>03-06-2023</b> .
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS <b>23:59 HRS ON 03-07-2023</b> .
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO <b>23:59 HRS ON 04-07-2023</b> .
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.
DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATES ARE REQUIRED TO BRING THE PRINTOUT OF THEIR ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

## **1. ELIGIBILITY:**

The following with a minimum of experience of Fifteen years for Joint Secretary Level posts, experience of Ten years for Director Level posts and experience of seven years for Deputy Secretary Level posts are eligible to apply:

- a. Officers of any State/UT Government who are already working at equivalent level or are eligible for appointment to equivalent level in their cadre, with relevant experience.
- b. Individuals working at comparable levels in Public Sector Undertakings (PSUs), Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes.
- c. Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations.

## **2. COMPARABLE LEVEL:**

The comparable/equivalent level would be defined as under:

- a) The candidate applying for Joint Secretary level post must have a minimum gross salary of Rs. 35 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.
- b) The candidate applying for Director level post must have a minimum gross salary of Rs. 20 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.
- c) The candidate applying for Deputy Secretary level post must have a minimum gross salary of Rs. 15 Lakh per year during any of the financial year 2021-22 or 2022-23 as per Form-16/ITR.

**Note:** In case of inability to submit the Form-16/ITR for the year 2022-2023 by the closing date, candidates has to submit an undertaking that the same will be submitted before the date of interview.

**NOTE: Central Government employees are not eligible to apply for these posts.**

## **3. AGE & PAY:**

- a) The minimum and maximum age limit for the **Joint Secretary level post** are **40 and 55 years** respectively and the Pay will be fixed at the minimum of Pay Level-14 in the Pay Matrix as per 7<sup>th</sup> CPC (approximate gross salary would be around **Rs.**

**2,66,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

b) The minimum and maximum age limit for the **Director level post** are **35 and 45 years** respectively and the Pay will be fixed at the minimum of Pay Level-13 in the Pay Matrix as per 7<sup>th</sup> CPC (approximate gross salary would be around **Rs. 2,18,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

c) The minimum and maximum age limit for the Deputy Secretary level post are **32 and 40 years** respectively and the Pay will be fixed at the minimum of Pay Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC (approximate gross salary would be around **Rs. 1,43,000/-** including Dearness Allowance, Transport Allowance & House Rent Allowance in present level).

d) However, the Government reserves its right to place deserving appointees at an appropriate level within the scale of pay.

e) The crucial date for determining the age limit shall be the closing date for submission of online application.

#### **4. OTHER CONDITIONS:**

a) All appointees are to be deemed as public servants for the purpose of the CCS (Conduct) Rules and such other statutes as notified by the government from time to time.

b) Tenure: The period of contract/ deputation would be Three years extendable up to a maximum of Five years, depending upon performance and requirement.

c) The employment contract may/to be terminated by either side with a minimum notice period of 3 months.

d) Applicants who fulfill the eligibility conditions for the post of Director will be eligible for recommendation to the post of **Director** and applicants who fulfill the eligibility conditions for the post of Deputy Secretary will be eligible for recommendation to the post of **Deputy Secretary**.

#### **5. OTHER DETAILS:**

All the above posts are in Group 'A'. Appointment of Candidate from Private Sector will be on contract basis as per terms of contract to be signed between the selected candidate and the Government of India. Officials of State/UT Admin/PSUs, Autonomous Bodies, Statutory Organizations, Universities, Recognized Research Institutes would be appointed on deputation basis as per standard term of deputation.

#### **6. HEADQUARTER:**

New Delhi.

**NOTE-1:** The candidates willing to apply for the above posts are advised to visit Commission's Website <http://www.upsconline.nic.in>. The detailed advertisement along-with 'Instructions and Additional Information to candidates' has been displayed on Commission's Website <http://www.upsc.gov.in> and website <http://www.upsconline.nic.in>.

**NOTE-2:** Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <https://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <https://www.upsconline.nic.in>.





## **INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION**

### **1. CITIZENSHIP:**

A Candidate must be an Indian National.

**2. MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

**NOTE-I:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

**NOTE-II:** IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- (ii) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

**THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.**

**NOTE-III:-**

<b>IMPORTANT</b>
<b>THE MINIMUM LEVEL OF STUABILITY IN INTERVIEW WILL BE 50 (FIFTY) MARKS OUT OF TOTAL MARKS OF 100 (HUNDRED).</b>

### **3. (A) HOW TO APPLY:**

- i) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.

ii) Candidates must upload the documents/certificates in support of in each of the claims made by them in the application like, Date of Birth, Educational Qualification, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim in PDF file in such a way that the file size does not exceed 1 MB for the respective aforesaid modules and 2 MB for the "UPLOAD OTHER DOCUMENT" module and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.

The following documents are to be uploaded:-

a) Copy of Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth (in case of Tamil Nadu & Kerala).

b) Copy of Degree/Diploma certificate as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) For experience, up-to-date and full Experience Certificate, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc. issued by the employer may be uploaded (link for the format is given in the online application form). In case, the submitted documents do not convincingly support the claim made, the applications is liable to be rejected.

Similarly, applicants who have claimed relevant experience but the Experience Certificate attached in support of that is not for the entire duration claimed or do not support the claim made would be rejected. Only the time period of relevant experience for which Experience Certificate has been submitted would be considered.

Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the candidates themselves or self employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience certificate in the given format, any document unambiguously indicating the experience, nature of duties and the period claimed may be submitted and it would be considered on merit. Further, if the candidate is not able to submit experience certificate indicating nature of duties of previous employer, they may get it counter signed/attested by their current employer.

Candidates will be short-listed for Interview on the basis of the information provided by them in their online application. They must ensure that such information is true.

e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

f) Documentary support for any other claim(s) made.

**Note:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.

iii) **IMPORTANT** : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

iv) Candidates who wish to apply for more than one post should apply separately for each post.

v) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

vi) **Candidates are not required to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 4 below if called for interview.**

vii) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission .

viii) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

**3 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.**

**“WARNING”:**

**CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE, APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTD AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :**

- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**
- **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

**4. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.**

**The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview.**

a) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a

particular qualification as equivalent qualification as per the requirement of advertisement.

- d) Original Documents in support of the experience claimed.
- e) Person with Benchmark Disabilities (PwBD) certificate in a the prescribed format (link <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

**f) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-**

- i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- g) Documentary support for any other claim(s) made.

**NOTE I:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE II:** The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

**NOTE III:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

## **5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person , or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall/Interview room.
- l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or

- ii) to be debarred either permanently or for a specified period:-
- by the Commission from any examination or selection held by them
  - by the Central Government from any employment under them, and
- iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

## **6. OTHER INFORMATION/INSTRUCTIONS:**

a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.

c) if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

d) Candidates must, if required, attend a personal interview at New Delhi. The Commission do not defray the traveling or other expenses of candidates summoned for interview.

e) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

f) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

g) Candidates will be informed of the final result in due course through UPSC website and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.

- h) Canvassing in any form will disqualify a candidate.

### **IMPORTANT**

#### **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.
- c) Formats of **PRESCRIBED PROFORMAE** for various certificates have been made available in the Commission's official Website <http://www.upsc.gov.in>. under Heading Recruitment followed by Forms of Certificates(link <https://www.upsc.gov.in/recruitment/recruitment-performas>) Candidates may download the same and fill up accordingly.
- d) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC  
INTERVIEW HALL.**