

Citizen's Charter of UPSC

Brief History

The Royal Commission on the Superior Civil Services in India under the Chairmanship of Lord Lee, which submitted its Report in 1924, recommended the setting up of the Public Service Commission. This led to the establishment of the first Public Service Commission on October 1, 1926 under the Chairmanship of Sir Ross Barker. The limited advisory function accorded to the Public Service Commission and the continued stress on this aspect by the leaders of our freedom movement resulted in the setting up of a Federal Public Service Commission under the Government of India Act, 1935. The Federal Public Service Commission became the Union Public Service Commission after Independence and it was given a Constitutional Status with the promulgation of Constitution of India on January 26, 1950.

Preamble

The Union Public Service Commission is a Constitutional Body established under Article 315 of the Constitution of India. The Commission consists of a Chairman and ten Members.

The Mandate of Union Public Service Commission

The mandate of the Union Public Service Commission, under Article 320 and 321 of the Constitution of India, includes:

1. Recruitment by conduct of competitive examinations;
2. Recruitment by Selection through Interviews;
3. Advising on the suitability of officers for appointment on promotion as well as transfer-on-deputation;
4. Advising the Government on all matters relating to methods of Recruitment to various services and posts; framing and amendment of Recruitment Rules;
5. Disciplinary cases relating to different civil services;
6. Miscellaneous matters relating to grant of extraordinary pensions, reimbursement of legal expenses, etc.
7. Advising the Government on any matter referred to the Commission by the President of India.
8. On the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the approval of the President.

Methods of Recruitment

Recruitment is made by one of the following four methods:

1. Direct Recruitment
2. Promotion
3. Deputation/absorption; and
4. Composite Method (Deputation + Promotion)

Direct Recruitment

Direct Recruitment is conducted broadly under the following two methods: -

1. Recruitment by Competitive Examination; and
2. Recruitment by Selection.

Recruitment Through Examination

The Commission conducts following examinations on a regular basis at various Centers located throughout the country for appointment to various Civil/Defence services/posts: -

1. Civil Services (Preliminary) Examination;
2. Civil Services (Main) Examination;
3. Engineering Services Examination;
4. Combined Medical Services Examination;
5. Indian Forest Service Examination;

6. Geologists' Examination;
7. Indian Economic Service/ Indian Statistical Service Examination;
8. Special Class Railway Apprentices' Examination [**Held every alternate year**];
9. Combined Defence Services Examination [**Held twice a year**];
10. National Defence Academy and Naval Academy Examination [**Held twice a year**];
11. Central Police Forces (Assistant Commandants) Examination;
12. Section Officers/ Stenographers (Grade-B/Grade-I) Ltd. Departmental Competitive Examination;

- A Calendar of examinations is published in the Employment News / Rozgar Samachar, stating name of examination, date of notification, date of receipt of application & date of commencement of examination, well in advance normally in October of the preceding year and also displayed on the website www.upsc.gov.in
- The notifications for all the examinations are published in the Gazette of India and are published in the Employment News/Rozgar Samachar. Abridged version of notification is also published in major

newspapers throughout the country including regional language newspapers. Copies of the notifications are also sent to all Employment Exchanges and Universities, etc. These are also available on the website at www.upsc.gov.in

- Candidates can apply in an electronically readable application form, which is common for all examinations, except Civil Services (Main) Examination and Section Officers/ Stenographers (Grade-B/Grade-I) Ltd. Departmental Competitive Examination.
- The **Common Application form** along with **Information Brochure** is available at designated Head Post Offices / Post Offices throughout the country for Rs. 20/- per application.
- Detailed application form for Civil Services (Main) Examination and Section Officers/ Stenographers (Grade-B/Grade-I) Ltd. Departmental Competitive Examination is supplied to the candidates by the Commission.
- Instructions for filling up the application forms are given in the Information Brochure supplied with application form and also in the Employment News / Rozgar Samachar. Candidates may appreciate that any

mistake in filling up the form may lead to rejection of their application, as the same are to be electronically processed & no change / alteration is allowable in the application form, once submitted to UPSC.

- The application forms can be submitted at the Dak Counter of the Commission at New Delhi, in person, and acknowledgement obtained across the window, on any working day from 10.00 AM to 5.00 PM. Applications in bulk are not received at Dak Counter & only one application per person is accepted.
- Application forms could also be sent to the Commission by post, but Commission undertakes no responsibility for non-receipt or delayed receipt of the same.
- The candidates are advised to keep a note of their application form number, so as to know their registration and venue details on the website. The application form number is located at top right hand corner of the application form.
- It may be appreciated that towards the closing date or on date of declaration of result, the telephone lines tend to be busy.

- Results declared by the Commission are also published simultaneously on the website. Marks obtained by the candidates appearing in various examinations of the Commission, except Civil Services (Preliminary), are also available on the UPSC website. The candidates can check their marks on the website and if any candidate wants his mark-sheet, he may write to the Commission within one month from the date the marks are made available on the website, enclosing a self-addressed stamped envelope.

Interactive Voice Response System (IVRS)

On 1st October, 2009, Interactive Voice Response System (IVRS) was launched. With the launch of the system, the candidates can now have information on telephone relating to programme of examinations, status of application, venue information and result.

Online Application

The Commission introduces the system of accepting Online Applications with effect from Engineering Services Examination notified in January, 2010.

Exemption for payment of fees for female candidates

In accordance with the instructions issued vide DOPT letter No. 39020/03/2009- Estt (B) dated 15th July, 2009, all female candidates have been exempted from payment of fees for Commission's Examination with effect from Combined Medical Services Examination, 2010 notified on 05.09.2009.

Recruitment Through Selection

The Commission is also charged with the responsibility of direct recruitment at various levels by selection method to all Group "A" Posts and selected Group "B" Posts in the Central Government.

Vacancies are advertised in Employment News, besides major newspapers of the country, along with application format, which can also be accessed by logging on to web site at www.upsc.gov.in

After receipt of applications, short-listing of candidates is done by computerized Preliminary Scrutiny package. This is done on the basis of consciously devised rational criteria. Equity, justice and fair-play are the touch stones of this entire process. The criteria may include higher

qualifications and experience than that is prescribed as the essential and desirable qualifications.

On conclusion of the process, the short -listed candidates are called for interview. If a large number of candidates apply for particular post(s) or the nature of the qualifications stipulated for the post(s) are such that it is not quite possible to short- list the candidates on the basis of qualifications and /or experience, a Recruitment Test may be conducted to short-list the candidates. The Interview Boards are presided over by Members of the Commission, who, in turn, are assisted by eminent experts drawn from respective fields/disciplines pertaining to the post for which recruitment is being done.

Once the interviews are over, steps are taken to finalise the Interview-Board Report and after the same has been approved by the Commission, the recommendation of the Commission is conveyed to the concerned Ministry/Department under intimation to the recommended candidate(s).

Promotion

The Chairman or a Member of the Commission presides over the Departmental Promotion Committee Meetings to

consider promotions from Group 'B' to Group 'A' and from one grade to another within Group 'A', where promotion is to be made by Selection.

The Commission is also entrusted with promotions from State Services (State Civil/Police/Forest Services) to All India Services through a Selection Committee presided over by the Chairman or a Member of the Commission in terms of the respective IAS/IPS/IFS/Promotion Regulations and selection of Non-State Civil Service Officers for appointment to the IAS under IAS(Appointment by Selection) Regulations, 1997.

Deputation/Absorption

The Recruitment Rules for a number of posts provide for appointment by Deputation (including short term contract) and Absorption. When the field of consideration consists of Central Government as well as State Government officers, prior consultation with the Commission is necessary for selection of an officer. When the field for consideration is made more broad-based and consists of not only Central/State Government officers, but also officers from non-Government Institutions, the selection has to be made in consultation with the Union Public Service Commission.

ANNUAL REPORT

An Annual Report containing details of the work done by the Commission together with a Memorandum explaining the cases, if any, where the advice of the Commission was not accepted along with reasons for such non-acceptance is laid on both Houses of Parliament. The Annual Report of the Commission is also available on the website of the Commission at www.upsc.gov.in

National Conference of Chairmen of State Public Service Commissions

The Constitution of India does not provide any formal linkage or relationship between Union Public Service Commission and State Public Service Commissions. Through the National Conference of Chairpersons of State Public Service Commissions, held annually since 1999, a system of informal relationship has evolved over the years. The National Conference provides a forum for exchange of ideas and information regarding common areas of interest and had striven to bring about some uniformity in the functioning of the State PSCs. Such gathering, provide a suitable platform for a discussion of the changing socio-economic milieu and consequential changes to be brought about in

the work ethos of the Commissions in consonance with expectations of the people and with the Constitutional obligations.

Responsibility of the Users

The Commission is committed to the goal of ensuring fair, efficient and impartial selection in the minimum feasible time. In order to achieve this objective, the Commission expects the candidates to scrupulously abide by the instructions contained in the advertisements of the Commission in the Press as also on the website of the Commission, with regard to filling up the application forms etc.

Whom to contact / how to access information

(i) Facilitation Counter:-

- A 'Facilitation Counter' functions in the campus of the Commission from where any information/ clarification about any matter dealt with by the Commission can be obtained on all working days between 10.00 A.M. to 5.00 P.M, in person or on telephone Nos. 011-23385271 or 011-23381125 or 011- 23098543.

(ii) Web-Site:-

- Information about various examinations conducted by the Commission, their notification, the receipt and registration of applications, issue of Roll Nos and allocation of venue of the examination, results of written examinations, personality tests, etc. is also available on the web-site of the Commission at www.upsc.gov.in

(iii) Information under RTI Act, 2005

- For providing information to the members of public under RTI Act 2005, Central Public Information Officers (CPIOs) and Appellate Authorities have been appointed by the Commission. Their names, designation, Telephone Numbers and the subject matter dealt with by them are indicated in the Annexure. The same are also available on the web-site of the Commission at www.upsc.gov.in