

F. No. 7/23/2004-Estt.-IV
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(Establishment – IV Section)

Room No. 344, Udyog Bhawan
New Delhi, the 9th May, 2006

OFFICE MEMORANDUM

Sub:- Filling up of the post of Senior System Analyst in the Department of Industrial Policy & Promotion, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi – regarding.

The under-signed is directed to fill up a post of Senior System Analyst (Group “A”) in the Tariff Commission under Ministry of Commerce and Industry (Department of Industrial Policy & Promotion) in the scale of pay of Rs. 3000-100-3500-125-4500 (Revised : 10000-325-15200/-) by promotion/transfer on deputation basis from amongst suitable officers serving under the Central Government. The eligibility conditions, educational qualifications etc. are as follows:-

Officers under the Central Government:-

- (a) (i) holding analogous posts on a regular basis; or
- (ii) with 5 years' regular service in posts in the scale of Rs. 2200-4000/- (pre-revised) or equivalent; or
- (iii) with 8 years' regular service in posts in the scale of Rs. 2000-3500/- (pre-revised) or equivalent; and
- (b) possessing the educational qualifications and experience :-
- (A) (i) Masters' Degree in Computer Application/M.Tech. (with specialization in Computer Application/Degree in Computer Engineering/Technology or B.E./B. Tech. in Computer Science from a recognised University or equivalent
- (ii) 5 years' experience of Electronic Data Processing work out of which at least 2 years experience should be in actual programming on an Electronic Computer; or

Contd...

- (B) (i) Masters' Degree in Physics/Statistics/Operations Research or Mathematics/Economics/Commerce (with Statistics/Business Administration with specialization in Computer Applications or degree in Engineering from a recognised University; or equivalent
- (ii) 7 years; experience of Electronic data Processing work out of which at least 3 years experience should be used actual programming on an electronic computer.

II. The Departmental Data Processing Assistant Grade "B" with 10 years regular service in the grade will also be considered alongwith outsiders and in case he is selected for appointment to the post the same will be deemed to have been filled by promotion.

2. The Departmental officers in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

3. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

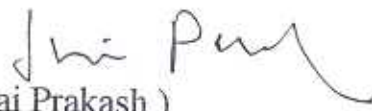
(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer of deputation shall be not exceeding 56 years on the closing date of receipt of applications).

4. The Officer selected will have the option to draw his Pay plus Deputation (Duty) Allowance or to have his pay fixed in the scale of pay of the post as admissible under rules.

5. Applications (in triplicate) in the given Proforma duly filled by the candidates along with complete and up to-date Annual Confidential reports of officers who could be spared in the event of their selection may be sent to this Department within 60 days of the appearance of the advertisement in Employment News. Applications received after the last date, without ACRs or otherwise incomplete will not be considered. While forwarding the applications. It may be verified and certified that the particulars furnished by the officer are correct and no disciplinary case is pending or contemplated against the officer.

6. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

8. A brief description of duties attached to the post of Senior Systems Analyst (Group 'A') is as per Annexure.
9. Ministry of Agriculture etc. are therefore requested to give wide publicity of the circular among all the attached/subordinate and autonomous bodies etc.

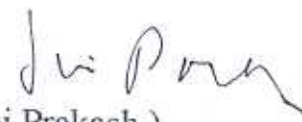

(Jai Prakash)

Under Secretary to the Govt. of India.

All Ministries/Departments under the Government of India.

Copy to :-

1. Directorate of Audio Visual Publicity, Ministry of Information & Broadcasting, IIIrd Floor, PTI Building, Parliament Street, New Delhi with the request to publish the circular in the ensuing edition of Employment News and submit the cost of its publication to the Department urgently.
Sh. P.K. Rajput, Pr. Syst. Engrg.
- ✓ 2. National Informatics Centre, Department of Industrial Policy & Promotion, Udyog Bhawan with the request to uplink the circular on the web-site of the Department for wide publicity.
3. All Attached/Subordinate and Autonomous bodies under the Department of Industrial Policy & Promotion for wide publicity among its officials.
4. All Directors/Deputy Secretary in the Department of Industrial Policy & Promotion for wide publicity among its officials.
5. Circular folder and spare copies.....10.


(Jai Prakash)

Under Secretary to the Government of India

BRIEF DESCRIPTION OF DUTIES

1. To download data from various websites, create database and analyse the same.
2. To provide training/assistance to all the officials in all computer related matters
3. To maintain and upgrade the hardware and software facilities
4. To coordinate with other departments/organizations on IT matters
5. To collect, store and retrieve the data from internet and from other secondary sources like reports/published sources.
6. To provide all assistance to the Commission in preparation of various reports, including Annual Report, Performance Budget and other financial statements to be sent to the Administrative Ministry and other Departments.
7. To procure the need based hardware and software facilities, their up gradation and maintenance through AMCs

Proforma

1. Name
2. Date of Birth
3. Date of retirement under Central Government Rules:
4. Educational Qualifications;
5. Whether educational 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;

Qualification required Qualifications possessed by the officer

Essential (i)
 (ii)
 (iii)

Desirable

6. Present post held, date from which held and the scale of pay and pay therein
7. Experience in the subject field of selection :
8. Details of service;
(a) Name of the post and employer:
(b) From _____ to _____
© Scale of pay _____
(d) Nature of appointment i.e whether ad-hoc or regular:
(e) Nature of duties performed in brief:
9. Whether belong to SC or ST;
10. Remarks

Signature of Candidate