



UNION PUBLIC SERVICE COMMISSION

Advt.No.
01/2015

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. 15010101310)

Four Associate Professors (Computer Science) in National Defence Academy, Khadakwasla, Pune, Ministry of Defence. (OBC-01, UR-03). The posts are suitable for Physically Challenged Persons with disability viz. Orthopedically 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.37,400-67,000 + Rs. 9,000 (Academic Grade Pay) (T.E. Rs.96,048/-Approx.) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 45 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** (i) Good academic record with a Ph.D. degree in Computer Science. (ii) A Master's Degree in Computer Science with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. (iii) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching learning process with evidence of having guided doctoral candidates and research students. (iv) A minimum score of 300 points as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) by the University Grants Commission. **B. EXPERIENCE:** Minimum of eight years' of experience of teaching and/or research in Computer Science in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/Industry excluding the period of Ph.D research with evidence of published work and a minimum of five publications as books and/or research/policy papers. **Explanation:-** I) The term "Good Academic Record" means at least 55% marks or an equivalent grade of 'B' in the 7 point scale with letter grades O,A,B,C,D,E and F at Master's Degree level in Computer Science from an Indian University or an equivalent Degree from accredited foreign University. II) Fulfillment of any one of the conditions stipulated at EQ A (iii) will be considered sufficient towards requirement of EQ-A (iii). III) Consolidated API score requirement of 300 points from category III of APIs shall be as stipulated by UGC Notification dated 30 Jun 2010 as amended vide UGC notification dated 13 Jun 2013 for the post of Associate Professor. **Note I:** A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste / Scheduled Tribe / Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks or an equivalent grade in a point scale wherever grading system is followed and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures. **Note II:** A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991. **Note III:** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognised University, shall also be considered eligible. **Note IV:** The period of time taken by candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. **DUTIES:** In addition to primary duty of teaching, an Associate Professor would participate in all academic/social events. He/she would assist the Head of Department in revision of syllabus and day to day functioning of the department. Special duties such as Officer-in-Charge examination, Library NDA journal are assigned to Associate Professors. **HQ:** National Defence Academy, Khadakwasla, Pune.

2. (Vacancy No. 15010102310)

Two Assistant Professors (Chemistry) in National Defence Academy, Khadakwasla, Pune, Ministry of Defence. (UR-02). The posts are suitable for Physically Challenged Persons with disability viz. Orthopedically 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/- + Rs. 6000/- (Academic Grade Pay) (T.E. Rs.44,712/-Approx.) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 35 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** (i) Good academic record as defined by the concerned University with at least 55% or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree level in Chemistry from an Indian University or an equivalent degree from an accredited Foreign University. (ii) Must have cleared National Eligibility Test (NET) conducted by the University Grants Commission, Council for Scientific and Industrial Research or similar test accredited by the University Grants Commission. (iii) Notwithstanding anything contained in clauses (i) and (ii) candidates who are, or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D.Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of National Eligibility Test (NET)/State Level Eligibility Test (SLET)/State Eligibility Test (SET) for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions. (iv) National Eligibility Test (NET)/State Level Eligibility Test (SLET)/State Eligibility Test (SET) shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted. **Explanation:-** (i) The term 'Good Academic Record' means at least 55% marks at Master's Degree level in Chemistry. (ii) Qualification acquired

in the field of Organic/Inorganic/Physical Chemistry will be treated as relevant for the purpose of this recruitment. **Note I:** A minimum of 55% marks or an equivalent grade in a point scale wherever grading system is followed will be required at the master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professor. **Note II:** A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks or an equivalent grade in a point scale wherever grading system is followed and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures. **Note III:** A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. holders who have passed their Master's degree prior to 19th September, 1991. **Note IV:** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognised University, shall also be considered eligible. **Note V:** The period of time taken by candidates to acquire M.Phil., and/or Ph.D degree shall not be considered as Teaching/Research experience to be claimed for appointment to the teaching positions. **DUTIES:** In addition to primary duty of teaching a Assistant Professor will assist in all aspects of training of cadets. He/she will perform all administrative duties as assigned by higher authorities and participate in academic / social events. **HQ:** National Defence Academy, Khadakwasla, Pune.

3. (Vacancy No. 15010103110)

Twenty Specialists Grade-III Assistant Professors (Obstetrics and Gynecology) in Ministry of Health and Family Welfare. (ST-01, SC-03, OBC-06, UR-10). The posts are Permanent. **Pay Scale:** Rs.15,600-39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 45,954/-Approx.) + NPA+ TA and HRA as admissible, Central Health Service, Teaching Specialist Sub-cadre. **Age*: 40 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** (i) A recognized MBBS degree qualification included in the First or the Second Schedule or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in Part-II of the Third Schedule should also fulfill the conditions stipulated in sub-section (3) of section (13) of the Indian Medical Council Act, 1956 (102 of 1956). (ii) Post Graduate degree in the concerned speciality or Super-speciality i.e. Doctor of Medicine (Obstetrics and Gynaecology) or Master of Surgery (Obstetrics and Gynaecology). **Note I:** The Medical qualifications possessed by the candidate should have the recognition of the Medical Council of India. In case of medical posts other than Allopathic system of medicine, the qualifications should be included in the respective Schedule of the Act governing that system of medicine. **Note II:** Any Post Graduate Degree or Diploma awarded by any Indian Universities, included in or excluded from, the Schedules to the Indian Medical Council Act, 1956 (102 of 1956), consequent to recognition granted or withdrawn by Government of India as per provisions of the said Act shall be deemed to have been included or excluded accordingly from the Schedule-VI. **Note III:** The Post-graduate Medical qualifications awarded by India Universities must have been included in the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) for the purpose of Schedule VI. **Note IV:** In the case of holder of Doctorate of Medicine (D.M.) or Magister Chirurgiae (M.Ch.) qualification of five years' duration, the period of Senior Post Graduate residency rendered in the last part of the said of Doctorate of Medicine (D.M.) or Magister Chirurgiae (M.Ch) shall be counted towards requirement of teaching experience. **Note V:** For equivalence of DNB qualification with MD/MS or DM/M.Ch the candidates holding DNB qualifications would need to get their qualification verified by NBE as to whether it is as per the requirement of the Gazette notification No.MCI-12(2)/2010-Med.Misc.dated 11.6.2012 and produce such verification certificate at the time of interview. **B. EXPERIENCE:** At least three years teaching experience in the concerned specialty as Senior Resident or Tutor or Demonstrator or Registrar in the concerned Specialty or Super-specialty in a recognized teaching institution after obtaining the first Post graduate degree. **Note-**Teaching experience in any other post like the post of General Duty Medical Officer/Medical Officer shall not be considered for eligibility purpose for recruitment to teaching posts. **DUTIES:** To impart theoretical and practical instructions to under graduate/post-graduate medical students. To conduct and guide research work in the speciality. To render patient care in the speciality. Any other duties that may be assigned by the authorities from time to time. **ANY OTHER CONDITIONS:** The other conditions of service will be laid down in the CHS Rules, 1996, and other rules in force from time to time in particular (a) Private practice of any kind what so ever shall not be allowed including any consultation and laboratory practice. (b) The candidate selected will, if so required shall be liable to serve in any Defence service or post connected with the Defence of India, for a period not less than four years including the period spent in training if any : Provided that such officer shall not (a) be required to serve as aforesaid after the expiry of ten years from the date of appointment or from the date of joining the service, (b) Ordinarily be required to serve as aforesaid after attaining the age of 45 years.

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4. (Vacancy No. 15010104110)

Six Specialists Grade-III Assistant Professors (Plastic Surgery) in Ministry of Health and Family Welfare. (OBC-04, UR-02). The posts are Permanent. **Pay Scale:** Rs.15,600-39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 45,954/- Approx.) + NPA+ TA and HRA as admissible, Central Health Service, Teaching Specialist Sub-cadre. **Age*:** 40 yrs. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** (i) A recognized MBBS degree qualification included in the First or the Second Schedule or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in Part-II of the Third Schedule should also fulfill the conditions stipulated in sub-section (3) of section (13) of the Indian Medical Council Act, 1956 (102 of 1956). (ii) Post Graduate degree in the concerned speciality or Super-speciality i.e. Magister Chirurgiae (Plastic Surgery) or Magister Chirurgie (Plastic and Constructive Surgery). **Note I:** The Medical qualifications possessed by the candidate should have the recognition of the Medical Council of India. In case of medical posts other than Allopathic system of medicine, the qualifications should be included in the respective Schedule of the Act governing that system of medicine. **Note II:** Any Post Graduate Degree or Diploma awarded by any Indian Universities, included in or excluded from, the Schedules to the Indian Medical Council Act, 1956(102 of 1956), consequent to recognition granted or withdrawn by Government of India as per provisions of the said Act shall be deemed to have been included or excluded accordingly from the Schedule-VI. **Note III:** The Post-graduate Medical qualifications awarded by India Universities must have been included in the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) for the purpose of Schedule VI. **Note IV:** In the case of holder of Doctorate of Medicine (D.M.) or Magister Chirurgiae (M.Ch.) qualification of five years' duration, the period of Senior Post Graduate residency rendered in the last part of the said of Doctorate of Medicine (D.M.) or Magister Chirurgiae (M.Ch) shall be counted towards requirement of teaching experience. **Note V:** For equivalence of DNB qualification with MD/MS or DM/M.Ch the candidates holding DNB qualifications would need to get their qualification verified by NBE as to whether it is as per the requirement of the Gazette notification No.MCI-12(2)/2010-Med.Misc.dated 11.6.2012 and produce such verification certificate at the time of interview. **B. EXPERIENCE :** At least three years teaching experience as Senior Resident or Tutor or Demonstrator or Registrar in the concerned Specialty or Super-specialty in a recognized teaching institution after obtaining the first Post graduate degree. Note-Teaching experience in any other post like the post of General Duty Medical Officer/Medical Officer shall not be considered for eligibility purpose for recruitment to teaching posts. **DUTIES :** To impart theoretical and practical instructions to under graduate/post-graduate medical students. To conduct and guide research work in the speciality. To render patient care in the speciality. Any other duties that may be assigned by the authorities from time to time. **ANY OTHER CONDITIONS:** The other conditions of service will be laid down in the CHS Rules, 1996, and other rules in force from time to time in particular (a) Private practice of any kind what so ever shall not be allowed including any consultation and laboratory practice. (b) The candidate selected will, if so required shall be liable to serve in any Defence service or post connected with the Defence of India, for a period not less than four years including the period spent in training if any : Provided that such officer shall not (a) be required to serve as aforesaid after the expiry of ten years from the date of appointment or from the date of joining the service, (b) Ordinarily be required to serve as aforesaid after attaining the age of 45 years.

5. (Vacancy No. 15010105510)

One Director (Institute) in Weavers' Service Centres and Indian Institutes of Handloom Technology, Office of the Development Commissioner for Handlooms, Ministry of Textiles. (UR-01). The post is Temporary but likely to continue indefinitely. **Pay Scale:** Rs.15,600-39,100 (PB-3) + Rs. 7,600 (Grade Pay) (T.E. Rs. 48,024/-Approx.) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*:** 50 yrs. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Textile Technology or Textile Chemistry or Textile Processing or Bachelor of Engineering or Bachelor of Technology with specialisation in Textile Technology or Textile Processing or Textile Chemistry from a recognised University or Institute. **B. EXPERIENCE:** Ten years' experience in textile weaving or processing unit or textiles mill, out of which five years experience should be as a Dyeing or Bleaching or Processing Master/Spinning or Weaving Master/Shift in-charge/Manager in a textile production establishment or Corporation or Institute and five years teaching experience as a Professor/Reader/Lecturer in Textile Chemistry/Bleaching/Dyeing/Printing/Finishing in a recognised Institute. **DESIRABLE:** (i) Master of Technology or Doctor of Philosophy in Textile Technology or Textile Processing or Textile Chemistry from a recognised University or Institute. (ii) one year experience in administration and management of any educational Institution. **DUTIES:** To be In-charge of the Indian Institute of Handloom Technology in respect of Administration, Research Section and also imparting training to the candidates in improved methods of handloom weaving, dyeing and designing. To devise channels of advice in order to build up the closest possible liaison between the Institute and the handloom production units. **HQ:** AISL, Currently located at Varanasi, Jodhpur, Salem, Guwahati, Bargarh, Shantipur.

6. (Vacancy No. 15010106210)

Sixty-five Assistant Public Prosecutors in Directorate of Prosecution, Home Department, Govt. of NCT of Delhi. (SC-09, OBC-21, UR-35). Of the sixty-five posts, one post is reserved for Physically Challenged Persons with disability viz. Blindness or Low Vision with Blind (B) or Partially Blind (PB).The posts are suitable for Physically Challenged Persons with disability viz. Blindness or Low Vision with Blind (B) or Partially Blind (PB) or Orthopedically 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 posts are Permanent. **Pay Scale:** Rs.9,300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 28,773/-Approx.) + TA and HRA as admissible, General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age*:** 30 yrs. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** A degree in Law of a recognized University or equivalent*. * Equivalent referred may be treated as LLB. **B. EXPERIENCE:** Three years' experience at the Bar. **DESIRABLE:** Experience as Government Advocate. **DUTIES:** To conduct cases in courts of Metropolitan Magistrates on behalf of Govt. of NCT of Delhi/ Teach law in any institution/ organization and give advice to police in criminal cases / maintain record/ statistical information of criminal cases pending in MM courts. **HQ:** National Capital Territory of Delhi.

IMPORTANT
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS 23:59 HRS ON 29.01.2015
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO 23 :59 HRS ON 30.01.2015
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 SHORT-LISTING 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 <http://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <http://www.upsconline.nic.in>.
- b) 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/PH 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 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 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 wouldbe 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 1st January, 1980 to 31st December, 1989:**

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

(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.upscon-line.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.
- ii) 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.
- iii) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a printout of the finally submitted Online Recruitment Application.
- iv) **Candidates are not required 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.**
- v) 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".
- vi) 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 SHORTLISTED 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 INFO RMATION 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 REJECTED 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) 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) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner
 - iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
 - iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- i) Certificate/ Document in respect of Age relaxation for:
- i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
- ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
- iii) Meritorious Sports persons in prescribed proforma from competent authority.
- iv) Widows/Divorced Women/Women Judicially separated from Husbands.
- v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.
- vi) Persons seeking age relaxation under special provision/ order.
- j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.
- l) Documentary support for any other claim(s) made.

NOTE I: 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/ quest 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.
- 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.

This is to certify that Shri/Shrimati/Kumari*..... son/daughter* of of village/town* in District/Division* of the State/Union Territory* belongs to the..... Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:-

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951 [as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*.....Father/Mother of Shri/Shrimati/Kumariof village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

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

Place: **Signature**.....

Date: ****Designation**.....

(With Seal of Office)
State/Union Territory*

- *Please delete the words which are not applicable.
- @Please quote specific Presidential Order.
- % Delete the paragraph which is not applicable.
- NOTE:** The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- **List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.**
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officers not below the rank of Tehsildar.
 - (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Proforma-II

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

This is to certify that Shri/Shrimati/Kumari*..... son/daughter* of Shri..... of village/town*in District/Division*..... of the State/Union Territory*.....belongs to theCommunity which is recognised as a backward class under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary

- Part-I, Section-1, No. 210 dated 11th December, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

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

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Place..... **Signature**.....

Date..... ****Designation**.....

(With seal of Office)
State/Union Territory

- *Please delete the words which are not applicable.
- @ Strike out whichever is not applicable.
- NOTE:** The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- **List of authorities empowered to issue OBC Certificate**
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officers not below the rank of Tehsildar.
 - (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)
- Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.
- Note 2:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Proforma-III

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/citydistrict.....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 (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

Proforma-IV

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

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. Rank..... Namewhose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

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

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

% Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

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

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

2. He is due for release retirement on completion of his specific period of assign-ment 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 bene-fits 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

Registration No. permanent resident of House No.

Ward/Village/Street Post Office District

State

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 Document	Date of Issue	Details 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 exam-ined Shri/ Smt/Kum. /son/wife/daughter of Shri

Date of Birth..... Ageyears, male/female..... (DD) (MM) (YY)

Registration No..... permanent resident of House No.....

Ward/Village/Street..... Post Office

District.....State whose photograph is affixed above, and are satisfied that:

(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. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical 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

In words:-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 there-fore 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 Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority,

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the 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 Post Office District..... State

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. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical 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		

(Please strike out the disabilities which are not 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 Document	Date of Issue	Details 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 an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

Certified that:

*(a) Shri/Shrimati/Kum. holds substantively a permanent post of in the Office/Department ofwith effect from

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

Signature.....

Place: Name.....

Date: Designation

Ministry/Office.....

Address.....

Office SEAL.....

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/ experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of Medical posts, please mention field of specialization)		Place of posting	Nature of work: a) Managerial (Lower/Middle/ Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any
(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 Chirurgiae (M.Ch.) in..... Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in..... (Name of Specialty) awarded to Dr.....by this College/University is recognized by the Medical Council of India.

NOTE-I:

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

NOTE-II:

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

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

Signature

Name of competent authority

Stamp of competent authority

FORM - III

Experience Certificate

(For experience at Bar for Advocates)

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated:.....

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

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

Signature

Name of competent authority

Stamp of competent authority

davp 55104/14/0062/1415

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