

**UNION PUBLIC SERVICE COMMISSION
(ADVERTISEMENT NO.01/2012)**

**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. 12010101214) One Deputy Manager (Quality Control) in Delhi Milk Scheme, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** M.Sc. Degree in Chemistry/Biochemistry/Bacteriology or Postgraduate degree in Dairying or Diploma in Dairying alongwith Degree in Science of a recognized University or equivalent. **B. EXPERIENCE:** About five years' experience in chemical and bacteriological analysis of milk and milk products. **DESIRABLE:** Specialized training in Dairy Chemistry and/or Dairy Bacteriology. **DUTIES:** To assist Manager (QCL) in day-to-day working of the Quality Control Laboratory. Responsible for the work of checking of chemical/bacteriological qualities of milk and milk products of DMS besides supervising the work of Senior Analysts/Analysts and subordinate staff. **HQ:** Delhi.
- 2. (Vacancy No. 12010102414) Two Assistant Library and Information Officer (General) in National Library, Kolkata, Ministry of Culture.** Of the two posts, one post is reserved for Other Backward Classes candidates and the remaining one post is Unreserved. The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Arm Affected (OA) or One Leg Affected (OL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** i) Bachelor's Degree of a recognized University or equivalent. ii) Bachelor's Degree or equivalent in Library Science of a recognized University/Institute or equivalent. **B. EXPERIENCE:** Two years' experience in a recognized Library or Two years' experience in computerization of a recognized Library or Post Graduate Diploma in Computer Applications from a recognized Institute or equivalent. **DESIRABLE:** Master's Degree in Library Science of a recognized University/Institute or equivalent. **DUTIES:** Incharge of the technical division and responsible for technical and administrative jobs in the division. To supervise and guide the work of colleagues and recommend plan and policies for promoting readers' service. **HQ:** Kolkata.
- 3. (Vacancy No. 12010103614) Two Junior Technical Officer (Sugar Technology) in the National Sugar Institute, Kanpur, Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution.** Of the two posts, one post is reserved for Other Backward Classes candidates and the remaining one post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Science/Engineering with (i) Associateship in Sugar Technology awarded by National Sugar Institute, Kanpur or (ii) Post Graduate Diploma in Sugar Technology from a recognized University/Institute or equivalent. **B. EXPERIENCE:** Three years' Teaching/Research/Advisory experience in the field of Sugar Technology or Three years' practical experience of working in a sugar factory in a supervisory/managerial capacity. **DESIRABLE:** i) M.Sc.(Chemistry). ii) Experience in drafting and editing of Scientific and Technological Reports and reviews. **DUTIES:** Teaching, Research and rendering technical advice to sugar and allied industries. Any other work assigned by the Senior Officers/Director. **HQ:** National Sugar Institute, Kanpur.
- 4. (Vacancy No. 12010104214) Six posts of Senior Examiner of Trade Marks and Geographical Indications in the Trade Marks Registry under the Office of the Controller General of Patents, Designs and Trade Marks, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry.** Of the six posts, three posts are temporary and remaining three posts are permanent. Of the six posts, one temporary post is reserved for Other Backward Classes candidates and remaining five (three permanent and two temporary) posts are Unreserved. Of the six posts, one post is reserved for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA) or One Leg Affected (OL) from any community. The posts are also suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA) or One Leg Affected (OL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Law of a recognized University. **B. EXPERIENCE:** Three years' experience in handling Court cases and other legal matters or matters relating to Trade Marks or Geographical Indications. **DESIRABLE:** Master's degree in Intellectual Property from a recognized University. **DUTIES:** To oversee examined applications for registration of Trade Marks under the superintendence and direction of the Registrar as per the provisions of Trade Marks Act, 1999 and rules framed thereunder. To hear Show Cause Matters and authorized to accept trade marks applications for registration. Any other work relating to the subject assigned by the Registrar.

- 5. (Vacancy No. 12010105614) Three Junior Technical Officer (Naval) in Electrical Engineering in the Directorate of Quality Assurance (Naval), Department of Defence Production, Ministry of Defence.** Of the three posts, two posts are reserved for Scheduled Castes candidates and the remaining one post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Electrical Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Quality Assurance/ Quality Control/ Production/ Manufacturing and Testing of Engineering Equipments like Switch Gears, Cables, Converters, Light & Light Fittings, Motors, Generators, Drives & Control Systems, Airfield Lighting Equipment, Electronic/ Radar/ Radio/ Telecommunication Equipment, Electro Hydraulic System, PLC based systems, PCBs/Instrumentation, Software Development & Validation, Network Control System etc. including knowledge of various standards and their interpretation. **DESIRABLE:** Experience in computer operation for the purpose of preparation of Technical Reports, Technical Briefs etc. **DUTIES:** Responsible for quality assurance, acceptance, inspection of equipments and stores, defect investigation, trials, vetting of draft indents/ agreements/ supply orders, sampling plans, liaison with production units, removal of bottlenecks and suggesting methods of improvement of quality.
- 6. (Vacancy No. 12010106614) One Junior Technical Officer (Naval) in Chemical Engineering in the Directorate of Quality Assurance (Naval), Department of Defence Production, Ministry of Defence.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Chemical Engineering from a recognized University or equivalent. **OR** Master's Degree in Chemistry from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Quality Assurance/ Quality Control/ Production/ Manufacturing and Testing of Engineering Equipments like Paints, Adhesives, Sealant, Acids/ Alkalies, Refrigerants & Industrial Gases, Oils & Lubricants, Petroleum Products, Rubber/ Polymer Products, Insecticides, Pesticides etc. including knowledge of various standards and their interpretation. **DESIRABLE QUALIFICATION & DUTIES:** Same as shown against Item No. 5 above.
- 7. (Vacancy No. 12010107614) One Junior Technical Officer (Naval) in Metallurgy Engineering in the Directorate of Quality Assurance (Naval), Department of Defence Production, Ministry of Defence.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Metallurgy Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Quality Assurance/ Quality Control/ Production/ Manufacturing and Testing of Engineering Equipments like Ferrous/ Non Ferrous Materials & Alloys, Welding Equipment & Weld Consumables, Non Destruction Testing (NDT)/ FEM Analysis, Chain/ Pulleys/ Wire Ropes, Fasteners & Hardware items, Pipe & Pipe Fittings, Shock & Mount/ Vibration Equipment, Castings/ Forgings etc. including knowledge of various standards and their interpretation. **DESIRABLE QUALIFICATION & DUTIES:** Same as shown against Item No. 5 above.
- 8. (Vacancy No. 12010108614) One Junior Technical Officer (Naval) in Mechanical Engineering in the Directorate of Quality Assurance (Naval), Department of Defence Production, Ministry of Defence.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Mechanical Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Quality Assurance/ Quality Control/ Production/ Manufacturing and Testing of Engineering Equipments like Marine Engineering/ Propulsion Systems including Turbines, Power Generation Equipment, Hydraulic System, Air Conditioning/ Refrigeration, Pumps, Valves, Gears & Gear Trains, Boilers, Cranes/ Winches/ Load handling Devices etc. including knowledge of various standards and their interpretation. **DESIRABLE QUALIFICATION & DUTIES:** Same as shown against Item No. 5 above.
- 9. (Vacancy No. 12010109514) One Assistant Professor (Electrical & Electronics Engineering) in Indian Naval Academy, Ezhimala, Ministry of Defence.** The post is reserved for Other Backward Classes candidates. The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/Cerebral Palsy with One Leg Affected (OL). **QUALIFICATIONS: ESSENTIAL: A. Engineering Discipline:** Ph.D. Degree with the First Class Degree at Bachelor's or Master's level in Electrical and Electronics Engineering with three years' experience in Teaching/Industry/Research at the level of Lecturer or equivalent. **OR** First class Degree at Master's level in Electrical and Electronics Engineering with five years' experience in Teaching/Industry at the level of Lecturer or equivalent. Such candidates will be required to obtain Ph.D. Degree within a period of seven years from the date of appointment as Assistant Professor. **OR B. For candidates from industry and profession:** First class Bachelor's Degree/ First Class Master's Degree in Electrical and Electronics Engineering. **AND** Professional work which is significant and can be recognized as equivalent to Ph.D. Degree with five years' Industrial /professional experience would also be eligible. **DUTIES:** To conduct classes, develop curriculum, prepare learning resource Material, student guidance and counseling and assist students in Laboratory work. To work in the area of research and consultancy as well as administrative duties as required by the Principal.
- 10. (Vacancy No. 12010110614) Three posts of Deputy Controller of Mines in the Indian Bureau of Mines, Ministry of Mines.** Of the three posts, one post is reserved for Scheduled Tribes candidates and the

remaining two posts are Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Mining Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Ten years' experience in a supervisory capacity in Metalliferous Mines or a Government Department dealing with Metalliferous Mines. **DESIRABLE:** i) Post Graduate Degree in Mining Engineering from a recognized University or equivalent. ii) Working knowledge of Computers with special emphasis on commonly used software in offices. **DUTIES:** Inspection of mines for systematic development of mines, conservation of minerals and protection of mines environment under the Mines and Minerals (Development and Regulations) Act, 1957 and rules made thereunder and dealing with matters arising out of it.

11. (Vacancy No. 1201011414) One Research Officer (Educational Planning) in the Planning Commission. The post is reserved for Other Backward Classes candidates. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree of a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience in educational administration and research on problems connected with one or more of the following fields (i) Teaching, (ii) Research, (iii) Educational Planning. **DUTIES:** To assist Senior Officers of the division in collection of data and preparation of Notes and Memoranda. **HQ:** Delhi with liability to serve anywhere in India.

12. (Vacancy No. 12010112414) One Research Officer (Sociology/ Social Planning/ Women's Programme) in the Planning Commission. The post is reserved for Other Backward Classes candidates. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Social Work/ Sociology/ Social Anthropology/ Economics of a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience of work on problems of social welfare, welfare of backward classes or allied problems. **DUTIES & HQ:** Same as shown against Item No. 11 above.

13. (Vacancy No. 12010113214) One Research Officer (Project Appraisal) in the Planning Commission. The post is Unreserved. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Science/ Economics/ Mathematics/ Statistics/ Operations Research/ Business Administration OR Degree in Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience in formulation of proposals/ projects/ programmes and their evaluation/ appraisal. **DUTIES & HQ:** Same as shown against Item No. 11 above.

14. (Vacancy No. 12010114614) One Research Officer (Civil Engineering) in the Planning Commission. The post is Unreserved. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Civil Engineering from a recognized University or equivalent. **B. EXPERIENCE:** i) Three years' experience of irrigation engineering or allied fields. ii) Knowledge of technical and economic aspects of water development projects. **DUTIES & HQ:** Same as shown against Item No. 11 above.

15. (Vacancy No. 12010115614) One Research Officer (Chemical Engineering) in the Planning Commission. The post is Unreserved. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Chemistry or Degree in Chemical Engineering/Technology of a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience in planning and development work connected with Chemical Industry. **DUTIES & HQ:** Same as shown against Item No. 11 above.

16. (Vacancy No. 12010116614) One Research Officer (Water Supply) in the Planning Commission. The post is Unreserved. The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment [Partially Deaf (PD)] or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Civil Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience in Public Health Engineering or allied fields. **DUTIES & HQ:** Same as shown against Item No. 11 above.

17. (Vacancy No. 12010117514) One Deputy Adviser (Textiles) in the Planning Commission. The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Textile Technology from a recognized University or equivalent. **B. EXPERIENCE:** Ten years' Practical/ Research/ Design/ Development experience in the field of Textiles or in Planning/ Execution of Development Programmes related to Textile Industry etc. **DESIRABLE:** i) Master's Degree in Textile Technology. ii) Knowledge of problems related to the development of textiles and associated Industries like chemicals, machinery etc. iii) Experience of Techno-economic evaluation of feasibility studies/detailed project reports. **DUTIES:** Planning in relation to various aspects of development of Textile Industry. Examination of specific economic and other developmental aspects of problems arising in these Industries. **HQ:** Same as shown against Item No. 11 above.

18. (Vacancy No. 12010118514) One Deputy Adviser (Fisheries) in the Planning Commission. The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Veterinary Science/Animal Husbandry/Fisheries or related field or discipline from a recognised University or equivalent. **B. EXPERIENCE:** Ten years' experience in Research /Development/ Planning/ Execution of Development Projects/Programmes in the field of Fisheries Inland/Marine. **DESIRABLE:** i) Doctorate Degree in the relevant field. ii) Experience of extension work in the areas indicated under experience above. iii) Experience of preparation of or techno-economic evaluation of feasibility studies/detailed project reports. **DUTIES:** To examine schemes and plans of the Central and State Governments/Union Territories relating to the development of fisheries and other associated activities. To organize and participate in the studies undertaken by the Agriculture Division pertaining to the Fisheries sector. To assist the Head of Agriculture Division in the organization, direct and guide the studies undertaken by the Agriculture Division. To do such work as may be assigned by the Head of Agriculture Division from time-to-time. **HQ:** Same as shown against Item No. 11 above.

19. (Vacancy No. 12010119214) Eleven Junior Analyst (Technical) in the Department of Science & Technology, Ministry of Science & Technology. Of the eleven posts, one post is reserved for Scheduled Castes candidates, three posts are reserved for Other Backward Classes candidates and remaining seven posts are Unreserved. Of the eleven posts, one post is reserved for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL) from any community. The posts are also suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected but not Arms (BL). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Science or Mathematics or Statistics **OR** Degree in Engineering/ Technology of a recognized University or equivalent. **B. EXPERIENCE:** Two years' experience in Scrutiny and analysis of proposals or programmes related to development of Science and Technology and monitoring their implementation. **DUTIES:** To render assistance in the implementation of programmes and to make preliminary analysis and scrutiny of proposals/ programmes/ projects etc.

20. (Vacancy No. 12010120214) Six Assistant Technical Adviser in Food and Nutrition Board, Ministry of Women & Child Development. The posts are Unreserved. Of the six posts, one post is reserved for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA) from any community. The posts are also suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Organic Chemistry/ Bio-Chemistry **OR** Degree in Food Technology/ Chemical Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Three years' research and/ or practical experience in the field of Food processing, Food Technology, Nutrition and Applied Nutrition. **DESIRABLE:** Doctorate degree in any of the fields mentioned in 'A' above. **DUTIES:** To formulate proposals for the conservation and effective utilization of food. To assess the patterns of consumption of food and to formulate programmes for the promotion of suitable dietary habits so as to improve the nutritional status of the people. To develop low cost balanced diets based on locally available food stuffs for different regions and to popularise the same. To undertake extension programmes for dissemination of nutrition education, preservation of the fruits and vegetables etc. to the people. To give technical advice in regard to standards and specifications for food stuffs, their processing, packing etc.

IMPORTANT	
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS 23:59 HRS ON 02.02.2012	LAST DATE FOR RECEIPT OF PRINTOUT OF ONLINE APPLICATIONS ALONGWITH COPY OF SPECIFIED DOCUMENTS/ CERTIFICATES IS 16.02.2012 (BY POST/ BY HAND)

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA)

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) **NATURE OF POST:**
- Posts at **Item Nos. 1, 2, 3, 4 (3 Posts), 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 & 20** are permanent.
 - Posts at **Item No. 4 (3 Posts)** are temporary.
- c) **PAY SCALE & CLASSIFICATION:** (Figures in bracket at the end of the pay scale indicate the approx Total Emoluments (per month) (T.E.) excluding TA and HRA at the minimum of the scale).
- Rs.15,600-39,100 (PB-3) + Rs.7,600 (Grade pay) (T.E. Rs.36,656/-), General Central Service, Group 'A' Gazetted, Non-Ministerial for the posts at **Item No. 10**.
 - Rs.15,600-39,100 (PB-3) + Rs.7,600 (Grade pay) (T.E. Rs.36,656/-), General Central Service, Group 'A' Gazetted, for the posts at **Item Nos. 17 & 18**.
 - Rs.15,600-39,100 (PB-3) + Rs.6,600 (Grade pay) (T.E. Rs.35,076/-), General Central Service, Group 'A' Gazetted, Non-Ministerial for the post at **Item No. 1**.
 - Rs.15,600-39,100 (PB-3) + Rs.5,400 (Grade pay) (T.E. Rs.33,180/-), General Central Service, Group 'A' Gazetted, Non-Ministerial for the posts at **Item Nos. 3 & 4**.
 - Rs.15,600-39,100 (PB-3) + Rs.5,400 (Grade pay) (T.E. Rs.33,180/-), General Central Service, Group 'A' Gazetted for the posts at **Item Nos. 11, 12, 13, 14, 15, 16 & 20**.
 - Rs. 9,300-34,800 (PB-2) + Rs.4,600 (Grade pay) (T.E. Rs.20,898/-), General Central Service, Group 'B' Gazetted, Non-Ministerial for the posts at **Item Nos. 2, 5, 6, 7, 8, & 19**.
 - Rs.12000-425-18300/- (Pre-revised) (T.E. Rs. 35,076/-), General Central Service, Group 'A' Gazetted, Non-Ministerial for the post at **Item No. 9**.
- d) **AGE LIMIT AS ON CLOSING DATE i.e. 02.02.2012:**
- Not exceeding **50 years** for the posts at **Item Nos. 10, 17 & 18**.
 - Not exceeding **43 years** for the post at **Item No. 9**.
 - Not exceeding **40 years** for the post at **Item No. 1**.
 - Not exceeding **38 years** for the posts at **Item Nos. 11 & 12**.
 - Not exceeding **35 years** for the posts at **Item Nos. 3, 4, 13, 14, 15, 16 & 20**.
 - Not exceeding **30 years** for the posts at **Item Nos. 2, 5, 6, 7, 8 & 19**.
- e) The age limits shown against **Item Nos. 9, 11 & 12** is relaxed age limit for OBC candidates. The age limit shown against all other 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".
- f) 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 :
- 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.
- g) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.
- h) **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 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 higher educational qualifications than the minimum prescribed in the advertisement
- (b) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
- (c) By counting experience before or after the acquisition of essential qualifications
- (d) 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 the length of Military Service increased by three years subject to the conditions that on the 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 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 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 recognized 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 would be required to produce a certificate issued by the competent authority in the prescribed proforma. 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 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 would be required to produce 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 judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

(f) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st 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 1st January, 1980 to 31st 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 31.12.2013.

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

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 orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. 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 Recruitment by Selection.

6. HOW TO APPLY:

- a) **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.**
- b) 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.
- c) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.
- d) Candidates are required to send the Printout of the Online Recruitment Application alongwith specified documents/ certificates at Para 7 (A) below.
- e) Candidates may attach therewith a self-addressed post card bearing a total postage worth Rs. 6.00 affixed thereon. They should indicate in this card the Advertisement No. and Vacancy No. of the posts applied for. Receipt of the same would be acknowledged by the Commission by returning this post card 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 the same, he should make an enquiry from the Commission in writing by furnishing the application number.

NOTE-I: Candidates have to submit the Printout of the Online Recruitment Application (ORA) alongwith specified documents/ certificates **BY POST/ BY HAND** after successful submission (this includes Fee payment also) of the Online Recruitment Application.

NOTE-II: Printout of the Online Recruitment Application alongwith specified documents/ certificates are to be sent to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House Shahjahan Road, New Delhi-110069** on or before the prescribed last date.

NOTE-III: In case, the Printout of the Online Recruitment Application alongwith specified documents/ certificates is not received or received after the prescribed last date, the same would be summarily rejected thereby resulting into rejection of the concerned Online Recruitment Application.

NOTE-IV: Candidates are requested to super scribe the words "RECRUITMENT BY SELECTION" on top of the Envelope while sending the Printout of the Online Recruitment Application alongwith specified documents/ certificates.

NOTE-V: Candidates can also deliver the Printout of the Online Recruitment Application alongwith specified documents/ certificates personally "BY HAND" at the Commission Counter against proper receipt. The Commission would not be responsible for the application delivered to any other functionary of the Commission.

NOTE-VI: Printout of the Online Recruitment Application alongwith specified documents/ certificates received through couriers or courier service of any type shall be treated as have been received as "BY HAND" at the Commission's Counter and NOT as "BY POST".

NOTE-VII: Candidates should clearly note that the Commission will in no case be responsible for non-receipt of the Printout of the Online Recruitment Application alongwith specified documents/ certificates 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 accordingly all the concerned late applications will be summarily rejected thereby resulting into rejection of the concerned Online Recruitment Application. Candidates should, therefore, ensure that the Printout of the Online Recruitment Application alongwith specified documents/ certificates reach Commission office on or before the prescribed last date.

7. DOCUMENTS/ CERTIFICATES:

A) Only following Documents/ Certificates are to be submitted essentially along with the Printout of the Online Recruitment Application (ORA) by post/ by hand failing which the candidature would be summarily rejected:

- a) Self attested copies of Degree/Diploma certificate along with mark statements 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.
- b) Self attested copy of 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.
- c) Self attested copies of 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 in the 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.
- d) Self attested copy of Physically Handicapped certificate in prescribed proforma by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

B) Following Original Documents/ Certificates are to be produced along with self attested copies at the time of Interview, including other items specified in the Summon letter for Interview, failing which the candidate would not be allowed to appear in the Interview:

- a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).
- b) Degree/Diploma certificate along with marksheets 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.
- 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 1st January, 1980 to 31st 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: ORIGINAL CERTIFICATES SHOULD BE PRODUCED ONLY AT THE TIME OF INTERVIEW.

NOTE II: 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 III: *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 IV: 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.

CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for interviews.
- b) That after submitting the Online Recruitment Application (ORA), a print out of the finally submitted Application is to be sent alongwith specified documents/ certificates.
- c) That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Online Recruitment Application as the Commission may restrict the number of candidates to a reasonable number by considering higher qualifications and/or experiences.
- d) That copies of only following documents/certificates are provided in support of claims made/information given in the Online Recruitment Application:
 - i) Degree/Diploma certificates alongwith Marks Sheets of all years in support of Educational Qualifications. Provisional Certificate alongwith Marks Sheets of all years may also be considered
 - ii) Experience Certificate(s) in prescribed proforma
 - iii) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated
 - iv) Physically Handicapped certificate in prescribed proforma
- e) That if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may be enclosed.
- f) Any information contained in the attached documents/certificates shall not be considered unless it is claimed in the Online Recruitment Application.
- g) That the printout of the Online Recruitment Application alongwith specified documents/ certificates is sent well in advance so as to reach the Commission's Office on or before the prescribed last date.
- h) That the candidates are requested to super scribe the words "**Recruitment by Selection**" on the top of the envelope while sending the Online Recruitment Application alongwith specified documents/ certificates. For each set of application, separate envelope should be used.
- i) That the printout of the Online Recruitment Application alongwith specified documents/ certificates are to be sent by post/ by hand to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.**

IMPORTANT

- a) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**
- b) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- c) 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)

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 theCommunity 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 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

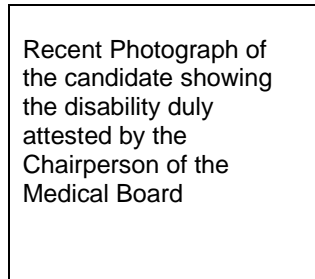
The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.

Date:

DISABILITY CERTIFICATE



This is certified that Shri/Smt./Kum.son/wife/daughter of Shri
..... agesex identification mark(s) is suffering from
permanent disability of following category :

A. Locomotor or Cerebral Palsy:

- (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
- (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.

B. Blindness or Low Vision:

- (i) B—Blind
- (ii) PB—Partially blind

C. Hearing impairment:

(i) D—Deaf

(ii) PD—Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period ofyears months.*

3. Percentage of disability in his/her case is..... Per cent.

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

- (i) F—Can perform work by manipulating with fingers. Yes/No
- (ii) PP—Can perform work by pulling and pushing. Yes/No
- (iii) L—Can perform work by lifting. Yes/No
- (iv) KC—Can perform work by kneeling and crouching. Yes/No
- (v) B—Can perform work by bending. Yes/No
- (vi) S—Can perform work by sitting. Yes/No
- (vii) ST—Can perform work by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No

(Dr.....)
Member
Medical Board

(Dr.....)
Member
Medical Board

(Dr.)
Chairman
Medical Board

Countersigned by the Medical
Superintendent/CMO/Head of Hospital
(With seal)

* Strike out whichever is not applicable.

Proforma-VI

The form of certificate to be produced by Meritorious Sportsperson for claiming Age concession for appointment to posts under the Government of India

FORM-I

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF -----

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shriresident of(Complete address) represented the Country in the game/event of.....in.....competition/tournament held at fromto.....The position obtained by the individual/team in the above said Competition/Tournament was -----.

2. The Certificate is being given on the basis of record available in the office of National Federation/ National Association of

Place:.....
Date:.....

Signature.....
Name.....

Designation

Name of the Federation/National Association.....
Address.....
Seal.....

Note: This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM-II

(For representing a State in India in a National competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF -----IN THE GAME OF -----

Certified that Shri/Smt/Kumari.....son/wife/daughter of Shri..... Resident of(Complete Address) represented the State of ----- in the game/event ofin the National Competition/Tournament held at..... from.....to.....

2. The certificate is being given on the basis of record available in the office of the State Association of

Place:.....
Date:.....

Signature.....
Name.....
Designation
Name of the State Association.....
Address.....
Seal.....

Note: This certificate will be valid only when signed personally by the Secretary to the State Association

Proforma-VII

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 ofin the Office/Department ofwith effect from

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

Signature.....
Name.....
Designation
Ministry/Office.....
Address.....
Office SEAL.....

Place:

Date:

Proforma-VIII

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 of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization)		Place of posting		Worked at supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

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 Chirurgiae (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

Disclaimer

The contents of this page are informatory in nature. Kindly verify the same from the Commission's office.