

New Delhi, the 25<sup>th</sup> May, 2018

**CIRCULAR**

**Subject: Filling up of one post of Senior System Analyst in level-11 of pay matrix (PB-3 with GP of Rs.6600/- in 6 CPC scale) in Cabinet Secretariat on deputation basis.**

It is proposed to fill up one post of Senior System Analyst in the Cabinet Secretariat in level-11 of pay matrix (PB-3 with GP of Rs.6600/- in 6<sup>th</sup> CPC scale) on deputation basis. The eligibility conditions for appointment to the post of Senior System Analyst are given in the Annexure-I.

2. The service of person appointed on deputation will be governed by the terms and conditions laid down in DOPT's OM No. 2/29/91-Estt. (Pay-I) dated 05.01.1994 and OM No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017 read with OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and OM No. 2/6/2018-Estt.(Pay-II) dated 18.05.2018.

3. It is requested that the applications of eligible and willing officer who can be relieved, if selected, may be forwarded in the prescribed Performa as in Annexure-II along with the following documents, to this Secretariat within 60 days from the date of issue of this Circular:-

- (I) C.R dossier containing CRs/APAR's for the last 05 years. In case of photo copies of C.R. Dossiers, they should be duly attested on each page.
- (II) Vigilance/administrative clearance certificate.
- (III) Integrity certificate.
- (IV) Statement showing major/minor penalties, if any, imposed during the last 10 years. The Statement is also required in case of 'NIL' information.
- (V) Cadre clearance.

4. Application received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date will not be entertained. Further, the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

  
(K.J. Sibichan)

Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of Government of India. It is requested that the vacancy may please be given wide publicity in their Attached and Subordinate offices, Public Sector Undertakings, Semi Government/Autonomous or Statutory organizations under the administrative control.
2. All Officers/Sections in the Cabinet Secretariat including, NA CWC, DPG, DBT, Office of Secretary (Security) and PMG.
3. NIC Cell with the request to post the Circular on the website of the Cabinet Secretariat and also on Intranet.
4. Hindi Section for Hindi Version

## Annexure-I

Name of the post	: Senior System Analyst
Number of posts	: 01 (One)
Classification	: General Central Service Gr.'A' Gazetted, Non-Ministerial
Pay Scale of the post	: Level-11 of Pay matrix (PB-3 with Grade Pay of Rs. 6600 as per 6 CPC Scale)
Method of recruitment	: Promotion/Deputation including short term contract
Period of deputation	: Ordinarily not exceeding 04 years
Eligibility and Educational and other Qualifications	: <p>Officers under the Central/State Government or Universities or Recognized Research Institutes or Public Sector Undertakings or Semi-Government Statutory or Analogous Organizations.</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or Department;</p> <p>or</p> <p>(ii) with 5 years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 10 of Pay Matrix (corresponding to PB 3 with GP Rs. 5400 of 6<sup>th</sup> CPC Scales) or equivalent in the parent cadre or department;</p> <p>and</p> <p>(b) possessing the following Educational Qualifications and experience:</p> <p>(i) Master's Degree in Computer Applications or M. Sc. (Computer Science/Information Technology) from a recognized University or Institute;</p> <p>or</p> <p>B.E./B. Tech in Computer Engineering or Computer Science or Computer Technology or Computer Science &amp; Engineering or Information Technology from a recognized University or Institute.</p> <p>(ii) Five years post qualification experience in relevant areas of Programming or Information System in Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution.</p> <p><b>Note 1:</b> The Departmental System Analyst in Level-10 of Pay Matrix with 5 years' regular service in the grade will also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled-up by promotion.</p> <p><b>Note 2:</b> The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 3:</b> Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>

**PROFORMA**

1. Post applied for : Senior System Analyst

Passport-size  
Photograph

2. Name and address in Block Letters :

Name :

Address :

3. Date of Birth :

4. Date of Retirement under Central Govt. rules :

5. Educational Qualifications

6. Whether educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

<u>Qualification/Experience Required</u>	<u>Qualification/Experience Possessed</u>

7. Please state clearly whether in the light of Entries made by you above, you meet the requirement of the post?

8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient) :

Ministry/Department	Post held	From	To	Scale of pay and basic pay/band pay & grade pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent :
10. In case the present employment is held on deputation basis/contract basis, please state :
  - a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent office/organization to which you belong
11. Additional details about present employment. Please state whether working under Central Government :
12. Are you in the revised scale of Pay? If yes, give the date from which the revision took place : and also indicate the pre-revised scale
13. Total emoluments per month now drawn :
14. Whether belongs to SC/ST :
15. Additional information, if any :
16. Remarks, if any :

Signature of the Candidate

Place & Date

Address -----  
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**(To be endorsed by the office where posted)**

Service particulars given by the applicant have been verified with reference to service records and found to be correct.

- (i) It is certified that no vigilance case is either pending or contemplated against the officer
- (ii) It is certified that no major/minor penalty has been imposed on the officer during the last 10 years
- (iii) It is certified that the Integrity of the officer is beyond doubt.

Place & Date

Signature with seal of Head of Office