

F.1/84(08)/2020-R-VI/SPC-II
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI – 110 069

To

Dear candidate/s,

Subject: Recruitment to 116 posts of Data Processing Assistant (DPA) in Information Technology Department, Govt. of NCT of Delhi. [Advt. No. 02/2021, Vacancy No. 21010212623].

Sir/Madam,

With reference to your application for the above mentioned post, this is to inform that you have been shortlisted for interview. You are accordingly requested to appear for the interview as per the reporting schedule given below. Reporting time for candidates called for interview in Forenoon Session is **09.00 A.M** and in Afternoon Session at **12:00 Noon** in the UPSC Office, Dholpur House, Shahjahan Road, New Delhi – 110 069.

2. You are requested to bring all the original documents (along with their self attested photocopies) regarding educational qualification, experience, age proof, community/PH certificate, equivalence certificate etc. as per exhaustive details given in the Commissions website (<http://www.upsc.gov.in>) under Recruitment/Interview/List of documents (Annexure I) while appearing for the interview.

3. You are also requested to submit Attestation Form along with photographs and fill TA Bill Form (if an outstation candidate). In this regard please read carefully and follow the procedures, terms & conditions governing the Interview as indicated in the Commissions website under Recruitment/Interview/Procedure, Terms & Conditions (Annexure II) and download the requisite forms.

Note-I: The candidate/s called for interview are hereby advised to ensure that they produce all the original documents (along with one copy) as claimed by them in their Online Application Form (ORA form) at the time of applying for the subject post, failing which, their candidature may be cancelled by the Commission.

Note-II: No request for change of date of interview will be entertained.

Yours faithfully,

Sd/-
Under Secretary (SPC-II)
23098591-4757

List of original documents to be submitted on the day of Interview.

- (i) 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 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 (like in case of Tamil Nadu & Kerala).
- (ii) Essential Qualification and Experience as mentioned in the Advertisement No. 02/2021 (Vacancy No. 21010211223) along with Degree/ Certificates as claimed. In the absence of Degree, provisional certificate along with mark sheets pertaining to all the academic years/final year will be accepted & Experience as indicated in the above advertisement No. 02/2021.
- (iii) Certificate(s) in the **“prescribed proforma”** from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- (iv) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ ST/ OBC from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- (v) A declaration in the **“prescribed proforma”** by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- (vi) Physically Handicapped (PH) certificate in **“prescribed proforma”** issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
- a) 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.
 - b) 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.
 - c) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

- d) 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.In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.
- (viii) **Certificate in respect of Age relaxation in case of :**
- a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in **“prescribed proforma”** from competent authority.
- b) Central/UT Government Employees/Servants in **“prescribed proforma”** from competent authority.
- (ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/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.
- (x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s)** you were a Government servant.
- (xi) Any other condition* (*e.g., in case of ex-servicemen)

Note I: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website www.upsc.gov.in for the prescribed formats of certificates, etc.

Note II: Use of mobile phones and other electronic gadgets in the UPSC premises is banned. Candidates are, therefore, advised to avoid bringing mobile phones with them, as the Commission does not undertake to keep them for their custody.

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Procedures, Terms and Conditions for Interview

1. DURING THE VERIFICATION OF THE DOCUMENTS/CERTIFICATES IF ANY INFORMATION GIVEN BY YOU OR ANY CLAIM MADE BY YOU IN YOUR ONLINE APPLICATION IS FOUND TO BE FALSE, YOUR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND YOU MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

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

If you are already in service under the government you would be liable to disciplinary action under the appropriate rule.

2. Kindly fill up the Attestation Form (available in Commissions website), with one recent photograph (Passport size) affixed on it at the space specified therein and submit the same on the day of checking of original documents/certificates. Candidate is also required to bring two additional identical photographs **self signed on front in ink and mentioning your (i) Roll Number, (ii) Date of interview and (iii) the name of the Post in the back of it.** Only the upper half of the photograph should be utilized for writing Roll Number etc. & lower half should be left blank for Official use.

3. You may bring along with you books, publications, manuscripts etc. the authorship of which you claim, and/or any Thesis/Dissertation submitted for post-graduate qualification, reprints of papers published in journals of repute, any literary/artistic and architectural work done by you which may have relevance to the advertised post and you may wish to submit to the Interview Board for their scrutiny.

4. The candidature of candidates is PROVISIONAL subject to their being found eligible in all respects. Candidates are summoned for interview subject to production of documents/certificates in support of their claim relating to age, claim for age relaxation as Government Servant, educational qualifications, experience in relevant field, community, physical disability etc as per prescribed eligibility criteria for the post IN ORIGINAL along with one set of attested photocopies of documents/certificates at the time of interview. (Closing date is crucial date for receipt of application as all claims of essential qualification/age relaxation/community etc. are governed by the closing date). The candidates are, therefore, advised to keep the said certificates ready and check beforehand the requirement of certificates in accordance with important instructions available in the detailed advertisement and their claim for the post.

5. The fact that you have been called for interview by the Commission does not guarantee your selection for appointment or that your demand for a higher starting salary, if any, will be supported by the Commission in case, you are selected for appointment. The initial pay of a candidate already in Central Government Service will be fixed ordinarily in accordance with the rules on the subject.

6. The Union Public Service Commission does not defray traveling or other expenses of candidates called for interview. Only the outstation candidates called for interview are paid contribution towards these expenses to the extent mentioned below:

Instructions regarding Re-imbusement of Rail Fare

The Competent Authority has decided to reimburse travelling allowance to the outstation candidates for attending Interviews/ PT Boards subject to the following conditions:-

- a) Second/ Sleeper class train fare (Mail Express) will be reimbursed if the candidates perform their journey by Rail irrespective of Class in accordance with para 132 of Supplementary Rules.
- b) Candidates will have to submit hard copies / print out of ticket (to and fro journey) in case of Train journey alongwith the prescribed T.A. claim form duly filled in duplicate. (TA Claim forms are available in the Forms and Download Section of the UPSC website).
- (c) The candidates are advised to read the instructions carefully.

For this purpose, they are required to fill in the two blank T. A. bill forms and hand these over at the Commission Office. The contribution would be paid in cash on the date of Interview itself and you should collect it from the cashier in the Commission's Office before you leave.

NB: In case a candidate is not allowed for interview for any reason mentioned in the above paras, or any other reason the Commission's contribution towards his/her travelling expenses will not be paid. In case the candidate is interviewed conditionally due to some reason, in that case also the Commission's contribution towards his/her travelling expenses will not be paid till such conditionality is cleared by the Commission. It would, therefore, be in the own interest of the candidate to have with him/her adequate funds for the return journey.

7. Please bring this letter with you and on arrival, report to the Reception Officer in the Commission's Office for entering the Commission's premises and quote the number and the date of this letter and the post applied for in all future correspondence.

Note 1: During the months of December to February the weather at Delhi is cold. Candidates are, therefore, advised to equip themselves adequately.

Note 2: Use of mobile phones and other electronic gadgets in the UPSC premises is banned. Candidates are, therefore, advised to avoid bringing mobile phones with them, as the Commission does not undertake to keep them for their custody.

F.1/84(08)/2020-R-VI/SPC-II

**UNION PUBLIC SERVICE COMMISSION
SPECIAL CELL- II**

INTERVIEW SCHEDULE

NAME OF REQUISITION : Recruitment to 116 posts of Data Processing Assistant (DPA) in Information Technology Department, Govt. of NCT of Delhi.

ADVERTISEMENT NO. : 02/2021

VACANCY NUMBER : 21010212623

VENUE OF INTERVIEW : UPSC, DHOLPUR HOUSE,
SHAHJAHAN ROAD,
NEW DELHI – 110069

Date of Interview	Reporting Time	Roll Numbers			
20.03.2023	Forenoon Session 09:00 AM	1108061	1114807	1113505	1114872
		1108133	1109776	1115006	1104724
		1104961	1105553	1105754	1106548
		1106962	1107214	1107280	1107409
		1107483	1107557	1107877	1108173
		1109172	1109450	1109557	1109757
		1109845	1110414	1110677	1111571
		1112688	1114575	1114787	1115467
	Afternoon Session 12:00 PM	1116205	1104323	1104407	1104877
		1105145	1105335	1105375	1105554
		1106054	1106467	1106745	1107006
		1107012	1107136	1107190	1107415
		1107467	1107472	1107545	1107852
		1107912	1108468	1108671	1108742

		1109552	1109602	1109641	1109886
21.03.2023	Forenoon Session 09:00 AM	1110061	1110260	1110486	1110664
		1110706	1110848	1110887	1110924
		1111168	1111217	1111347	1111392
		1111455	1111645	1111795	1112416
		1112435	1112490	1112662	1112800
		1113010	1113654	1113724	1113852
		1113891	1113915	1113916	1114027
		1114117	1115001	1115057	1115375
	Afternoon Session 12:00 PM	1115629	1115657	1115936	1116279
		1104537	1104836	1104946	1105148
		1105570	1105793	1105843	1105994
		1106067	1106188	1106465	1106491
		1106498	1106715	1106855	1106886
		1106895	1106933	1107111	1107140
1107231		1107259	1107360	1107493	
22.03.2023	Forenoon Session 09:00 AM	1107554	1107764	1107781	1108049
		1108125	1108253	1108365	1108533
		1108564	1108573	1108648	1108669
		1108826	1109011	1109187	1109249
		1109347	1109358	1109370	1109660
		1109803	1109912	1109930	1110091
		1110353	1110354	1110450	1110783
		1110843	1110867	1110886	1111127
	Afternoon Session 12:00 PM	1111214	1111336	1111709	1111826

		1111951	1111981	1112069	1112079
		1112418	1112540	1112601	1112602
		1112653	1112721	1112764	1112980
		1113049	1113199	1113202	1113240
		1113376	1113469	1113524	1113558
		1113913	1114075	1114183	1114370
23.03.2023	Forenoon Session 09:00 AM	1114449	1114512	1114662	1114711
		1115097	1115115	1115501	1115709
		1115753	1115966	1116067	1116108
		1116183	1116243	1116368	1116462
		1116493	1116595	1104554	1105535
		1105707	1105784	1105991	1106109
		1106369	1107713	1108542	1108784
		1108996	1109023	1109089	1109142
	Afternoon Session 12:00 PM	1109215	1109538	1110024	1110040
		1110319	1111331	1111487	1111957
		1112110	1112133	1112298	1112501
		1112682	1113554	1115814	1116132
		1116398	1104325	1104531	1104579
		1104711	1104755	1104973	1105066
1105114		1105204	1105466	1105579	
24.03.2023	Forenoon Session 09:00 AM	1105727	1105869	1105963	1106133
		1106231	1106290	1106294	1106556
		1106590	1106617	1106666	1106701
		1107204	1107302	1107501	1107517
		1107526	1107559	1107842	1107961

		1108055	1108076	1108157	1108205
		1108318	1108495	1108521	1108526
		1108530	1108600	1108715	1108727
	Afternoon Session 12:00 PM	1108762	1108852	1108914	1108916
		1109183	1109285	1109879	1109923
		1110005	1110031	1110194	1110327
		1110419	1110456	1110474	1110534
		1110564	1110575	1110694	1110728
		1110751	1110809	1110831	1110833
		1110915	1110950	1110985	1111174
27.03.2023	Forenoon Session 09:00 AM	1111382	1111682	1111704	1111729
		1111915	1112132	1112536	1112804
	Afternoon Session 12:00 PM	1113009	1113084	1113114	1113302
		1113613	1113726	1113997	
28.03.2023	Forenoon Session 09:00 AM	1114033	1114083	1114473	1114595
		1114732	1114983	1115072	1115082
	Afternoon Session 12:00 PM	1115153	1115197	1115385	1115512
		1115566	1115584	1115589	
29.03.2023	Forenoon Session 09:00 AM	1115751	1115759	1115799	1115858
		1116058	1116059	1116146	1116240

	Afternoon Session 12:00 PM	1116379	1116566
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Sd/-

Under Secretary (SPC-II)