

**F.1/81(14)/2023-R.II/SPC-II**  
**UNION PUBLIC SERVICE COMMISSION**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD**  
**NEW DELHI - 110069**

**Date: 19.03.2024**

To

Dear candidate/s,

**Subject: Two vacancies for the post of Legal Officer in Directorate General of Civil Aviation, Ministry of Civil Aviation (GEN - 1 OBC - 1) [Adv. No. 13/2023, Vacancy No. 23071301208].**

Sir/Madam,

With reference to your application for the above mentioned post, this is to inform that you have been shortlisted for interview. You are accordingly requested to appear for the interview as per the reporting schedule given below. Reporting time for candidates called for interview in Forenoon Session is at **09.00 A.M.** and Afternoon Session is at **12.00 P.M.** in the UPSC Office, Dholpur House, Shahjahan Road, New Delhi - 110 069.

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

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

**Note-I: The candidate/s called for interview are hereby advised to ensure that they produce all the original documents (along with one copy) as claimed by them in their Online Application Form (ORA form) at the time of applying for the subject post, and in reference to the final modalities uploaded on the website of the Commission, Candidates who are called for the interview provisionally are requested to bring their original affidavit at the time of the interview, failing which, their candidature may be cancelled by the Commission.**

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

Yours faithfully,

Sd/

**Under Secretary (SPC-II)**  
**23098591-4757**

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

- (i) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).
- (ii) Essential Qualification and Experience as mentioned in the 13/2023, Vacancy No. 23071301208 along with Degree/ Certificates as claimed. In the absence of Degree, provisional certificate along with mark sheets pertaining to all the academic years/final year will be accepted & Experience as indicated in the above advertisement No. 13/2023.
- (iii) Certificate(s) in the **“prescribed proforma”** from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- (iv) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ ST/ OBC from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- (v) A declaration in the **“prescribed proforma”** by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- (vi) Physically Handicapped (PH) certificate in **“prescribed proforma”** issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
  - a) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.
  - b) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - c) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

- d) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.
- (viii) **Certificate in respect of Age relaxation in case of :**
- a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in **“prescribed proforma”** from competent authority.
- b) Central/UT Government Employees/Servants in **“prescribed proforma”** from competent authority.
- (ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- (x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s)** you were a Government servant.
- (xi) Any other condition\* (\*e.g., in case of ex-servicemen)

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

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

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**Procedures, Terms and Conditions for Interview**

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

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

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

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

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

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

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

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

### **Instructions regarding Re-imbursement of Rail Fare**

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

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

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

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

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

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

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

**F.1/81(14)/2023-R.II/SPC-II**  
**UNION PUBLIC SERVICE COMMISSION**  
**SPECIAL CELL- II**

**INTERVIEW SCHEDULE**

NAME OF REQUISITION : Two vacancies for the post of Legal Officer in Directorate General of Civil Aviation, Ministry of Civil Aviation

ADVERTISEMENT NO. : 13/2023

VACANCY NUMBER : 23071301208

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

Date of Interview	Reporting Time	Roll Numbers			
08.04.2024	Morning Session 09.00 A.M.	1500433	1500501	1500713	1500792
		1500861	1602195	1603819	1608843
		1500363	1602052		

**NOTE: Candidates who have been shortlisted for the interview PROVISIONALLY, if any, as per the final modalities uploaded on the website of the Commission are requested to bring their original affidavit at the time of the interview failing which, their candidature may be cancelled by the Commission.**

**Sd/-**  
**Under Secretary (SPC-II)**