#### ADVERTISEMENT NO. 01/2016 UNION PUBLIC SERVICE COMMISSION INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*) FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS (\*: by using the website http://www.upsconline.nic.in)

#### VACANCY DETAILS

1. (Vacancy No. 16010101509) Three Joint Directors (Crops Development Directorates), Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, Crops Division (SC-01 & UR-02). Out of three posts, one post is reserved for Physically Challenged Persons with disability viz. Hearing Impairment {Deaf (D) or Partially Deaf (PD)}. The posts are suitable for Physically Challenged Persons with disability viz. Hearing Impairment (Deaf (D) or Partially Deaf (PD)} The posts are permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 48,618/- Approx.) + TA and HRA as admissible. General Central Service, Group A, 'Gazetted', Non-Ministerial. Age\*: 45 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Post Graduate degree in any branch of Agricultural Sciences. (B) EXPERIENCE: Five years' experience in the area of production and productivity and other related aspects in food/cash crops e.g., Oilseeds/Jute/Cotton/Sugarcane /Pulses/Wheat/Millet/Rice. DESIRABLE: (i) Doctorate based on work in plant breeding and genetics with particular reference to food and cash crops (Oilseeds/Jute/Cotton/Sugarcane/Pulses/Wheat/Millet/Rice) and familiarity with the problems relating to their production. (ii) Knowledge of the latest development and current research and extension work in food and cash crops (Oilseeds/Jute/Cotton/Sugarcane/Pulses/Wheat/Millet/Rice). (iii) Expertise in writing technical reports of the above crops. (iv) Administrative experience. **DUTIES:** (i) To assist Central Government to plan, coordinate and monitor crops development programmes. (ii) To coordinate with States/UTs to implement programmes relating to increase in production and productivity of crops. (iii) To interact national/state institutions in planning the production of seeds and for organizing training courses. HQ: New Delhi (Will be posted in any of the eight Crops Development Directorates in India).

 (Vacancy No. 16010102509) Two Agricultural Engineers in Farm Machinery Training and Testing Institute, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare(OBC-01 & UR-01). The posts are permanent. Pay Scale: Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 30,441/- Approx.) + TA and HRA as admissible. General Central Service, Group B, 'Gazetted', Non-Ministerial. Age\*: 30 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Degree in Agricultural Engineering or Mechanical Engineering of a recognised University. (B) EXPERIENCE: Two years' experience in testing and evaluation of agricultural machinery from Central Government or state governments or union territory administrations or public sector undertakings or agricultural universities or

recognised research institutions or councils or semi-Government or autonomous or statutory organisations **OR** Two years' experience of teaching or as a trainer, including experience in operation or maintenance of tractors and agricultural implements or machinery, the experience sought to be from Central Government or state governments or union territory administrations or public sector undertakings or agricultural universities or recognised research institutions or councils or semi-Government or autonomous or statutory organisations. **DESIRABLE:** One year practical experience of mechanised farming practices. DUTIES: (i) Responsible for operation/ maintenance/ repair/evaluation of Agricultural/Earth moving equipment; (ii) Verification of agricultural machinery for CMVR certification; (iii) Supervision/coordination of testing / training activities and assist in International / specialized training courses; (iv) Planning / supervision/control of workshop. HQ: Ministry of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi with liability to serve anywhere in India.

3. (Vacancy No. 16010103109) Two Medical Officers/ Research Officers (Siddha), Ministry of Ayush (OBC-01 & UR-01). The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA). The posts are permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + NPA + TA and HRA as admissible. General Central Service, Group 'A' Gazetted Non-Ministerial Age\*: 35 vrs. QUALIFICATIONS: ESSENTIAL: EDUCATIONAL: (i) A Degree in Siddha of a Recognised University/ Statutory State Board/ Council/ Faculty of Indian Medicine or equivalent recognised under the Indian Medicine Central Council Act, 1970 (48 of 1970). (ii) Enrolment on the Central Register of Indian Medicine or State Register of Indian Medicine. DUTIES: To work as a doctor in CGHS Dispensaries and as Research Officer in Ministry of AYUSH HQ: Department of AYUSH, New Delhi.

(Vacancy No. 16010104209) Four Senior Examiners of Trade Marks & 4. Geographical Indications in the Office of the Controller General of Patents, Designs and Trade Marks, Ministry of Commerce & Industry, Department of Industrial Policy & Promotion (ST-01, OBC-02 & UR-01). The post is suitable for Physically Challenged Persons with disability Orthopaedically viz. Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or One Leg and One Arm Affected (OLA) OR Blindness or Low Vision {Partially Blind (PB)} **OR** Hearing Impairment {Partially Deaf (PD)}. The posts are temporary but likely to be continued. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. General Central Service, Group A, 'Gazetted', Non-Ministerial. Age\*: 35 yrs. 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:** Under the superintendence and direction of the Registrar, the Senior Examiner to oversee examined applications for registration of Trade Marks as per the provisions of Trade Marks Act, 1999 and rules framed thereunder. The Senior Examiner is also assigned to hear Show cause matters and authorized to accept Trademark applications for registration. The Senior Examiner can be assigned any other work relating to the subject assigned by the Registrar. **HQ:** Mumbai with All India Service Liability.

(Vacancy No. 16010105609) Four Senior Scientific Officers 5. Grade- II (Armament) in Directorate General of Quality Assurance, Ministry of Defence, Department of Defence Production (SC-01, OBC-01 & UR-02). The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) **OR** Hearing Impairment {Partially Deaf (PD)}. The posts are temporary but likely to become permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. Defence Quality Assurance Service Group-A, Gazetted, (Non-Ministerial.) Age\*: 35 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Degree in Mechanical Engineering or Production Engineering from a recognized University. (B) EXPERIENCE: Two years' Practical experience in production or development or quality assurance related to ammunition and weapons used by the Armed Forces. **DESIRABLE:** Minimum six months certificate course in German or French or Russian or Japanese or Chinese language from a recognized Institute. **DUTIES:** Documentation work regarding procurement of Defence stores, Test lab management, Creation of test facilities and Quality Assurance of Defence Stores, Capability assessment of probable Defence vendors, Indigenization, development and improvement of Defence items in liaison with industries. HQ: New Delhi but liable to serve anywhere in India or outside.

6. (Vacancy No. 16010106609) One Senior Scientific Officer Grade- II (Chemistry) in Directorate General of Quality Assurance, Ministry of Defence, Department of Defence Production (OBC-01). The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) OR Hearing Impairment {Partially Deaf (PD)}. The post is temporary but likely to become permanent. **Pay Scale:** Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. Defence Quality Assurance Service Group-A, Gazetted, (Non-Ministerial.) Age\*: 38 yrs. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Engineering Degree in Chemical Technology/M.Sc (Analytical Chemistry)/M.Sc (Organic Chemistry) from a recognized University. **(B) EXPERIENCE:** Two years practical experience in Production or

Development or Quality Assurance in the Chemistry related field. **DESIRABLE:** Minimum six months certificate course in German or French or Russian or Japanese or Chinese language from a recognized Institute. **DUTIES:** Documentation work regarding procurement of Defence stores, Test lab management, Creation of test facilities and Quality Assurance of Defence Stores, Capability assessment of probable Defence vendors, Indigenization, development and improvement of Defence items in liaison with industries. **HQ:** New Delhi but liable to serve anywhere in India or outside.

7. (Vacancy No. 16010107609) Four Senior Scientific Officers Grade- II (Engineering) in Directorate General of Quality Assurance, Ministry of Defence, Department of Defence Production (SC-02 & UR-02). The posts are suitable for disability Physically Challenged Persons with viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) **OR** Hearing Impairment {Partially Deaf (PD)}. The posts are temporary but likely to become permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. Defence Quality Service Group-A, Gazetted. (Non-Ministerial.) Age\*: Assurance 35 vrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: B.E./B.Tech. in Mechanical/Electrical Engineering from a recognized University. (B) EXPERIENCE: Two years' Practical experience in production or development or quality assurance in related field. **DESIRABLE:** Minimum six months Mechanical/Electrical Engineering certificate course in German or French or Russian or Japanese or Chinese language from a recognized Institute. **DUTIES:** Documentation work regarding procurement of Defence stores, Test lab management, Creation of test facilities and Quality Assurance of Defence Stores, Capability assessment of probable Defence vendors, Indigenization, development and improvement of Defence items in liaison with industries. HQ: New Delhi but liable to serve anywhere in India or outside.

8. (Vacancy No. 16010108609) One Senior Scientific Officer Grade- II (Metallurgy) in Directorate General of Quality Assurance, Ministry of Defence, Department of Defence Production (UR-01). The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) OR Hearing Impairment {Partially Deaf (PD)}. The post is temporary but likely to become permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. Defence Quality Assurance Service Group-A, Gazetted, (Non-Ministerial.) Age\*: 35 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: B.E. (Metallurgy)/ B. Tech (Metallurgy) from a recognized University. (B) EXPERIENCE: Two years practical experience in Production or Development or Quality Assurance in the Metallurgical field.

**DESIRABLE:** Minimum six months certificate course in German or French or Russian or Japanese or Chinese language from a recognized Institute. **DUTIES:** Documentation work regarding procurement of Defence stores, Test lab management, Creation of test facilities and Quality Assurance of Defence Stores, Capability assessment of probable Defence vendors, Indigenization, development and improvement of Defence items in liaison with industries. **HQ:** New Delhi but liable to serve anywhere in India or outside.

(Vacancy No. 16010109409) Two Economic Officers, Ministry of Finance, 9. Department of Economic Affairs (OBC-01 & UR-01). The posts are permanent but initially to be filled up on temporary basis. Pay Scale: Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 30,441/- Approx.) + TA and HRA as admissible. General Central Service, Group B, 'Gazetted', Non-Ministerial. Age\*: 30 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Master's Degree in Economics or Applied Economics or Business Economics or Econometrics of a recognized University incorporated by an Act of the Central or State legislature in India or other Educational Institutes established by an Act of Parliament or declared to be deemed as University under section 3 of the University Grants Commission Act, 1956 or a foreign University approved by the Central Government from time to time. (B) EXPERIENCE: Two years' experience of conducting economics investigation/ research from recognized Research Institutes in India, University or Deemed University and Central or State Government. **DUTIES:** Preparation of analytical notes/memoranda with the application of advanced Statistical/Econometric methods, without assistance from lower level, on the various aspects relating to industry, agriculture, public finance and foreign trade and balance of payments, developments and policies of Indian/International Economy with a view to assisting senior officers in evolving guidelines/economic policies etc. HQ: New Delhi.

10. (Vacancy No. 16010110209) One Deputy Assistant Director (Bio-chemistry) (Non-Medical) in Central Research Institute, Kasauli (Himachal Pradesh), Ministry of Health and Family Welfare, Directorate General of Health Service (UR-01). The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or One Leg and One Arm Affected (OLA). The post is permanent. Pay Scale: Rs.15,600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 45,990/- Approx.) + TA and HRA as admissible. General Central Service, Group A, 'Gazetted', Non-Ministerial. Age\*: 35 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: M.Sc. Degree in Bio-Chemistry from a recognized University is 'NIL'. (B) EXPERIENCE: Three years' experience in manufacture and testing of human biological products and/or in research in the field of Medical Bio-chemistry, Microbiology, Virology

or Immunology. **DESIRABLE:** Doctorate degree in Bio-chemistry from a recognized University or equivalent\*. **Note:** \*Equivalent qualification to Doctorate degree in Bio-Chemistry from a recognized University is 'NIL'. **DUTIES:** Manufacturing, Testing and Quality Control of Immunobiologicals. **HQ:** Kasauli, District Solan (Himachal Pradesh).

11 (Vacancy No. 16010111409) Six posts in Senior Grade of Indian Information Service, Ministry of Information & Broadcasting (OBC-03 & UR-03). The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or Both Arms Affected (BA) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or Stiff Back and Hips (cannot Sit or Stoop) (BH) or Both Legs and Both Arms Affected (BLA) or Muscular Weakness and Limited Physical Endurance (MW) or One Leg and One Arm Affected (OLA) OR Blindness or Low Vision (Blind (B) or Partially Blind (PB)) OR Hearing Impairment (Deaf (D) or Partially Deaf (PD)}. The posts are permanent. Pay Scale: Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 30,441/- Approx.) + TA and HRA as admissible. Indian Information Service, Group B, 'Gazetted'. Age\*: 30 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: (i) Degree of a recognized University or equivalent. (ii) Diploma in Journalism from a recognized University/Institution or equivalent. (B) EXPERIENCE: Three years experience of Journalistic Publicity or publication work in a Govt. Department/or any News paper /News Agency. Note:1 Direct Recruitment to 06 posts in Sr. Grade of Indian Information Service Group 'B' shall be made 03 each from any person knowing language English and Hindi respectively. Note:2 Candidates must have studied the concerned Languages i.e. Hindi or English up to Secondary School Level. **DUTIES:** The officers are required to prepare press notes, publicity materials, editorial material and analysis of Press Comments on current topics, compilation of news bulletins and reporting of news for broadcasting, monitoring of news bulletins by foreign broadcasting stations. Organising Exhibitions, Writing Scripts/Captions and maintenance of Register on News Papers in India. Preparation of Research/Reference paper and background note in the fields of History. Economics and Current events for use of Press. Radio and Writers etc. HQ: The posts are located in different media Units of the Ministry throughout the country.

12. (Vacancy No. 16010112609) Two Assistant Director Grade- II (Industrial Management and Training) in the Office of the Development Commissioner, Ministry of Micro, Small and Medium Enterprises, (MSME-DO) (UR-02). The posts are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Arm Affected (Right or Left) (OA). The posts are permanent. **Pay Scale:** Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 30,441/- Approx.) + TA and HRA as admissible. General Central Service,

Group B, 'Gazetted', Non-Ministerial. **Age\*: 30 yrs. QUALIFICATIONS: ESSENTIAL:** (A) EDUCATIONAL: Degree in Engineering from a recognized University/Institute or equivalent; **OR** Post Graduate Degree in Business Management/Industrial Management/ Production Management from a recognized University/ Institute or equivalent; and (B) **EXPERIENCE:** Two Years experience in supervisory capacity dealing with Industrial Management and Training in a Technical/Industrial Organisation/unit **DESIRABLE:** (i) Familiarity with the latest techniques of training tools and aids for industrial training; and (ii) Basic knowledge of Computers particularly application side of currently used software/packages for Offices . **DUTIES:** To visit Micro, Small and Medium Enterprises and advise their supervisory staff and workers about different problems, suggest improved techniques of production, quality standards and method of working, conduct entrepreneurship development programmes & tests for quality certification in the industrial field. Any other duties that may be assigned from time to time. **HQ:** New Delhi with All India Service Liability.

13. (Vacancy No. 16010113609) One Assistant Director Grade- II (Leather and Footwear) in the Office of the Development Commissioner, Ministry of Micro, Small and Medium Enterprises, (MSME-DO) (UR-01). The post is suitable for disability Challenged Persons Orthopaedically Physically with viz. Handicapped/Locomotor Disability/Cerebral Palsy with One Arm Affected (Right or Left) (OA). The post is permanent. Pay Scale: Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 30,441/- Approx.) + TA and HRA as admissible. General Central Service, Group B, 'Gazetted', Non-Ministerial. Age\*: 30 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Degree in Leather/Footwear Technology from a recognized University/Institute or equivalent. (B) EXPERIENCE: Two Years experience in supervisory capacity in a technical/industrial unit in Leather Tanning/ Finishing Industry or in Footwear/ Leather goods or experience in promotion of small scale industries in areas of entrepreneurship development and quality control. **DESIRABLE: (i)** Familiarity with the latest techniques of production and use of modern machines, equipment and tools as used in the leather and footwear making industry; and (ii) Basic knowledge of Computers particularly application side of currently used software/packages for Officers. **DUTIES:** To visit Micro, Small and Medium Enterprises and advise their supervisory staff and workers about different problems, suggest improved techniques of production, quality standards and method of working, conduct entrepreneurship development programmes in the field of Leather and Footwear technology. Any other duties that may be assigned from time to time. HQ: New Delhi with All India Service Liability.

14. (Vacancy No. 16010114409) One Deputy Director (ER) in the Office of the Union Public Service Commission (UR- 01). The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or One Leg and One Arm Affected (OLA) OR Blindness or Low Vision { Partially Blind (PB)} OR Hearing Impairment { Partially Deaf (PD)}. The post is temporary. Pay Scale: Rs.15,600- 39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 48,618/- Approx.) + TA and HRA as admissible. General Central Service, Group 'A', Gazetted, Non-Ministerial. Age\*: 40 yrs. QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Master's degree in Life Science/Bio Science/Botany/Zoology/Ecology/Environmental Science/Wildlife from a recognized University; (B) EXPERIENCE: Five years' experience in teaching at degree level or Research in a recognized University/Institution or five years' experience in Examination Reforms/Curriculum Development/Educational Evaluation in any recognized University/Institution. DUTIES: Deputy Director (ER) will assist the senior officers in Examination Reforms, Syllabus Revision and related work. HQ: New Delhi.

15. (Vacancy No. 16010115409) One Deputy Director (ER) in the Office of the Union Public Service Commission (SC-01). The post is suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or One Leg and One Arm Affected (OLA) OR Blindness or Low Vision { Partially Blind (PB)} OR Hearing Impairment { Partially Deaf (PD)}. The post is temporary. Pay Scale: Rs.15,600- 39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 48,618/- Approx.) + TA and HRA as admissible. General Central Service, Group 'A', Gazetted, Non-Ministerial. Age\*: 45 QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: Master's degree in yrs. Political Science/Public Administration/Geography/Economics from a recognized University. (B) EXPERIENCE: Five years' experience in teaching at degree level or Research in a recognized University/Institution or five years' experience in Examination Reforms/Curriculum Development/Educational Evaluation in anv recognized University/Institution. DUTIES: Deputy Director (ER) will assist the senior officers in Examination Reforms, Syllabus Revision and related work. HQ: New Delhi.

#### IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS 23:59 HRS ON 28.01.2016.

THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO 23:59 HRS ON 29.01.2016.

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.

DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

#### NOTES:

a) Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <u>http://www.upsconline.nic.in</u> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website http://www.upsconline.nic.in.

b) \* The age limit shown against item Nos **15**\* (\* for 01 post reserved for Scheduled Castes candidates) is relaxed age limit for Scheduled Castes candidates. \*The age limit shown against item Nos **6** (\* for 01 post reserved for Other Backward Classes candidates) is relaxed age limit for Other Backward Classes candidates. \* **In respect of cases belonging to Govt. of National Capital Territory of Delhi, OBCs included in the Central list and list Notified by Govt. of National Capital Territory of Delhi are eligible. \*The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection"** 

c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.

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

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

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

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

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

# INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

### 1. CITIZENSHIP:

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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

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

3. **MINIMUM ESSENTIAL QUALIFICATIONS**: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

**NOTE-I:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

**NOTE-II:** IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE

NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

(a) "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed"

(b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement

(c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement

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

(e) By holding a Recruitment Test.

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

NOTE-III:-

## IMPORTANT

(i) The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by interview, will be UR-50 marks, OBC-45 marks, SC/ST/PH-40 marks, out of the total marks of interview being 100.

(ii) In cases where selection is made by Recruitment Test (RT) followed by interview, the candidate will have to achieve minimum level of suitability in their respective category at both stages i.e. 'Recruitment Test' as well as 'Interview'. The minimum level of suitability in case of RT shall be decided by the Commission on case to case basis.

## 4. APPLICATION FEE:

(a) Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.

(b) No fee for SC/ST/PH/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.

(c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(d) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

## 5. CONCESSIONS & RELAXATIONS:

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the

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

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

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

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

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

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

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

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

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

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

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

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

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2015.

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

Age relaxation of 10 years is allowed (total 15 years for SCs/STs and 13 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.(A) HOW TO APPLY:

i) Candidates must apply online through the website http://www.upsconline.nic.in. Applications received through any other mode would not be accepted and summarily rejected.

ii) Candidates must upload documents pertaining to educational qualification(s) and experience (preferably in prescribed format), if any, as claimed in the online application, in a single pdf file in such a way that the file size does not exceed 2 MB and is legible when a printout taken. For that the applicant may scan the experience certificate in 200 dpi grey scale. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter,

Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module.

iii) **IMPORTANT**: CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMSSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFCATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

iv) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.

v) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

#### vi) Candidates are <u>not required</u> to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 7 below if called for interview.

vii) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

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

6 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission. "WARNING":

CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS, THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INOFRMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE, APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTD AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

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

7. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview, failing which the candidate would not be allowed to appear in the Interview in which case such candidate will not be entitled to receive the Commission's contribution towards travelling expenses:-

a) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with 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.

prescribed d) Certificate(s) in the proforma from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.

e) Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.

f) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.

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

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

i) <u>In case of marriage of women</u> - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner

iii) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) In other circumstances for change of name for both male and female -Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

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

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

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

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

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

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

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

j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

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

I) Documentary support for any other claim(s) made.

**NOTE I:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE II:** <u>The period of experience rendered by a candidate on part time basis, daily</u> wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

**NOTE III:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

## 8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

a) obtaining support of his/her candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person, or

d) submitting fabricated documents or documents which have been tampered with, or

e) making statements which are incorrect or false or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

g) using unfair means during the test, or

h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or

k) bringing mobile phone/Communication device in the examination Hall/Interview room.

I) 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 <u>http://www.upsconline.nic.in</u>.

c) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

d) Candidates must, if required, attend a personal interview at such place, as may be fixed by the Commission. The Commission do not defray the traveling or other expenses of candidates summoned for interview. They, however, contribute towards those expenses at a rate corresponding to the amount of the Second Class Mail railway fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate whichever is less. Details of this will be furnished when they are called for interview.

e) Commission's contribution towards the traveling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on.

f) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

g) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

h) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into

correspondence with the candidates about reasons for their non selection for interview/appointment.

i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.

j) Canvassing in any form will disqualify a candidate.

#### IMPORTANT

### MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL

a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.

b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

#### PRESCRIBED PROFORMAE

#### Proforma-I

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

@ 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	d 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 Tribe the State/Union Territorv\* Caste/Scheduled in of issued by the ..... dated ..... 

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

Signature.....

(With Seal of Office)

State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

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

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

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

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

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

### Proforma-II

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

This	is	to		certify	that
Shri/Shrimati/Kum	nari*	son/c	laugh	ter*	of
Shri	of village/town* .		in	District/Division*	<sup>•</sup> of
the State/Union	Territory*	belon	gs to	the	Community
which is recognise	ed 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 .....resident of Shri.....resident of village/town/city.....district.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:....

Full Name:....

Address:....

## Proforma-IV

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

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

lt	is	certified	that	No	Rank
Name		V	vhose date	of birth is	has rendered service
from	to		in Army/N	avy/Air Force.	

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release
- %b) on account of physical disability attributable to Military Service.
- %c) on invalidment after putting in at least five years of Military service

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

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

% Delete the paragraph which is not applicable.

# B. Form of Certificate for Serving Personnel

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

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

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

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

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

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

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

Place:

Date:

Signature and Name of Candidate

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

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

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

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

Place:

Date:

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

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

(a) In case of Commissioned Officers including ECOs/SSCOs. Army - Military Secretary Branch, Army Hqrs., New Delhi

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

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

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force. Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

### Proforma-V

Form-II

**Disability Certificate** 

(In cases of amputation or complete permanent paralysis of limbs

and in cases of blindness)

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

## CERTIFICATE)

Recent PP size Attested

Photograph (Showing face

only) of the person

with disability

Certificate No. .....

Date: .....

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

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

(DD/ MM/ YY)

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

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

= locomotor disability

= blindness

(Please tick as applicable)

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

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

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

Nature of DocumentDate of IssueDetails of authority

issuing certificate

(Signature and Seal of Authorised Signatory of

notified Medical Authority)

Signature/Thumb

impression of the

person in whose

favour disability

certificate is issued.

Form-III

**Disability Certificate** 

(In case of multiple disabilities)

## (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

### CERTIFICATE)

(See rule 4)

Recent PP size Attested

Photograph (Showing face

only) of the person

with disability

Certificate No. ..... Date: .....

This	is	to	certify	that	we	have	carefully	examined Shri/
Smt/Kı	Jm		/s	son/wife/	daugh	ter of Sh	ri	Date of
Birth			Age		years,	male/fe	male	

(DD) (MM) (YY)

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

S. Disability Affected Part Diagnosis Permanent physical

No. of Body impairment/ mental disability (in %)

- 1 Locomotor disability @
- 2 Low vision #

3 Blindness Both Eyes

4 Hearing impairment £

5 Mental retardation X

6 Mental-illness X

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

In figures:- .....percent

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

3. Reassessment of disability is :

(i)	not necessary,
-----	----------------

### Or

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

	(DD)	(MM)	(YY)
--	------	------	------

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

# Single eye/both eyes

£ e.g. Left/Right/both ears

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

Nature of DocumentDate of IssueDetails of authority

issuing certificate

5. Signature and seal of the Medical Authority,

Name and seal of Member Name a	nd seal
--------------------------------	---------

Name and seal of the

of Member Chairperson

Signature/Thumb

impression of the

person in whose

favour disability

certificate is issued.

Form-IV

**Disability Certificate** 

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

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

CERTIFICATE)

(See rule 4)

Recent PP size Attested

Photograph (Showing face

only) of the person

with disability

Certificate No.

Date: .....

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

(DD) (MM) (YY)

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

Registration No. ...... permanent resident of House No...... Ward/Village/Street

whose photograph is affixed above, and am satisfied that he/she is a case of ..... disability. His/her extent of percentage physical impairment/disability has

been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

S.	Disability Affect	ted Part Diagnosis	Permanent physical
No.	of Body disability (in %)	impairment/	mental
1	Locomotor disabilit	y @	
2	Low vision #		
3	Blindness Both	Eyes	
4	Hearing impairmen	t£	
5	Mental retardation	х	
6	Mental-illness	х	
(Plea	se strike out the disa	bilities which are no	t applicable.)

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

3. Reassessment of disability is :

(i) not necessary

Or

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

(DD) (MM) (YY)

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

- # e.g. Single eye/both eyes
- £ e.g. Left/Right/both ears
- 4. The applicant has submitted the following document as proof of residence:-

Nature of DocumentDate of IssueDetails of authority

issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

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

Signature/Thumb

impression of the

person in whose

favour disability

certificate is issued.

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

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

### Proforma-VI

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

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

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

Certified that:

perma	anent p	ost of		in om	the	Office/De	epartment	ly a of
on a Office	a regular /Departme	r basis nt	under ti in	has be he Central with				
effect	from							
Signat	ture			Name				
				Designatior	า			
Minis Addre	stry/Office ess e SEAL							

Place:
Date:

# Proforma-VII

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

## FORM-I

### **Experience Certificate**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax

No.....

Name of Organization

Address of the Organization

Dated.....

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

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

Monthly remuneration (total)	Duties performed/experienc e 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)	posting	<ul> <li>Nature of work:</li> <li>a) Managerial (Lower/Middle/Senior*)</li> <li>b) Supervisory</li> <li>c) Operative</li> <li>d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable)</li> </ul>	
(7)	(8)	(9)	(10)	(11)

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

Signature

Name of competent authority

Stamp of competent authority

FORM-II

## **Experience Certificate**

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

Letter Head of the Institution/Issuing Authority

Telephone

No.....

Fax No.....

Name of Organization

Address of the Organization

Dated: .....

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

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

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

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

Signature

Name of competent authority

Stamp of competent authority

FORM-III

**Experience Certificate** 

(For experience at Bar for Advocates)

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated:

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

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

Signature

Name of competent authority

Stamp of competent authority