



# UNION PUBLIC SERVICE COMMISSION

ADVERTISEMENT  
NO. 04

## INVITES APPLICATIONS FOR THE FOLLOWING POSTS

### 1. (VACANCY NO. 11020401526)

**ONE ASSISTANT AGRICULTURAL MARKETING ADVISER (GROUP-I) (SURVEY, TRAINING AND QUALITY CONTROL) IN DIRECTORATE OF MARKETING & INSPECTION, DEPARTMENT OF AGRICULTURE & COOPERATION, MINISTRY OF AGRICULTURE. QUALIFICATIONS : ESSENTIAL : EDUCATIONAL :** a) Master's Degree in Agriculture or Botany or Agricultural Economics or Agricultural Marketing or Economics or Commerce with Economics from a recognized University; and b) Five years' experience in the field of Agricultural Marketing including Cooperative Marketing. Or Three years' experience in the field of Agricultural Marketing with diploma in Marketing Management awarded by the Indian Institute of Food Technology or equivalent or any other recognized University / Institute or equivalent. **DESIRABLE :** Experience of organizing / conducting Market Surveys and writing reports. **DUTIES :** To assist Agricultural Marketing Adviser (AMA) / Jt. AMA in all technical works of the Directorate. To render technical guidance in scrutinizing, processing and interpretation of data collected.

### 2. (VACANCY NO. 11020402526)

**ONE QUARANTINE OFFICER IN ANIMAL QUARANTINE CERTIFICATION SERVICES UNDER DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES, MINISTRY OF AGRICULTURE. THE POST IS RESERVED FOR OBC CANDIDATES. QUALIFICATIONS : ESSENTIAL : EDUCATIONAL :** i) A recognized Veterinary Degree qualification included in the first or second schedule to the Indian Veterinary Council Act, 1984. ii) Post Graduate Degree in Veterinary Science in Bacteriology or Medicine or Pathology or Parasitology or Virology of a recognized University or equivalent. **B: EXPERIENCE :** Three years laboratory experience in animal diseases, investigation and their control. **DUTIES :** To implement provision of the Livestock (Import) Quarantine Rules. To examine the livestock imported into India from other countries, keep and observe the livestock in quarantine and later release the animals. **HQ :** Any field Office of Animal Quarantine & Certification Services (Delhi / Mumbai / Kolkata / Chennai / Bangalore / Hyderabad) with liability to serve anywhere in India.

### 3. (VACANCY NO. 11020403426)

**ONE DIRECTOR OF PRINTING AND STATIONERY IN THE DEPARTMENT OF STATIONERY AND PRINTING, GOVERNMENT OF PUDUCHERRY. QUALIFICATIONS : ESSENTIAL : A. EDUCATIONAL :** Degree or an equivalent Diploma in Printing Technology of a recognized University / Institute or equivalent. **B. EXPERIENCE :** Ten years experience in a large recognized printing house. **DESIRABLE :** i) Post-graduate diploma in Business Management from a recognized University or equivalent. ii) Working knowledge of Tamil, Malayalam or Telugu. iii) Administrative experience. **DUTIES :** A senior Group A Technocrat-cum-Administrative Officer at the helm of affairs of the organization. As an executive at the top slot, he is in-charge of the Direction, Administration and Control of the entire functioning / personnel of the Department for procurement and supply of stationery and printing works of the entire Administration of Puducherry, Head of Department under S.R. 2(10). **HQ :** Union Territory of Puducherry.

### 4. (VACANCY NO. 11020404626)

**ONE ASSISTANT MINING ENGINEER IN THE INDIAN BUREAU OF MINES, MINISTRY OF MINES. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Mining Engineering from a recognized University or equivalent. Or Diploma (three years course after matriculation) in Mining Engineering. **B. EXPERIENCE:** Two years' experience in Mining preferably in important under-ground Mines for degree holders and five years for Diploma holders in Mining Engineering. **DESIRABLE:** Some experience in mining in the case of Degree holders in Mining Engineering, working knowledge of Computer with special emphasis on commonly used software in Offices. **DUTIES:** Inspection of Mines for systematic development, conservation of Minerals and protection of Mines Environment under the Mines and Minerals (Development and Regulation) Act, 1957 and rules made there under. To assist Senior officers in inspection, field work and report preparation. Technical data processing and retrieval as and when required. Any other duties that may be assigned by the superior officers.

### 5. (VACANCY NO. 11020405626)

**EIGHT ASSISTANT ENGINEERS IN THE CENTRAL GROUND WATER BOARD, MINISTRY OF WATER RESOURCES. OUT OF EIGHT POSTS, ONE POST IS EACH RESERVED FOR SC & ST CANDIDATES AND TWO POSTS ARE RESERVED FOR OBC CANDIDATES. OF THE EIGHT POSTS, ONE POST IS ALSO RESERVED FOR PHYSICALLY HANDICAPPED PERSONS WITH DISABILITY OF ORTHOPAEDICALLY HANDICAPPED / LOCOMOTOR DISABILITY / CEREBRAL PALSY [ONE ARM AFFECTED (OA)] BELONGING TO ANY COMMUNITY. THE POSTS ARE ALSO SUITABLE FOR PHYSICALLY HANDICAPPED PERSONS WITH ABOVE MENTIONED DISABILITIES. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL :** i) Bachelor's Degree in Drilling or Mining or Mechanical or Civil or Electrical Engineering or Petroleum Technology from a recognized University or equivalent ; and **B. EXPERIENCE :** One year's experience in repair and maintenance of Automobile machines and equipment or one year's experience in operation and maintenance of drilling rigs. **DUTIES :** He is in-charge of stores of the Division and responsible for proper upkeep and maintenance of stores and store accounts, planning and programming for requirement and procurement of store items, physical verification of stores periodically and disposal of unserviceable / obsolete materials.

#### NOTE:

1. Candidates are requested to apply in the format published along with this Advertisement No.04 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 before applying.

2. **NATURE OF POST :** All posts belong to General Central Service except otherwise mentioned.

a) Posts at **Item Nos. 1, 3, 4 & 5** are permanent.

b) Post at **Item No. 2** is temporary

3. **PAY SCALE & CLASSIFICATION :** (Figures in bracket at the end of the pay scale indicate the approx total emoluments (per month) excluding TA and HRA at the minimum of the scale).

a) Rs. 15600-39100+Rs. 6600 (Grade

pay) (T.E. Rs. 32190 ) Group A Gazetted for the post at **Item No. 1** above.

b) Rs. 15600-39100+Rs. 5400 (Grade pay) (T.E. Rs. 30,450) Group A Gazetted for the post at **Item No. 2** above

c) Rs. 15600-39100+Rs. 7600 (Grade pay) (T.E. Rs. 33640 ) Group A Gazetted for the post at **Item No. 3** above

d) Rs. 9300-34800+Rs. 4600 (Grade pay) (T.E. Rs. 20155) Group B Gazetted for the post at **Item No. 4** above.

e) Rs. 9300-34800+Rs. 4800 (Grade pay) (T.E. Rs. 21605) Group B Gazetted for the posts at **Item No. 5** above.

#### 4. AGE LIMIT AS ON NORMAL CLOSING DATE :

a) Not exceeding **45 years** for the post at **Item No. 3**

b) Not exceeding **40 years** for the post at **Item No. 1.**

c) Not exceeding **38 years** for the post at **Item No. 2**

d) Not exceeding **30 years** for the post at **Item No. 4**

e) Not exceeding **35 years** for the posts at **Item No. 5**

**N.B.** The age limit shown against Item No. 2 is relaxed age limit for OBC candidates. The age limit shown against all other Item Nos. is normal age limit and only in these cases age is relaxable upto five years for SC/ST candidates and upto three years for OBC candidates in respect of vacancies reserved for them. **AGE IS ALSO RELAXABLE FOR CENTRAL/UT GOVT SERVANTS UPTO FIVE YEARS AS PER THE INSTRUCTIONS ISSUED BY GOVT OF INDIA FROM TIME TO TIME.** For age concession applicable to other categories of applicants please see relevant paras of the Instructions to Candidates for recruitment by Selection.

**NOTE :** Candidates with disabilities [as indicated against Item(s)] can apply to the respective posts even if the post is not reserved for them. 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

5. **HEADQUARTERS :** At places specifically stated against certain posts, otherwise anywhere in India or abroad.

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

#### 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 1st 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 instruction No. 5.

3. **MINIMUM EDUCATIONAL QUALIFICATIONS :** All applicants must fulfil 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 RESORT TO SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE LIMIT BY ANY OR MORE OF THE FOLLOWING METHODS :**

(a) On the basis of either qualifications and experience higher than the minimum prescribed in the advertisement; or

(b) On the basis of experience in the relevant field; or

(c) By counting experience before or after the acquisition of essential qualifications; or

(d) By holding a screening test. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/ self certified copies of the certificates in support thereof

#### 4. APPLICATION FEE :

(a) Candidates must pay the prescribed fee only through Central Recruitment Fee Stamp for Rs. 50/-.

(b) No fee for SC/ST candidates. Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed medical certificate. No fee exemption is, however available to OBC candidates and they are required to pay the full prescribed fee. No fee for women candidates of any community.

#### THIS IS IMPORTANT

(c) Candidates can purchase the Central Recruitment Fee Stamp in the denomination of Rs. 50/- available in Head Post Offices, all Departmental Post Offices (i.e. down to sub-post office level) and selected Branch Post Offices throughout the Country and affix it in the space earmarked for the purpose in the application format and get it cancelled by the Counter Clerk of the Post Office with the date stamp in such a manner that the impression of cancellation stamp partially overflows on the application form itself taking care that the impression must be clear and distinct to facilitate the identification of the date of issue and issuing post offices.

(d) Candidates applying from outside India should deposit the prescribed fee at the Office of the High Commissioner for India, or of the Indian Ambassador, or of the Government of India's Representative abroad, as the case may be. The original receipt for such payment should accompany every application.

(e) The fee sent through Money Order, Indian Postal Orders, Bank Drafts, Crossed Cheques, Currency Notes and Treasury Challans will not be accepted by the Commission and such applications will be treated as without fee and will be summarily rejected.

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**(f) Fee Once Paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

(g) Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.

#### 5. CONCESSIONS & RELAXATIONS :

**(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by the length Military Service increased by three years subject to the conditions that on these closing date of receipt of applications** (i) the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years.

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 5 years as on closing date and in whose case the Ministry of Defence issues certificate that they will be released within 3 months on selection from the date of receipt of offer of appointment.

The candidates claiming age relaxation under this para should produce a certificate in prescribed proforma.

**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 should forward with their applications attested copies of certificates that they have been released from the Defence Forces. The certificates should be signed by the appropriate authorities specified below and should specify the period of service in the Defence Forces :-

For Ex-Servicemen and Commissioned Officers including ECOs/SSCOs : A certificate in the prescribed proforma from the undermentioned authorities :

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

Army :- Directorate of Personnel Service, Army, H.Qrs. New Delhi

Navy :- Directorate of Personnel Services, Naval H. Qrs. New Delhi

Air Force :- Directorate of Personnel Services, Air H. Qrs. 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 upto 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 Govt. of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para should produce a Certificate issued after the date of advertisement from his/her Employer on the office's letter head to the effect that he/she is a regularly appointed Central Government Servant and not on adhoc/temporary/daily wages/hourly paid/contract basis employee etc.

The candidate will be allowed age

relaxation provisionally subject to production of requisite certificate within 10 working days from the date of interview provided he/she-

i) fulfils the scrutiny criteria; and

ii) eligible to be called for interview as per the documents submitted along with the application but for his age relaxation; and

iii) has submitted requisite certificate for age relaxation along with the application though it may be prior to the date of advertisement.

Only Central/ UT Government Servants who are appointed on regular basis are eligible for age relaxation under this para.

Persons who are appointed on adhoc/temporary/ daily wages/hourly paid/ contract or otherwise are not eligible for age relaxation.

#### (d) AGE RELAXATION FOR MERITORIOUS SPORTS PERSONS :

The relaxation in upper age limit upto a maximum of 5 years (10 years for persons belonging to SC/ST Communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of Games/Sports recognised by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para should produce a certificate issued by the competent authority in the prescribed proforma. There is no upper age limit in respect of Indian employees of the Government of Burma discharged owing to Constitutional changes in that country. For others, age limit will be strictly adhered to save in exceptional circumstances, and in no case be relaxed beyond a limit of three years.

#### (e) Age-relaxation for Widows, divorced Women and Women judicially separated from their husbands :

The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age-relaxation under this sub-para should produce the following documentary evidence :-

(i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

(ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with a Affidavit in respect of divorced Women that they have not remarried since.

#### (f) 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 :

The persons claiming relaxation under this sub-para should produce a certificate to the effect that they had been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989 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 31.12.2011.

(g) Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopaedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para should produce a certificate from the competent authority of Govt. Hospital/Medical Board in support of their claims. In any case, the appointment of these candidates will be subject to their being found medically fit in

accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled by Direct Rectt. by Selection.'

#### 6. HOW TO APPLY :

(i) Candidates must apply in the Application Format published in the Employment News alongwith this advertisement. Candidates abroad may apply on plain paper but the format should be exactly the same as published in the advertisement. Applications on formats other than the one indicated in this issue of Employment News will not be entertained. The candidates may cut out the form of application given in this advertisement and utilize it in original. Form should be filled in with ball-point pen (to prevent spreading of ink). If need be they can get this form typed neatly on white paper of FOOLSCAP SIZE (21 cms x 30 cms) in double space on one side of paper only and fill up the columns in their own handwriting. There is no objection to candidates using a printed Application Form, if available from private agencies. They should ensure however, that its format is exactly the same as published by the Commission in their advertisement. If any wrong entries are made by the candidates in their application form on account of mistakes in the guidelines or in printing of application forms by private agencies, their applications shall be rejected and the Commission will not be responsible for such rejection. No representation against such rejection will be entertained.

Application filled in on the format used for previous recruitment or some other advertisement will not be considered. The candidates should note that Application Form will NOT be supplied by the Commission's Office.

(ii) Candidates who wish to apply for more than one post should submit separate application accompanied by the prescribed fee for each post.

(iii) Candidates are requested to attach with the application a self-addressed post card bearing total postage worth 6.00 affixed thereon. They should indicate in this card the Advertisement No., Item No. and Name of the post applied for. The applications will be acknowledged by the Commission by returning this card to the candidate after indicating the Registration No. allotted to the candidate. Candidates may note that no separate acknowledgement other than this card will be sent to them.

If a candidate does not receive this post card within a fortnight from the last date for receipt of applications, he should make an enquiry from the Commission in writing by furnishing full details of the post for which he has sent an application.

#### (iv) (a) The completed application form must reach the Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110 069 on or before 17.03.2011.

(b) In respect of applications received only by post (by post/speed post/ from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Sikkim, Lahaul and Spiti District and Pangri sub-division of Chamba District of Himachal Pradesh, A&N Islands or Lakshadweep or abroad), the last date for receipt of applications is **24.03.2011**. The benefit of extended time will be available only in respect of applications received by post/speed post from the above mentioned areas/regions. In the case of applications received by hand or through courier service, benefit of extended time will not be available regardless of the place of residence of the applicant.

Candidates who are claiming the benefit of extended time should clearly indicate **In a separate sheet duly authenticated by their signature**, the name of the particular area or region (e.g. Assam, Meghalaya, J&K etc.) from where they have posted their application. In case they fail to do so, the

benefit of extended time will not be allowed to them.

**NOTE : I :** Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that their applications reach Commission's office on or before the prescribed last date.

**NOTE : II :** Candidates can also deliver their applications personally at the Commission's Counter against proper receipt. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

**NOTE : III :** Applications received through couriers or courier services of any type shall be treated as having been received as 'BY HAND' at the Commission's Counter, and Not as by post.

**NOTE : IV :** The concession of extended closing date in respect of the entire State of J&K will remain in force upto the end of the Calendar year, 2011.

**NOTE V :** "Candidates are requested to superscribe the words "RECRUITMENT BY SELECTION" on the top of the Envelope while sending the Application Form".

#### 7. CERTIFICATE TO BE ATTACHED :

**Candidates should note that they should attach with their applications attested/self certified copies of the following documents:**

(i) Copies of Matriculation/Xth Standard or equivalent certificate indicating date of birth or mark sheet of Matriculation/Xth 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 caes of Tamil Nadu & Kerala)

(ii) Copies of Degree/Diploma certificate along with mark statements pertaining to all the academic years as proof of educational qualification claimed should be furnished along with application. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;

(iv) Certificate(s) from the Head(s) of Organisation(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, as published in the Employment News as Annexure to the Advertisement or as given in UPSC Website : <http://www.upsc.gov.in>

(v) A candidate who claims to belong to one of the Scheduled Castes or Scheduled Tribes has to submit, in support of his claim, an attested copy of a certificate in the prescribed form issued by the competent authority (original to be produced at the time of interview).

(vi) A candidate who claims fee exemption being Physically Handicapped (eligible for appointment to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a medical certificate issued by the Surgeon/Medical Officer of the Government Hospital/Medical Board in the prescribed form. (Original to be produced at the time of interview).

The candidates claiming fee concession under this para should produce a certificate in prescribed proforma.

(vii) A candidate who claims to belong to one of the Other Backward Classes has to

submit in support of his claim an attested copy of a certificate in the prescribed form issued by the competent authority specified by the Govt. in their OM No. 36012/22/93-Estt. (SC) dated 22.10.93. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format, 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 closing date for receipt of applications for the post is to be treated as crucial date. Candidates may produce the original Certificates at the time of Interview.

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

(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 r/o 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.

**NOTE : I : ORIGINAL CERTIFICATE SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERVIEW.**

**NOTE : II :** Admit Card as a proof of date of

birth will not be accepted. No subsequent request for change of date of birth will be considered or granted.

**NOTE : III:** Documentary support for whatsoever claims made in the application should be furnished along with application. Supporting documents sent separately may also be accepted if received in UPSC on or before the closing date.

**NOTE : IV:** 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.

**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 :

- (i) obtaining support of his/her candidature by any means, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- (vii) using unfair means during the test, or
- (viii) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- (ix) misbehaving in any other manner in the examination hall, or
- (x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or

(xi) **Bringing mobile phone/ Communication device in the examination Hall/Interview room.**

(xii) **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 :**

(a) **to be disqualified by the Commission from selection for which he/she is a candidate, and/or**

(b) **to be debarred either permanently or for a specified period :-**

(i) **by the Commission from any examination or selection held by them.**

(ii) **by the Central Government from any employment under them, and**

(c) **if he/she is already in service under Government to disciplinary action under the appropriate rules.**

**9. OTHER INFORMATION/ INSTRUCTIONS :**

(i) All candidates, whether in Government service or in Government owned industrial or other similar organisations or in private employment should submit their applications direct to the Commission. If any candidate forward his application through his employer, he should ensure that it reaches the UPSC by the closing date; otherwise, it is likely to be rejected even if it had been submitted to the employer before the closing date.

Persons already in Government service, whether in permanent or temporary capacity or as work charged employees other than casual or daily rated employees are however, required to submit a declaration that they have informed in writing their Head of Office/Department that they have applied for the selection. **The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of applications viz. 17.03.2011.**

(ii) (a) Any change of address given in the application form should at once be communicated to the Joint Secretary (Recruitment), Union Public Service Commission clearly indicating the Advt. No., Item No., Name of the Post, UPSC Vacancy No. and candidate's Registration.

(b) Candidates are requested to arrange for the redirection of communications to their new address, if necessary. The UPSC

makes every effort to take account of changes in candidates address but cannot accept any responsibility in the matter.

(iii) Candidates must, if required, attend at such place, as may be fixed by the Commission for a personal interview. The Commission do not defray the travelling 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.

(iv) Commission's contribution towards the travelling 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 fulfil 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.

(v) 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.

(vi) 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.

(vii) Candidates will be informed of the result of their applications in due course 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.

(viii) The Commission may at their discretion grant higher initial pay to specially qualified and experienced candidates.

(ix) Canvassing in any form will disqualify a candidate.

## CHECK LIST

### VERIFY THE FOLLOWING BEFORE MAILING THE APPLICATION

1. That the Application is sent as per the prescribed format given in the Employment News. It can also be downloaded from Commission's Website : [www.upsc.gov.in](http://www.upsc.gov.in)
2. That all the columns in Part-I and Part -II of the Application form have been filled Strictly according to the "Instructions to the Candidates" published in the Employment News or Commission's website.
3. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of a candidate to be called for interviews.
4. That all the qualifications and experiences in the relevant field( over and above the minimum qualifications and experiences prescribed) are mentioned in the Application as the Commission may restrict the number of candidates to a reasonable limit by considering higher qualifications and / or experiences.
5. That copies of certificates are attached in support of claims made/information given in the Application regarding Date of Birth, Degree Certificates (along with mark sheets), Experiences, etc. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
6. That if the qualification possessed by the candidate is equivalent, a copy of order / letter under which it has been so treated may be enclosed.
7. That Experience certificate(s) are as per instructions contained in Para- 7(iv) of "Instruction to Candidates".
8. That Fee amount is Rs.50/- payable through Central Recruitment Stamp (CRFS) only. No other mode of payment is acceptable. Ensure that CRPF is pasted in the Form and the same has been cancelled by the Post Office.
9. That SC/ST/OBC/PH/Ex-Servicemen certificate is in prescribed format as given in the Employment News. All the prescribed proforma may also be downloaded from the Commission's website.
10. That Government Servant certificate for seeking age relaxation has been issued after the date of publication of advertisement.
11. That Application is sent well in advance so as to reach the Commission's Office on or before the closing date for receipt of applications.
12. That candidates are requested to super scribe the words 'Recruitment By Selection' on the top of the envelope while sending the Application Form. For each application, separate envelope should be used
13. That the Application is to be sent to the Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110069.

## IMPORTANT

### 1. MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION HALL

2. Government strives to have work force which reflects gender balance and women candidates are encouraged to apply
3. For any query, visit the Commission's Facilitation Centre or Dial No. 23385271

## APPLICATION FORM FOR RECRUITMENT BY SELECTION IS ON 13 & 15 PAGE

PREScribed PROFORMAS FOR CLAIMING AGE RELAXATION UNDER DIFFERENT CATEGORIES ARE ON PAGE 17 & 18



Contd.. from Page 49

ADVT. NO. : \_\_\_\_\_ ITEM NO. : \_\_\_\_\_

**PART-II DETAILED PARTICULARS**

1. Name of the Post : \_\_\_\_\_
2. Address for Correspondence : \_\_\_\_\_
3. Citizenship : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Date of Declaration of Result of EQ (i) and EQ (ii) : \_\_\_\_\_  
(Indicate day, month & year)
6. Choice of Centre (If Applicable) : \_\_\_\_\_
7. All Educational/other professional Qualifications/Training Courses etc, (Starting from EQ (i) onwards)/Degree Examination onwards.

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/Diploma	Board/ Univ.	Subject	Subject of Specialisation

8- Details of employment in chronological order

Office/Instt. Firm	Post held	Part time/Contract Basis/Ad-hoc/regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

9. Complete Postal address of the present employer (wherever applicable) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Date of completion of compulsory rotating internship \_\_\_\_\_  
(To be filled in case of Medical posts only)

Any other relevant information : (attach extra sheets)

- Details of enclosures : 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

I hereby declare that all the statements made in this applications are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Deptt. in writing that I am applying for this selection.

Place :  
Date :

Signature of the candidate  
Name \_\_\_\_\_

Cont. from page 51

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that ..... S/o ..... of Village ..... District/Division\* ..... in the ..... State belongs to the ..... Community which is recognised as Backward Class under:-

- (i) 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, dated the 13th September, 1993.\*\*
- (ii) 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 20.10.94.

Shri ..... and/or his family ordinarily reside(s) in the ..... District/Division of the ..... State.

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 and Training O.M. No. 36002/22/93-Estt. (SCT), dated 8.9.1993.

Dated : ..... District Magistrate  
SEAL : ..... Deputy Commissioner etc.

N.B. : (a) The term 'Ordinarily' used here will have the same meaning as in the Section 20 of the Representation of the People's Act, 1950

(b) Where the certificates are issued by the Gaztted Officers of the Union Government or State Governments they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

\*Strike out whichever is not applicable.

\*\*Officers competent to issue Class/Tribe Certificates.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/@Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.  
@ (Not below 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 his family normally reside(s).
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE[IN ADDITION TO THE COMMUNITY CERTIFICATE(OBC)].**

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-Esstt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections(Creamy Layer)mentioned in colum 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993.

(SIGNATURE OF THE CANDIDATE)  
FULL NAME .....  
ADDRESS :

**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\* ..... Shri ..... of the State/Union Territory\* ..... belongs to the Caste/Tribe\* which is recognized 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 Lists(Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970 and the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976].
- 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 Orders (Amendment) Act 1976\*
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962\*
- The Constitution(Dadra and Nagar Haveli) Scheduled Tribes Order, 1962\*
- The Constitution (Pondicherry) Scheduled Castes Order, 1964\*
- The Constitution (Scheduled Tribes) (Uttar Pradesh ) 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\*

2. Shri/Shrimati/Kumari\* ..... and /or his/her\* family ordinarily, reside(s) 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

**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.

\*\*Officers competent to issue Caste/Tribe certificates :

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/+Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.  
+Not below 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 Officers of the area where the candidate and/or his family normally reside(s).
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep).

**FORM OF PHYSICALLY DISABLED CATEGORY**

I, Dr. .... Regn. No. .... examined Shri/ Smt./Kum. .... whose particulars are given below and hereby certify that he/she is a permanent physically disabled person of the following category :-

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (iv) OL-One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (v) OA-One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.
- (viii) B-Blind
- (ix) PB-Partially Blind
- (x) PD-Partially Deaf
- (xi) D-Deaf

(Delete the category whichever is not applicable)

2. The percentage of disability in his/her case is .....

3. Shri/Smt./Kum ..... meets the following physical requirements for discharge of his /her duties :-

- (i) F-Work performed by manipulating with fingers.
- (ii) PP-Work performed by pulling and pushing.
- (iii) L-Work performed by lifting.
- (iv) KC-Work performed by kneeling and chrouching.
- (v) B-Work performed by bending.
- (vi) S-Work performed by sitting.
- (vii) ST-Work performed by standing.
- (viii) W-Work performed by walking.
- (ix) SE-Work performed by seeing.
- (x) H-Work performed by hearing/speaking.
- (xi) RW-Work performed by reading and writing.

(Delete whichever is not applicable)

4. Shri/Smt./Kum. .... does not suffer from disease (communicable or otherwise), constitutional weakness or bodily infirmity that may interfere with the efficient discharge of his/her duties as an Officer under the Govt. of India.

- (i) Name of the Candidate .....
- (ii) Father's Name .....
- (iii) Identification Marks .....
- (iv) Sex .....
- (v) Age .....

Signature of Surgeon/Medical Officer  
Designation .....

Signature of Candidate

Office Stamp .....  
Address .....

Note : The disability certificate should be issued by a Govt. Hospital.

**FORM OF CERTIFICATE TO BE PRODUCED BY MERITORIOUS SPORTSPERSONS FOR CLAIMING AGE-RELAXATION FOR APPOINTMENT TO POSTS UNDER THE CENTRAL GOVERNMENT**

**FORM-I**  
(For representing India in an International Competition in one of the recognised Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF .....  
Certificate to meritorious sportsmen for employment under the Central Government.  
Certified that Shri/Smt./Kumari ..... Son/Wife/Daughter of Shri ..... resident of ..... (Complete address) represented the Country in the game/event of ..... in ..... competition/tournament held at ..... from ..... to .....

Cont. on page 54

