RECRUITMENT SPECIAL ADVERTISEMENT NO.51/2023
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT SPECIAL ADVERTISEMENT APPLICATIONS
FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS
(*: by using the website https://www.upsconline.nic.in**)**

VACANCY DETAILS

1. (Vacancy No. 23025101725) Four hundred eighteen vacancies for the post of Enforcement Officer/Accounts Officer in Employees' Provident Fund Organisation, Ministry of Labour & Employment (SC-57, ST-28, OBC-78, EWS-51, UR-204) (PwBD-25)*. *Of the four hundred eighteen vacancies, twenty five vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD). *Of the twenty five vacancies reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD), ten vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, seven vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, six vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or One leg and One arm affected **(OLA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** and remaining two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability **(SLD)** or Mental Illness **(MI),** Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above. The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or One leg and One arm affected **(OLA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)**, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability **(SLD)** or Mental Illness **(MI),** Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above. The post is permanent. Group- "B", Non-Ministerial. **Pay Scale:** Level- **08** in the Pay Matrix as per 7th CPC. **Age: 30 years. ESSENTIAL QUALIFICATIONS: EDUCATIONAL:** Bachelor's Degree in any subject from recognised university or institute. **NOTE:** The Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. **DUTIES:** Duties of Enforcement Officers/Account Officers, inter-alia, are to look after the work of enforcement, recovery, accounts, administration, cash, legal, pension and computer which includes the statutory and administrative

functions like conducting inquiry; settlement of claims general administration maintenance of cash book/reconciliation of bank statement; MIS returns etc. **HQ:** New Delhi. The post carries All India Service liability and officers have to serve in any part of India. **Any Other Condition:** (i) EPFO is a statutory body and service is under M/o Labour & Employment. (ii) In respect of permanent Govt. Servant appointed as **Enforcement Officer/Accounts Officer**, the **Employees' Provident Fund Organisation** (EPFO) can pay leave salary and pension contribution as admissible under the rules for two years if a demand is made by the parent department for the same for maintaining lien. If he/she ultimately chooses to go back to his/her parent department, the amount remitted is liable to be refunded to the organization before the officer is relieved.

2. (Vacancy No. 23025102725) One hundred fifty nine vacancies for the post of Assistant Provident Fund Commissioner in Employees' Provident Fund Organisation, Ministry of Labour & Employment (SC-25, ST-12, OBC-38, EWS-16, UR-68) (PwBD-08)*. *Of the one hundred fifty nine vacancies, eight vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD). *Of the eight vacancies reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD), two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or One leg and One arm affected **(OLA)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** or Muscular Dystrophy **(MDy)** and remaining two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Mental Illness **(MI),** Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above. The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or One leg and One arm affected **(OLA)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** or Muscular Dystrophy **(MDy)**, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Mental Illness **(MI),** Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above. The post is permanent. Group- "A", Non-Ministerial. **Pay Scale:** Level- **10** in the Pay Matrix as per 7th CPC. **Age: 35 years. ESSENTIAL QUALIFICATIONS: EDUCATIONAL:** Degree of a recognised University or Equivalent. **DESIRABLE:** Diploma in Company Law/Labour Laws/Public Administration. **NOTE:** The Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. **DUTIES:** Duties of Assistant Provident Fund Commissioner inter alia are to look after the work of Enforcement, Recovery, Accounts, Administration, Cash, Legal, Pension and Computer which includes the statutory

and administrative functions like conducting inquiry; settlement of claims; General Administration; maintenance of Cash Book/ Reconciliation of Bank Statements; MIS returns etc. **HQ:** New Delhi. The post carries All India Service liability and officers have to serve in any part of India. **Any Other Condition:** (i) EPFO is a statutory body and service under M/o Labour & Employment. (ii) In respect of permanent Govt. Servant appointed as **Assistant Provident Fund Commissioner**, the **Employees' Provident Fund Organisation** (EPFO) can pay leave salary and pension contribution as admissible under the rules for two years if a demand is made by the parent department for the same for maintaining lien. If he/she ultimately chooses to go back to his/her parent department, the amount remitted is liable to be refunded to the organization before the officer is relieved.

(IMPORTANT)
ONLINE APPLICATIONS ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE https://www.upsconline.nic.in TO THE ABOVE POSTS FROM **25-02-2023 (12:00 Noon)**.
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION THROUGH WEBSITE https://www.upsconline.nic.in IS **18:00 HRS(6.00 P.M.) ON 17-03-2023.**
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE APPLICATION . 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.

*** Persons with Benchmark Disabilities.**

NOTES:

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

b) *****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. ***Age limit is also relaxable for Employees of the Employees' Provident Fund Organisation upto 5 years.** 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) **HEADQUARTERS :** New Delhi. The Officers recruited are liable to be posted any-where in India.

e) **PROBATION :** Two years.

f) A pen & paper based Recruitment Test **(RT)** to short-list the candidates for Interview for recruitment to the posts of **Enforcement Officers/Accounts Officers** (Item No. 1 above) **and Assistant Public Provident Commissioner** (Item No. 2 above) shall be conducted by the Commission. Both the Recruitment Tests (RTs) will be held separately. The date of examination will be intimated later on UPSC website.

g) Scheme and syllabus for the Recruitment Test (RT) for the posts of Enforcement Officers/Accounts Officers(Item No. 1 above) **and Assistant Public Provident Commissioner** (Item No. 2 above) **is as under:-**

I. Scheme and syllabus of the Recruitment Test (RT) for the post Enforcement Officers/Accounts Officers (Item No. 1 above) **:**

(a) Scheme:

(i) The test will be of two hours duration

(ii) All questions will carry equal marks.

(iii) The test will be objective type questions with multiple choices of answer.

(iv) The medium of the test will be both Hindi and English.

(v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

(b) Syllabus :

The syllabus of the Test broadly comprises the following topics :-

i) General English- To evaluate candidate's understanding of English language & workman – like use of words.

ii) Indian Freedom Struggle.

iii) Current Events and Developmental Issues.

iv) Indian Polity & Economy.

v) General Accounting Principles.

vi) Industrial Relations & Labour Laws.

vii) General Science & knowledge of Computer applications.

viii) General Mental Ability & Quantitative Aptitude.

ix) Social Security in India.

(c) Weightage:

Weightage in the ratio of 75:25 will be accorded for marks in Recruitment Test and for marks in Interview for determining the final merit in the instant recruitment case.

II. <u>Scheme and syllabus of the Recruitment Test (RT) for the post Assistant Public Provident Commissioner</u> <u>(Item No. 2 above)</u>

(a) <u>Scheme:</u>

(i) The test will be of two hours duration

(ii) All questions will carry equal marks.

(iii) The test will be objective type questions with multiple choices of answer.

(iv) The medium of the test will be both Hindi and English.

(v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

(b) Syllabus :

The syllabus of the test broadly comprises the following topics:

(a) General English- To evaluate a candidate's understanding of English language & workman–like use of words.
(b) Indian Culture, Heritage & Freedom Movements & Current Events
(c) Population, Development and Globalization
(d) Governance and Constitution of India
(e) Present Trends in Indian Economy
(f) Accounting and Auditing, Industrial Relations, Labour Laws, Insurance
(g) Basic Knowledge of Computer Applications, General Science
(h) Elementary Mathematics, Statistics and General Mental Ability.
(i) Social Security in India.

(c) Weightage:

Weightage in the ratio of 75:25 will be accorded for marks in Recruitment Test and for marks in Interview for determining the final merit in the instant recruitment case.

i) The Recruitment Test (RT) will be conducted across the following centers:

Sl. No.		Sl. No.	CENTRE	Sl. No.	CENTRE
1	AGARTALA	28	GORAKHPUR	55	PATNA
2	AGRA	29	GURGAON	56	PORTBLAIR
3	AHMEDABAD	30	GWALIOR	57	PRAYAGRAJ (ALLAHABAD)
4	AIZAWL	31	HYDERABAD	58	PUDUCHERRY
5	AJMER	32	IMPHAL	59	PUNE
6	ALIGARH	33	INDORE	60	RAIPUR
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RAJKOT
8	ANANTHAPURU	35	JABALPUR	62	RANCHI
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SAMBALPUR
10	BAREILLY	37	JAMMU	64	SHILLONG
11	BENGALURU	38	JODHPUR	65	SHIMLA
12	BHOPAL	39	JORHAT	66	SILIGURI
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR
14	CHANDIGARH	41	KOHIMA	68	SRINAGAR (UTTARAKHAND)
15	CHENNAI	42	KOLKATTA	69	SURAT
16	COIMBATORE	43	KOZHIKODE (CALICUT)	70	THANE
17	CUTTACK	44	LEH	71	THIRUVANANTHAPURAM
18	DEHRADUN	45	LUCKNOW	72	TIRUCHIRAPALLI
19	DELHI	46	LUDHIANA	73	TIRUPATI
20	DHARAMSHALA (HIMACHAL PRADESH)	47	MADURAI	74	UDAIPUR
21	DHARWAR	48	MANDI (HIMACHAL PRADESH)	75	VARANASI
22	DISPUR	49	MUMBAI	76	VELLORE
23	FARIDABAD	50	MYSURU	77	VIJAYAWADA
24	GANGTOK	51	NAGPUR	78	VISHAKHAPATNAM
25	GAUTAM BUDDH NAGAR	52	NASIK	79	WARANGAL
26	GAYA	53	NAVI MUMBAI		
27	GHAZIABAD	54	PANAJI (GOA)		

The Date and Time of both the Recruitment Tests (RTs) will be intimated to the candidates on UPSC website in due course. The Centres and the date of holding the Recruitment Test as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres, except Chennai, Dispur, Kolkata and Jaipur. Allotment of Centres will be on the **"first-apply-first allot" basis**, and once the capacity of a particular Centre is attained, the same will be frozen.

Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

NB : Notwithstanding the aforesaid provision, the Commission reserves the **right to change the Centres at its discretion if the situation demands.** All the Recruitment Test Centres for **(I) ENFORCEMENT OFFICER/ACCOUNTS OFFICER AND (II) ASSISTANT PROVIDENT FUND COMMISSIONER IN EMPLOYEES PROVIDENT FUND ORGANISATION (EPFO),** 2023 will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centres. Candidates admitted to the Recruitment Test (RT) will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

j) IMPORTANT NOTES

i) Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfil all the eligibility conditions of the posts shall be called for interview.

ii) The Candidates are directed to undertake the Recruitment Test (**RT)** at their own risk i.e. after verifying that they fulfil the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.

(iii) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe on production of a certificate, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V.**

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII.**

(iv) The candidates have discretion of opting for their own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the details of scribe in case candidates are bringing their own scribe, will be sought at the time of filling up the application form online as per proforma at **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(v) The qualification of the Commission's scribe as well as own scribe will not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

(vi) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility on production of a certificate, to the effect that the person concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V.**

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII.**

(vii) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:
A Candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

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

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

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

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

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

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

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

(a) “On the basis of 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 invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
(f) By holding a Recruitment Test.

(g) After Result of written Recruitment Test Result, the successful candidates will be provided a link to fill up the Detailed Application Form **(DAF) and the link will be provided separately for both the Recruitment Tests (RTs).**

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 (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) 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 any bank or by using Visa/Master/Rupay/Credit/Debit Card/UPI payment.

(b) Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-Slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only "Pay by Cash" mode will be deactivated at **11:59 P.M. of 16th March 2023** i.e. one day before the closing date. However applicants, who have generated their Pay-in-Slip before it is deactivated, may pay at the counter of SBI Branch during banking hours on the closing date. Such applicants who are unable to pay by cash on the closing date i.e. during banking hours at SBI Branch, for reasons whatsoever, even if holding valid pay-in-Slip will have no other offline option but to opt for available online Debit/Credit Card/UPI Payment or Internet Banking payment mode **on the closing date i.e. till 18:00 hrs (6:00 P.M.) of 17th March 2023**.

(c) Those candidates who wish to apply for both the posts have to pay Rs. 50/- (Rupees Fifty only). However, those candidates who wish to apply for the single post have to pay Rs. 25/- (Rupees Twenty Five only)

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

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

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

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 issued by the Government of India). This relaxation will be admissible to Government servants with 3 years continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the Commission. 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.

(d) **Age relaxation to Persons with Benchmark Disabilities (PwBD):**

i) Age relaxation of 10 years (This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category**)** in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy,Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

(e) Facility of scribe for candidates appearing in Recruitment Tests (RTs) to Persons with Benchmark Disabilities (PwBD):

(i) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe on production of a certificate, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief

Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V.**

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII.**

(ii) The candidates have discretion of opting for their own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the details of scribe in case candidates are bringing their own scribe, will be sought at the time of filling up the application form online as per proforma at **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(iii) The qualification of the Commission's scribe as well as own scribe will not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

(iv) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility on production of a certificate, to the effect that the person concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V.**

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and

having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII.**

(v) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

6. (A) HOW TO APPLY:

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

ii) Candidates need not to upload any document except photograph, signature and identity proof while filling up the on-line application.

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.

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

v) **Modification in OTR Profile:**

In case, the candidate wants to effect any change in his/her OTR profile, it shall be allowed only once in the lifetime after the registration at OTR platform. The change in OTR profile data shall be available till expiry of 7 days from the next day after the closure of application window of his/her first final application for any examination of the Commission. In case, the candidates after registration of OTR applies for the first time in the Recruitment Test (RT), last date of modification of OTR would be **24.03.2023**.

vi) **Modification in application form (other than OTR Profile):**

The Commission has also decided to extend the facility of making correction(s) in any field(s) of the application form for the Recruitment Test (RT) from next day of the closure of the application window of the Recruitment Test (RT). This window will remain open for 7 days from the date of opening of the same, i.e. from **18.03.2023 to 24.03.2023.** In case a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form.

vii) The candidates will not be allowed to withdraw their application after the submission of the same.

viii) Candidates are not required to submit to the Commission the printouts of their online applications or any other document either by post or by hand. 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.

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

6 (B) CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATION AND THEIR PERFORMANCE IN THE RECRUITMENT TEST(RT). 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/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

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

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

f) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community

certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.

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

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

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

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

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

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

i) 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.

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

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

NOTE 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.

l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

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

ii) to be debarred either permanently or for a specified period:-

- by the Commission from any examination or selection held by them
- by the Central Government from any employment under them, and

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

9. OTHER INFORMATION/INSTRUCTIONS:

a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website http://www.upsconline.nic.in.

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

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

e) Commission's contribution towards the traveling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on. Candidates who do not wish to collect contribution towards TA in cash at Commission's counter can also get the same transferred in their respective account. Such candidates will have to submit a cancelled cheque along with their TA claims to facilitate the transaction'.

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.

Appendix-II

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

- Candidates are required to apply Online using the website www.upsconline.nic.in.
- Salient features of the system of Online Application Form are given hereunder:
- Detailed instructions for filling up online applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part- I and Part-II as per the instructions available in the above mentioned site through drop down menus.
- The candidates are required to pay a fee of Rs.25/- Rupees Twenty Five only) [Except SC/ST/ Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by remitting the money in any branch of State Bank of India by cash, or by using net banking facility of any bank or by using any Visa/Master/RuPay/Credit/ Debit Card/UPI Payment.
- Before filling up Online Application, a candidate must have his photograph and signature duly scanned in the .jpg format in such a manner that each file should not exceed 300 KB each and must not be less than 20 KB in size for the photograph and signature.
- The candidate should have details of one Photo ID Card viz. Aadhar Card/ Voter Card / PAN Card / Passport/ Driving License / Any other photo ID card issued by the State / Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. This photo ID will be used for all future references and the candidate is advised to carry this Photo ID while appearing for the Examination/Personality Test.
- The Online applications (Part I and II) can be filled from 25th Feb, 2023 to 17th March, 2023 till 18:00 Hrs.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the applications with higher RID is complete in all respects.
- In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

- The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.
- The applicants are advised to check their emails at regular intervals and ensure that the email addresses ending with @ nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.

APPENDIX-III

IMPORTANT INSTRUCTIONS TO WITHDRAW APPLICATION

The cadidates will not be allowed to withdraw their applications after the submission of the same.

APPENDIX-IV

Special Instructions to Candidates for objective type tests

1. **Articles permitted inside Examination Hall**
   Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the Invigilator.
2. **Articles not permitted inside Examination Hall**
   Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s), etc.
   Mobiles phones, pagers, bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
   Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/bluetooth to the venue of the examination, as arrangements for safekeeping cannot be assured.
   Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
   Penalty for wrong Answers
3. ***THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.***

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, **one third (0.33)** of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be **no penalty** for that question.

4. **Unfair means strictly prohibited**
   No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
5. **Conduct in Examination Hall**
   No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.
6. **Answer Sheet particulars**
   (i) Write in black ball pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
   (ii) All corrections and changes in writing the roll number must be initialed by the candidates as well as by the Invigilator and countersigned by the Supervisor.
   (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.
7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
9. Since the answer sheets will be evaluated on computerised machines, candidates should exercise due care in handling and filling up the answer sheets. **They should use black ball pen only to darken the circles. For writing in boxes also, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerised machines, they should make these entries very carefully and accurately.**
10. **Method of marking answers**
    In the "OBJECTIVE TYPE" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.
    The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3 ..... etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.
    In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best, **you have to mark your response by completely blackening with black ball pen to indicate your response.**
    For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with black ball pen as shown below :-
    Example : (a) ● (c) (d)
11. **Entries in Scannable Attendance List**
    Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scannable Attendance List, as given below:-
    i) Blacken the circle [P] under the column [Present/Absent]
    ii) Blacken the relevant circle for Test Booklet Series
    iii) Write Test Booklet Serial No.
    (iv) Write the Answer Sheet Serial No. and also blacken the corresponding circles below.
    v) Append signature in the relevant column
12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he will render himself liable for disciplinary action and/or imposition of a penality as the Commission may deem fit.

ANNEXURE

How to fill in the Answer Sheet of objective type tests in the Examination Hall

Please follow these instructions very carefully. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

As soon as the candidate receives the Answer Sheet, he should check that it is numbered at the bottom. If it is found un-numbered he should at once get it replaced by a numbered one.

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus :

केंद्र	विषय	विषय कोड		अनुक्रमांक						
Centre	**Subject**	**S.Code**		**Roll Number**						

If you are, say, appearing for the examination in Delhi Centre for the General Ability Test Papers* and your Roll No. is 0812769, and your test Booklet series is 'A' you should fill in thus, using black ball pen.

केंद्र	विषय	विषय कोड		अनुक्रमांक						
Centre Delhi	subject Mathematics (A)	S.Code	0 1	Roll Number	0	8	1	2	7	6	9

You should write with black ball pen the name of the centre and subject in English or Hindi.

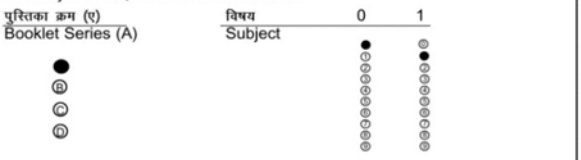
The test Booklet Series is indicated by Alphabets A, B, C or D at the top right hand corner of the Booklet.

Write your Roll Numbers exactly as it is in your e-Admission Certificate with black ball pen in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

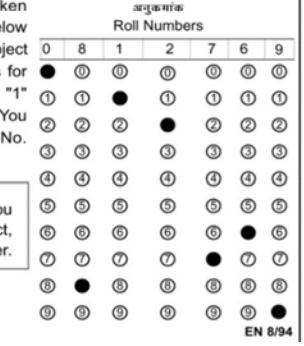
The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with black ball pen. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For Mathematics * subject paper of `A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:



All that is required is to blacken completely the circle marked `A' below the Booklet Series and below the subject code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 0812769. Do it thus similarly :



Important : Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

*This is just illustrative and may not be relevant to your Examination.

Appendix –V

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs..... (name of the candidate

with benchmark disability), a person with …….. (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o……., a resident of ……..

(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon / Medical Superintendent of a Government Healt Care Institution.

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

Appendix – VI

Letter of Undertaking for Using Own Scribe
(To be filled by the candidates online to the Commission)

I……., a candidate with……(name of the disability) appearing for the ……. (name of the examination)…….. bearing Roll No…….. at …….. (name of the centre) in the District ..... ,… …… (name of the State). My qualification is ……..

I do hereby state that ..... (name of the scribe) will provide the

service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is …… In case, subsequently it is found that his/her qualification is not as declared by the

undersigned and is beyond my qualification, I shall forfeit my right to the post and claims thereto.

(Signature of the candidates with Disability)

Place:

Date:

Appendix-VII

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr./Ms./Mrs…… (name of the candidate), S/o / D/o ……., a resident of …… (Vill/PO/PS/District/State), aged……yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

8. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination, with the assistance of scribe.

9. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto …… (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)

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

Orthopedic/PMR Specialist	Clinical phychologist/ Rehabilitation Psychologist / Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer .. Chairperson				

Name of Government Hospital / Health Care Centre with seal

Place :

Date :

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

Appendix-VIII

Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I……, a candidate with ……(nature of disability/condition) appearing for the ……..…….. (name of the examination) bearing Roll No…….. at …… (name of the centre) in the District ……., …… (name of the state). My educational qualification is ……

2. I do hereby state that..... (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is ..... In case, subsequently it is found that his qualification is not as declared by the undersigned and is beynd my qualification. I shall forefeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place :

Date :

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