

**SPECIAL ADVERTISEMENT NO. 52/2016**  
**UNION PUBLIC SERVICE COMMISSION**  
**INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*)**  
**FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS**  
(\*: by using the website <http://www.upsconline.nic.in>)

**VACANCY DETAILS**

**1. (Vacancy No. 16025201727) Fifteen Medical Officer/Research Officer (Ayurveda), Ministry of AYUSH (SC-04 & UR-11).** Of the fifteen posts, one post is reserved for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) **(OL)** or One Arm Affected (Right or Left) **(OA)**. The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) **(OL)** or One Arm Affected (Right or Left) **(OA)**. The posts are permanent. **Pay Scale:** Rs. 15,600- 39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs.45,990/- Approx.) + NPA + TA and HRA as admissible. General Central Service, Group 'A' Gazetted, Non-Ministerial. **Age\*: 35 yrs.** **(Note:** For those incumbents holding the post of Research Assistant/Technical Assistant/ Senior Technical Assistant/ Assistant Research Officer on regular basis on the date of commencement of these RRs, the age limit shall be 'Not exceeding 50 years'. No further age relaxation shall be admissible.) **QUALIFICATIONS : ESSENTIAL: EDUCATIONAL:** (i) A Degree in Ayurveda of a Recognised University/ Statutory State Board/ Council/ Faculty of Indian Medicine or equivalent recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970). (ii) Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine. **DUTIES:** To work as a doctor in CGHS Dispensaries and as Research Officer in Ministry of AYUSH. **HQ :** Department of AYUSH, New Delhi.

**2. (Vacancy No. 16025202727) Five Senior Administrative Officers Grade-I in Defence Research & Development Organisation (DRDO), Ministry of Defence (SC-01, OBC-02 & UR-02)** Of the five posts, one post is reserved for Physically Challenged Persons with disability viz. Hearing Impairment {Partially Deaf **(PD)**}. The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) **(OL)** or One Arm Affected (Right or Left) **(OA)** or **OR** Blindness or Low Vision { Partially Blind **(PB)**} **OR** Hearing Impairment {Deaf **(D)** or Partially Deaf **(PD)**}. The posts are permanent. **Pay Scale:** Rs. 15,600- 39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs.48,618/- Approx.) + TA and HRA as admissible. General Central Service, Group 'A'

Gazetted, Ministerial. **Age\*: 40 yrs. QUALIFICATIONS : ESSENTIAL: (A) EDUCATIONAL:** Degree of a recognized university. **(B) EXPERIENCE:** Six years' administration experience in a Government or semi-Government organisation or commercial organisation of repute. **DESIRABLE:** (i) Diploma in Personnel Management or Industrial relation from a recognized Institution. (ii) Working Experience in Scientific or Industrial or Technical Organisation or Departments. **DUTIES:** To Assist the Director in administrative management of the office. To supervise work relating to admin, personnel and establishment matters viz., recruitment promotion, pay fixation and other service related matters. To liaise with HQrs on all administrative activities. **HQ :** DRDO HQ, Ministry of Defence, New Delhi. **ANY OTHER CONDITIONS:** The Officers recruited are liable to be posted at Delhi, Bangalore, Dehradum, Hyderabad, Pune with liability to serve any-where in India.

**3. (Vacancy No. 16025203727) Fourteen Senior Administrative Officers Grade-II in Defence Research & Development Organisation (DRDO), Ministry of Defence (SC-02,ST-01, OBC-05 & UR-06).** The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) **(OL) or One Arm Affected (Right or Left) (OA) or OR Blindness or Low Vision { Partially Blind (PB)} OR Hearing Impairment {Deaf (D) or Partially Deaf (PD)}**. The posts are permanent. **Pay Scale:** Rs. 15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs.45,990/- Approx.) + TA and HRA as admissible. General Central Service, Group 'A' Gazetted, Ministerial. **Age\*: 35 yrs. QUALIFICATIONS : ESSENTIAL: (A) EDUCATIONAL:** Degree of a recognized university. **(B) EXPERIENCE:** Three years' experience of administration, establishment and accounts work. **DESIRABLE:** (i) Diploma in Personnel Management or Industrial relation from a recognized Institution. (ii) Working Experience in Scientific or Industrial or Technical Organisation or Departments. **DUTIES:** To Assist the Director in administrative management of the office. To supervise work relating to admin, personnel and establishment matters viz., recruitment promotion, pay fixation and other service related matters. To liaise with HQrs on all administrative activities. **HQ :** DRDO HQ, Ministry of Defence, New Delhi. But liable to serve anywhere in India.

**4. (Vacancy No. 16025204727) Twelve Stores Officers in Defence Research & Development Organisation (DRDO), Ministry of Defence (SC-01,ST-01, OBC-04 & UR-06).** The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) **(OL) or One Arm Affected (Right or Left) (OA) or OR Blindness or Low Vision { Partially Blind (PB)} OR Hearing Impairment {Deaf (D) or Partially Deaf (PD)}**. The posts are permanent. **Pay Scale:** Rs. 9,300- 34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs.30,441/- Approx.) + TA and HRA as admissible. General Central Service, Group 'B' Gazetted, Ministerial. **Age\*: 30 yrs. QUALIFICATIONS : ESSENTIAL: (A) EDUCATIONAL:** Degree of a recognized university. **(B)**

**EXPERIENCE:** Three years' experience in a Government or semi-Government office or in a private concern of repute in indenting purchases maintenance of technical Stores or accounts. **DUTIES:** Indenting purchases, Maintenance of technical stores and keeping of stores accounts. To advise the Director or concerned Lab on all latest instructions relating to stores aspects. Any other work assigned from time to time **HQ : DRDO HQ, Ministry of Defence, New Delhi.** **ANY OTHER CONDITIONS:** The Officers recruited are liable to be posted at Delhi, Bangalore, Dehradum, Hyderabad, Pune with liability to serve any-where in India.

<b>IMPORTANT</b>
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS <b>23:59 HRS ON 17.03.2016.</b>
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO <b>23:59 HRS ON 18.03.2016.</b>
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON 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 CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

**NOTES:**

a) Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <http://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 <http://www.upsconline.nic.in>.

b) \*The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection"

c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved

communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.

d) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of :

i) Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.

ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

e) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.

f) **PROBATION:** The persons selected will be appointed on probation as per rule.

g) (i) A Computer Based Recruitment Test (**CBRT**) to short-list the candidates for Interview for recruitment to the posts of **Medical Officer/ Research Officer (Ayurveda)** (Item Nos. 1 above) shall be conducted by the Commission. (ii) **A Combined Computer Based Recruitment Test (CBRT)** to short-list the candidates for Interview for recruitment to the posts of **(i) Senior Administrative Officers Grade-I & (ii) Senior Administrative Officers Grade-II** (Item No. 2 & 3 above respectively) shall be conducted by the Commission and (iii) A Computer Based Recruitment Test (**CBRT**) to short-list the candidates for Interview for recruitment to the posts of **Stores Officers** (Item Nos. 4 above) shall be conducted by the Commission.

**A. Scheme and syllabus for the CBRT for the posts of Medical Officer/ Research Officer (Ayurveda) (Item Nos. 1 above) is as under:-**

**I. Scheme of the CBRT:**

(i) The test will be of two hours duration and the medium of the test will be both Hindi and English.

(ii) The test will be an objective type with multiple choices of answers and will carry a maximum of 300 marks.

- (iii) All questions will carry equal marks.
- (iv) There will be penalty for wrong answer. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

## **II. Syllabus of the CBRT:**

The syllabus of the Test will broadly comprise the following topics :-

Maulika Siddhamta, Padartha Vijnana, Astanga Sangraha, Rachna Sarira, Kya Sarira, Rasa Sastra evam Bhesajya Kalpana, Dravyaguna Vinjana, Agada tantra, Vyavahara Ayurveda evam Vidhi Vaidyaka, Roga Vinjana evam Vikriti Vijnana, Charaka Samhita, Swastha Vrta, Kaya Chikitsa, Shalya Tantra, Shalakaya Tantra, Prasuti Tantra and Striroga, Kaumara Bhartya which are normally included in the B.A.M.S. (AYURVEDA) programme of the Indian Universities.

## **III. Weightage:**

CBRT and the Interview may carry a 75:25 weight-age for those candidates short-listed out of the CBRT and those who qualify in the interview .

## **B. Scheme and syllabus for the Combined CBRT for the posts of (i) Senior Administrative Officers Grade-I & (ii) Senior Administrative Officers Grade-II (Item No. 2 & 3 above respectively) is as under:-**

### **I. Scheme of the Combined CBRT:**

- (i) The test will be of two hours duration and will carry a maximum of 100 marks.
- (ii) The test will be objective type questions with multiple choices of answer.
- (iii) The questions in Part (B) of the syllabus will be set both in English and Hindi.
- (iv) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

### **II. Syllabus of the Combined CBRT:**

It comprises of the following areas:-

**Part A: General English:** To test the candidates' understanding of English Language and workmanlike use of words.

**Part B: General Ability:** To test the General awareness of the candidates About :-

1. Indian Union and International Affairs including Current Affairs.
2. Personnel Management and Industrial Relations.
3. General Mental Ability.
4. General Science.
5. Computer awareness & Basic knowledge of Office automation software such as WORD/EXCEL.
6. Office Management and procedure.

### III. Weightage:

Combined CBRT and Interview may carry a 50:50 Weightage for those candidates shortlisted out of the CBRT and those who qualify in the interview.

### C. Scheme and syllabus for the CBRT for the posts of Stores Officers (Item Nos. 4 above) is as under :-

#### I. Scheme of the CBRT:

- a) The test will be of two hours duration and will carry a maximum of 100 marks.
- b) The test will be objective type questions with multiple choices of answer.
- c) The medium of the test will be both Hindi as well as English except those pertaining to English Language Skill which will be set in English only.
- d) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

#### II. Syllabus of the CBRT:

It comprises of the following broad areas:

1. Basic English Language Skill.
2. Material Management.
3. General Financial Rules.

4. General Mental Ability, Data Analysis, Logical Reasoning.
5. Current Events of National and International Importance.
6. Indian Union and International Affairs.

### III. Weightage:

CBRT and the Interview may carry a 50: 50 weight-age for those candidates short-listed out of the CBRT and those who qualify in the interview .

**h) The dates of both the above CBRTs (Combined CBRT & CBRT) will be intimated to the candidates through Commission's Website.**

#### i) **IMPORTANT NOTES**

i) Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfil all the eligibility conditions of the posts shall be called for interview.

ii) The Candidates are directed to undertake the CBRT at their own risk i.e. after verifying that they fulfil the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.

iii) In regard to the post(s) identified as suitable or reserved for P.H. category/categories in this advertisement, it is made clear that Candidates must undertake the CBRT at their own and they would not be allowed to take the help of a Scribe to click the answers for them under no circumstances. However, the candidates of certain categories with disabilities like candidates with *Locomotor disability and Cerebral palsy (LDCP) where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)* shall be allowed compensatory time of 20 minutes per hour in the CBRTs and facility of Scribe, wherever opted for in their Online Recruitment Application.

iv) Before availing facility of Scribe(wherever opted for) and/or compensatory time, all such eligible LDCP candidates are required to furnish **UNDERTAKING** in the prescribed format that they have read/been read out the instructions of the Union Public Service Commission regarding the eligibility conditions of a Scribe, his/her conduct inside the Test Hall and the manner in which and extent to which he/she can help the candidate in writing the Test. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the candidate in addition to any other action that

the UPSC may take against the Scribe and candidate(s) hereby undertake to abide by them. Further, they will furnish a medical certificate to that effect that *“I am suffering from the disability viz. Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)”* issued by the competent Medical Authority/Board constituted by the Central/State Governments to UPSC, within the prescribed time limit fixed/conveyed by the Commission, in case shortlisted in the Recruitment Test. Candidate(s) given to understand that in case they fail to comply with the above requirement, it will be presumed that he/she is not suffering from above disability and his/her candidature will be cancelled by the Commission, without any further reference being made to them.





time limit fixed/conveyed by the Commission, in case shortlisted in the Recruitment Test.

3. I am given to understand that in case I fail to comply with the above requirement, it will be presumed that I am not suffering from above disability and my candidature will be cancelled by the Commission, without any further reference being made to me.

Yours faithfully,

(Signature with date)

Name: \_\_\_\_\_ (Roll No: \_\_\_\_\_)

Ph. No.

**UNDER TAKING FOR AVAILING FACILITY OF SCRIBE AND/OR  
COMPENSATORY TIME**

Dated :

The Secretary,  
Union Public Service Commission  
Dholpur House, Shahjahan Road,  
New Delhi

**Subject: Recruitment Test for recruitment to**

\_\_\_\_\_ - Under taking for availing facility of Scribe and/or compensatory time.

**Ref.:** Union Public Service Commission's Special Advertisement No. \_\_\_\_\_ published on \_\_\_\_\_, Vacancy No. \_\_\_\_\_.

Sir,

I am a candidate for the post mentioned above. Since I am suffering from the disability viz. Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), I want to avail services/facility as under:

a. Services of Scribe for assisting me in Recruitment Test, wherever opted for in Online Recruitment Application.  
**(Yes/No)**

b. Compensatory time @ 20 minutes/hour, for Recruitment Test.  
**(Yes/No)**

2. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read/been read out the instructions of the Union Public Service Commission regarding the eligibility

conditions of a Scribe, his/her conduct inside the Test Hall and the manner in which and extent to which he/she can help the candidate in writing the Test. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the candidate in addition to any other action that the UPSC may take against the Scribe and I hereby undertake to abide by them. Further, I will furnish a medical certificate to that effect that *“I am suffering from the disability viz. Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment)”* issued by the competent Medical Authority/Board constituted by the Central/State Governments to UPSC, within the prescribed time limit fixed/conveyed by the Commission, in case shortlisted in the Recruitment Test.

3. I am given to understand that in case I fail to comply with the above requirement, it will be presumed that I am not suffering from above disability and my candidature will be cancelled by the Commission, without any further reference being made to me.

Yours faithfully,

(Signature with date)

Name: \_\_\_\_\_ (Roll No: \_\_\_\_\_)

Ph. No.

**ANNEXURE-I**

**PROFORMA TO BE FILLED UP BY CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY WHERE DOMINANT (WRITING) EXTREMITY IS AFFECTED TO THE EXTENT OF SLOWING THE PERFORMANCE OF FUNCTION (MINIMUM OF 40% IMPAIRMENT)**

1. Name of Candidate \_\_\_\_\_
2. Roll No. \_\_\_\_\_
3. Are you having locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) YES NO
4. If yes, indicate the percentage of your impairment \_\_\_\_\_
5. Please indicate whether you need a Scribe for the YES NO  
Recruitment Test.
6. If yes, will you bring your own Scribe OR you require a Scribe to be provided by the Commission.
7. Give particulars of the Scribe in the enclosed proforma  
  
(applicable for the candidates who will bring their own Scribe)

## DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

(SIGNATURE OF CANDIDATE)

**ANNEXURE-II**

**PLEASE ATTACH TWO PASSPORT SIZE PHOTOGRAPHS OF THE SCRIBE**

**PARTICULARS OF THE SCRIBE FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY WHERE DOMINANT (WRITING) EXTREMITY IS AFFECTED TO THE EXTENT OF SLOWING THE PERFORMANCE OF FUNCTION (MINIMUM OF 40% IMPAIRMENT)**

1. NAME OF THE LOCOMOTOR DISABILITY AND CEREBRAL PALSY  
IMPAIRED CANDIDATE  
(impairment of 40% OR MORE) AND ROLL No.

\_\_\_\_\_

Paste one  
Passport size  
Photograph of  
Scribe

2. CENTRE/SUB-CENTRE OF CBRT \_\_\_\_\_

3. NAME OF THE  
SCRIBE \_\_\_\_\_

4. ADDRESS OF THE  
SCRIBE: \_\_\_\_\_

a. PERMANENT  
ADDRESS \_\_\_\_\_

b. POSTAL/OFFICE  
ADDRESS \_\_\_\_\_

c. TELEPHONE NO. IF ANY \_\_\_\_\_

5. EDUCATIONAL QUALIFICATION \_\_\_\_\_  
OF THE SCRIBE. ( Educational qualification of Scribe as brought by the  
candidate should not be higher than graduation)

6. RELATIONSHIP, IF ANY, OF THE  
SCRIBE TO THE  
CANDIDATE \_\_\_\_\_

### **DECLARATION**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read/been read out the instructions of the Union Public Service Commission regarding the eligibility conditions of a Scribe, his/her conduct inside the Test Hall and the manner in which and extent to which he/she can help the candidate in writing the Test. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the candidate in addition to any other action that the UPSC may take against the Scribe and I hereby undertake to abide by them.

(Signature of the Candidate )  
Scribe )

( Signature of the

Roll No. \_\_\_\_\_  
Scribe )

( Name of the



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

### **1. CITIZENSHIP:**

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**NOTE** The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

**2. AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

**3. 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:

- (a) "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed"
- (b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement
- (c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
- (d) By counting experience before or after the acquisition of essential qualifications
- (e) By holding a Recruitment Test.

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

**4. APPLICATION FEE:**

- (a) Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.
- (b) No fee for SC/ST/PH/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.
- (c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- (d) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

**5. CONCESSIONS & RELAXATIONS:**

- (a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the

Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above**, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Central Government employees:**

The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them) in accordance with the instructions or orders issued by the Government of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **issued after the date of advertisement** from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Commission.

(d) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to

31<sup>st</sup> December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2017.

**(f) Age relaxation to Physically Handicapped (PH) persons:**

i) Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy, in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29<sup>th</sup> December 2005.

**6.(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 documents pertaining to educational qualification(s) and experience (preferably in prescribed format), if any, as claimed in the online application, in a single pdf file in such a way that the file size does not exceed 2 MB and is legible when a printout taken. For that the applicant may scan the experience certificate in 200 dpi grey scale. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module.

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 and pay the fee for each post in the prescribed manner.

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 7 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 including fee. 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 and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

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

**6 (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 ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS, THEY 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 REJECTED 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.**

**7. 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, failing which the candidate would not be allowed to appear in the Interview in which case such candidate will not be entitled to receive the Commission’s contribution towards travelling expenses:-**

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 mark sheets 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) **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. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in**

prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.

e) Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma 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.

f) A declaration in the prescribed format 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 closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.

g) Physically Handicapped 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. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

**h) 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.

i) Certificate/ Document in respect of Age relaxation for:

i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.

ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.

iii) Meritorious Sports persons in prescribed proforma from competent authority.

iv) Widows/Divorced Women/Women Judicially separated from Husbands.

v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.

vi) Persons seeking age relaxation under special provision/ order.

- j) 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.
- k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.
- l) 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.

#### **8. 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.

## **9. 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) 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, 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 such place, as may be fixed by the Commission. The Commission do not defray the traveling or other expenses of candidates summoned for interview. They, however, contribute towards those expenses at a rate corresponding to the amount of the Second Class Mail railway fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate whichever is less. Details of this will be furnished when they are called for interview.
- e) Commission's contribution towards the traveling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on.
- f) 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.

- g) 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.
- h) Candidates will be informed of the final result in due course through UPSC website/ Employment News 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.
- i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.
- j) 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.

## **PRESCRIBED PROFORMAE**

### **Proforma-I**

#### **The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*.....  
 son/daughter\* of ..... of village/town\*  
 ..... in District/Division\* ..... of the  
 State/Union Territory\* ..... belongs to the..... Caste/Tribe\* which  
 is recognised as a Scheduled Caste/Scheduled Tribe\* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....

\*\*Designation.....

(With Seal of Office)

State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

### **Proforma-II**

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that  
Shri/Shrimati/Kumari\*.....son/daughter\* of  
Shri..... of village/town\* .....in District/Division\* ..... of  
the State/Union Territory\*.....belongs to the .....Community  
which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/ Union Territory\* of.....

This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

\*\*Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

\*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

**NOTE:** The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue OBC Certificate

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

**Note 2:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

### **Proforma-III**

#### **Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.



Signature:.....

Full Name:.....

Address:.....

**Proforma-IV**

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT BY UNION PUBLIC SERVICE COMMISSION OTHERWISE THAN ON RESULTS OF AN OPEN COMPETITIVE EXAMINATION**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No..... Rank.....  
Name.....whose date of birth is..... has rendered service  
from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

% Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

*(Applicable for serving personnel who are due to be released within one year)*

It is certified that No. ....Rank.....Name..... is serving in the  
Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment  
on.....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No..... Rank.....  
Name..... whose date of birth is.....is serving in the  
Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on.....and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army - Military Secretary Branch, Army Hqrs., New Delhi

Navy - Directorate of Personnel, Naval Hqrs., New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

### **Proforma-V**

Form-II

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs  
and in cases of blindness)

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

Recent PP size Attested

Photograph (Showing face

only) of the person

with disability

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt/Kum.....

son/wife/ daughter of Shri..... Date of Birth .....

(DD/ MM/ YY)

Age ..... years, male/female .....

Registration No. .... permanent resident of House No. ....

Ward/Village/Street ..... Post Office ..... District

..... State .....

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

= locomotor disability

= blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has .....% (in figure)..... percent (in words)  
permanent physical impairment/blindness in relation to his/her ..... (part of  
body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence;-

Nature of Document Date of Issue Details of authority

issuing certificate

(Signature and Seal of Authorised Signatory of  
notified Medical Authority)

Signature/Thumb

impression of the

person in whose  
favour disability  
certificate is issued.

Form-III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

(See rule 4)

Recent PP size Attested  
Photograph (Showing face  
only) of the person  
with disability

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/  
Smt/Kum. .... /son/wife/daughter of Shri ..... Date of  
Birth..... Age .....years, male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....  
Ward/Village/Street..... Post Office .....  
District.....State ..... whose photograph is affixed above, and  
are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical  
impairment/disability has been evaluated as per guidelines (to be specified) for the  
disabilities ticked below, and shown against the relevant disability in the table below:

S.	Disability	Affected Part	Diagnosis	Permanent physical
----	------------	---------------	-----------	--------------------

No.	of Body disability (in %)	impairment/ mental
1	Locomotor disability @	
2	Low vision #	
3	Blindness Both Eyes	
4	Hearing impairment £	
5	Mental retardation X	
6	Mental-illness X	

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:- .....percent

In words:- .....percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after ..... years..... months, and therefore this certificate shall be valid till .....

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

# Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority,

Name and seal of Member Name and seal Name and seal of the  
of Member Chairperson

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

Form-IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

(See rule 4)

Recent PP size Attested  
Photograph (Showing face  
only) of the person  
with disability

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum .....  
son/wife/daughter of Shri ..... Date of Birth.....

(DD) (MM) (YY)



Age ..... years, male/female.....

Registration No. .... permanent resident of House No..... Ward/Village/Street  
..... Post Office ..... District..... State .....

whose photograph is affixed above, and am satisfied that he/she is a case of  
..... disability. His/her extent of percentage physical impairment/disability has  
been evaluated as per guidelines (to be specified) and is shown against the relevant  
disability in the table below:-

S. No.	Disability of Body disability (in %)	Affected Part	Diagnosis	Permanent physical impairment/ mental
1	Locomotor disability @			
2	Low vision #			
3	Blindness	Both Eyes		
4	Hearing impairment £			
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till .....

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document Date of Issue Details of authority  
issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb

impression of the

person in whose

favour disability

certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.

### **Proforma-VI**

**The form of certificate to be produced by Government servants for claiming Age concession**

**(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....is a regularly appointed n employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\*(b) Shri/Smt./Kum. .... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department.....with effect from .....

Signature.....

Name.....

Designation

.....

Ministry/Office.....

Address.....

Office SEAL.....

Place: .....

Date: .....

**Proforma-VII**

**The form of certificate to be produced by Candidates for claiming experience**

**FORM-I**

**Experience Certificate**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax

No.....

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/Field experience of
(1)	(2)	(3)	(4)	(5)	(6)

--	--	--	--	--	--

Monthly remuneration (total)	Duties performed/experience gained in brief in each post (please give details, if needed, in attached sheet) (in case of Medical posts, please mention field of specialization)	Place of posting	Nature of work: a) Managerial (Lower/Middle/Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any
(7)	(8)	(9)	(10)	(11)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

**FORM-II**

**Experience Certificate**

**(For experience while pursuing DNB/DM/M.Ch Courses)**

Letter Head of the Institution/Issuing Authority

Telephone

No.....

Fax No.....

Name of Organization

Address of the Organization

Dated: .....

This is to certify that Dr.....son/Daughter/wife of Shri (Registration No.....) was a student for Diplomat of National Board(DNB)/Doctor in Medicine(DM)/Magister Chirugiae (M.Ch.) in.....(Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in .....(Name of Specialty) awarded to Dr.....by this College/University is recognized by the Medical Council of India.

**NOTE-I:** The experience gained is recognized by the MCI or the Statutory body concerned for system of medicine as valid teaching experience (for teaching medical posts only).

**NOTE-II:** The medical institution/college from where the experience is/are gained, is/are recognized by the concerned medical authority ( for medical posts only).

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

**FORM-III**

**Experience Certificate**

**(For experience at Bar for Advocates)**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated:

This is to certify that Shri/Ms..... (Registration No.....) S/o D/o W/o Shri.....has been practicing /practiced as an Advocate dealing with criminal/civil cases from.....to.....in the CAT/Session/Court/High Court/Supreme Court at.....

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

