

**ADVERTISEMENT NO. 16/2019**  
**UNION PUBLIC SERVICE COMMISSION**  
**INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*)**  
**FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS**  
(\*: by using the website <http://www.upsconline.nic.in>)

**VACANCY DETAILS**

- 1. (Vacancy No.19111601223) Eleven Assistant Registrar of Trade Marks and Geographical Indications, Office of the Controller General of Patents, Designs and Trade Marks, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry (SC-01, ST-01, OBC-02, EWS-01, UR-06).** The posts are suitable for Physically Challenged person viz. Visual Impairment/ Hearing Impairment/ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy/ Multiple Disabilities with disability i.e. Low Vision (**LV**) or Hard of Hearing (**HH**) or Both legs affected but not arms (**BL**) or One leg affected (R or L) (**OL**) or One arm affected (R or L) (**OA**) or One Arm and One Leg Affected (**OAL**) or Leprosy Cured (**LC**) or Dwarfism (**DW**) or Acid Attack Victim (**AAV**) or Muscular weakness and Limited physical endurance (**MW**) or Multiple Disabilities [2 or more disabilities among (a) to (c) above] (**MD**). The posts are permanent. **Pay Scale:** Level-11 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 40 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Degree in Law of a recognized University OR Master Degree in Law of a recognized University. **(B) EXPERIENCE: For LLB Degree Holders:** - Five years practice at a Bar or five years' experience in the State Judicial Service or in the Legal Department of a State Government or of the Central Government or in the processing of applications for registration filed under the Trade Marks Act or Geographical Indications Act or in teaching law in a recognized University OR **For LLM Degree Holders:** - Three years' experience in teaching law or in conducting research in law in a recognized University or research Institution. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available for the posts reserved for them. **DESIRABLE:** Ph.D in Intellectual Property from a Recognized university. **DUTIES:** Assistant Registrar of Trade Marks & Geographical Indications functions as a Tribunal under the Trade Marks Act, 1999 and rules there under. Assistant Registrar of TM and GI takes hearings of contested matters. Assistant Registrar adjudicates and issues speaking order and decision. Assistant Registrars of TM and GI also attends court cases and briefs Central Government Counsel on Trade Mark matters, service matters, Litigation in CAT, High Court

and Law Ministry under supervision of Joint Registrar, Senior Joint Registrar and Registrar. Assistant Registrar of TM and GI can be assigned any other work relating to the subject by Registrar and other Sr. officers as per the exigency of workload. **HQ:** Mumbai with All India Service Liability.

- 2. (Vacancy No.19111602223) Ten Senior Examiner of Trade Marks and Geographical Indications, Office of the Controller General of Patents, Designs and Trade Marks, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry (SC-02, OBC-03, EWS-01, UR-04).** The posts are suitable for Physically Challenged person viz. Visual Impairment/ Hearing Impairment/ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy/ Multiple Disabilities with disability i.e. Low Vision (**LV**) or Hard of Hearing (**HH**) or Both legs affected but not arms (**BL**) or One leg affected (R or L) (**OL**) or One arm affected (R or L) (**OA**) or One Arm and One Leg Affected (**OAL**) or Leprosy Cured (**LC**) or Dwarfism (**DW**) or Acid Attack Victim (**AAV**) or Muscular weakness and Limited physical endurance (**MW**) or Multiple Disabilities [2 or more disabilities among (a) to (c) above] (**MD**). The posts are permanent. **Pay Scale:** Level-10 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 35 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Degree in Law of a recognized University. **(B) EXPERIENCE:** Three years' experience in handling court cases and other legal matters or matters relating to Trade Marks or Geographical Indications. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available for the posts reserved for them. **DESIRABLE:** Master's Degree in Intellectual Property of a Recognized university. **DUTIES:** Under the superintendence and direction of the Registrar, the Senior Examiner of Trade Marks & Geographical Indications oversees examined application for registration of Trade Marks as per the provision of Trade Marks Act, 1999 and Rules framed there under. Senior Examiner is also assigned to hear show cause matters and authorize to accept Trade Marks application for registration. Senior Examiner can be assigned any other work related to the subject by the Registrar. **HQ:** Mumbai with All India Service Liability.
- 3. (Vacancy No.19111603423) Three Assistant Director (Banking), Serious Fraud Investigation Office (SFIO), Ministry of Corporate Affairs (SC-01, UR-02).** Of the three posts, one post is reserved for Physically Challenged person viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. One leg affected

(R or L) **(OL)**, One arm affected (R or L) **(OA)**, One Leg and one Arm Affected (R or L) **(OLA)**, Leprosy Cured **(LC)**, Dwarfism **(DW)**, Acid Attack Victims **(AAV)**. The posts are also suitable for Physically Challenged person viz. Hearing Impairment/ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy/ Multiple Disabilities with disability i.e. Hard of Hearing **(HH)** 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 Victim **(AAV)**. The posts are permanent. **Pay Scale:** Level-8 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'B' Gazetted, Non-Ministerial. **Age:** 30 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Chartered Accountant or Cost and Management Accountant or Company Secretary or Chartered Financial Analyst or Post Graduate Diploma in Management (Finance) or Master's of Business Administration (Finance) or Master's of Business Economics or Master's of Commerce. **(B) EXPERIENCE:** One year's experience in finance or banking affairs from any Government listed private organization. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available for the posts reserved for them. **DUTIES:** **(a)** To act as a member of the investigation team to investigate corporate frauds, collect evidences, record statements and provide expertise in analyzing financial/banking transactions; **(b)** To assist in providing legal inputs to counsels for filing complaints and assist in liaisoning with other investigation agencies; **(c)** Any other work assigned from time to time. **HQ:** New Delhi with All India Service Liability (AISL).

4. **(Vacancy No.19111604423) One Assistant Director (Capital Market), Serious Fraud Investigation Office (SFIO), Ministry of Corporate Affairs (UR-01).** The post is suitable for Physically Challenged person viz. Hearing Impairment/ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy with disability i.e. Hard of Hearing **(HH)** 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 Victim **(AAV)**. The post is permanent. **Pay Scale:** Level-8 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'B' Gazetted, Non-Ministerial. **Age:** 30 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst or Masters of Business Administration (Finance) or post Graduate Diploma in Management (Finance) or Company Secretary. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding

experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available for the posts reserved for them. **DESIRABLE:** Two Years' experience in the field of capital markets. **DUTIES:** (a) To act as a member of the investigation team for examination of the case relating to Corporate Frauds. (b) To collect evidence /record statements and presentation of evidence and preparation of Investigation Reports. (c) To provide expertise in the matters involving Capital Market/Merchant Banking. (d) To assist in providing legal inputs to counsels for filling of complaints under the provisions of various Acts to be subsequently used in prosecution. (e) To assist in liaisoning with other investigation agencies and to obtain relevant inputs to be used in investigation and prosecution. (f) Any other work assigned from time to time. **HQ:** New Delhi with All India Service Liability (AISL).

5. **(Vacancy No.19111605623) Four Principal Design Officer (Construction), Integrated Headquarters, Directorate of Civilian Personnel, Ministry of Defence (Navy) (OBC-01, UR-03).** The posts are suitable for Physically Challenged person viz. Deaf and Hard of Hearing Cat (b)/ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy; Cat (c). with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)**. The posts are permanent. **Pay Scale:** Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 45 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Degree in Naval Architecture from a recognized University or equivalent\*. \* The interpretation of 'EQUIVALENT' here means any Technical Institution recognised by AICTE/UGC and not to be construed as Educational Qualification. **(B) EXPERIENCE:** Ten years practical experience in design/installation/ construction of ships. **NOTE- :** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **DUTIES: (i)** Execute & advice all technical, professional and administrative work as a group leader of a project and finalize system design. **(ii)** Evaluation of design and finalize studies, laying down design standards and specifications of Ship construction. **(iii)** Participate in all equipment trials sea trials design studies and consultancies forming part of the ship design and construction process. **HQ:** Integrated Headquarters, Ministry of Defence (Navy).

6. **(Vacancy No.19111606623) Four Senior Design Officer Grade -I (Construction), Integrated Headquarters, Directorate of Civilian Personnel, Ministry of Defence (Navy) (OBC-01, UR-03).** The posts are suitable for Physically Challenged person viz. Deaf and Hard of Hearing Cat (b)./ Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy; Cat (c). with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)**. The posts are permanent. **Pay Scale:** Level-11 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 40 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Degree in Naval Architecture from a recognized University or equivalent\*. \* The interpretation of 'EQUIVALENT' here means any Technical Institution recognised by AICTE/UGC and not to be construed as Educational Qualification. **(B) EXPERIENCE:** Five years practical experience in design/ installation/construction of ships. **NOTE- :** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **DUTIES: (i)** Undertake basic and detailed design activities of mechanical/marine engineering system of new designs and their modifications related to design of Ships submarines and yard crafts. **(ii)** Scrutinise, analyse and approve quotations, specifications, calculation and drawings received from outside agencies, formulate the basic design procedures/suitability criteria. **(iii)** Prepare SOTR's for ship systems and equipment. **(iv)** Monitor various activities related to ship construction. **HQ:** Directorate of Civilian Personnel, Integrated Headquarters, Ministry of Defence (Navy).
7. **(Vacancy No.19111607623) Two Senior Technical Officer (Design), Integrated Headquarters, Directorate of Civilian Personnel, Ministry of Defence (Navy) (UR-02).** The posts are suitable for Physically Challenged person viz. Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy; Cat (c). with disability i.e. One leg affected (R or L) **(OL)**. The posts are permanent. **Pay Scale:** Level-11 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 40 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** (i) Degree in Mechanical/ Electrical/ Electronics/ Metallurgical/ Aeronautical/ Chemical Engineering or Degree in Computer Science or equivalent from recognized University **OR** Master's Degree in Applied Physics / Electronics/ Chemistry or equivalent from a recognized University. (Note 1: (i) Pass in Section A & B of examination of Institution of Engineers (India) in Mechanical/Electrical/Electronics/Mettall-urgical/Aeronautical branch is equivalent to Degree in Engineering in respective branch. (ii) Diploma in AMIChE on possessing Associate Membership Exam for Indian Institute of Chemical Engineers is equivalent to Degree in Chemical Engineering. (iii) AIC {Associate ship Diploma of Institution of Chemists (India)} is equivalent qualification to Master Degree in Chemistry. (iv) Degree in Information Technology included in Degree in Computer Science. **(B) EXPERIENCE:** Four

years practical experience in production, development or quality assurance in the relevant field. **NOTE-** : Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **DESIRABLE:** Master's degree in Mechanical/ Electrical/ Electronics/ Metallurgical/ Aeronautical/ Chemical Engineering or Computer Science or equivalent from recognised University **OR** Doctorate Degree in Applied Physics/ Electronics/ Chemistry or equivalent from a recognised University. **DUTIES:** (a) He will be the custodian of all drawings/ specifications/ documents and Paper Particulars (PPs) held in section (b) Associate with indigenization group for generating PPs for spares and fast wearing components of various types of torpedoes and mines (c) Responsible for affecting amendments on drawing/specifications held in the section for updating them. **HQ:** Integrated Headquarters, Ministry of Defence (Navy), New Delhi.

8. **(Vacancy No.19111608623) Six Senior Design Officer Grade-I (Electrical), Integrated Headquarters, Directorate of Civilian Personnel, Ministry of Defence (Navy) (OBC-01, UR-05).** The posts are suitable for Physically Challenged person viz. Deaf and Hard of Hearing Cat (b). / Locomotor Disability including Cerebral Palsy/ Leprosy Cured/Dwarfism/ Acid Attack Victims/ Muscular Dystrophy; Cat (c).with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)**. The posts are permanent. **Pay Scale:** Level-11 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 40 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** (i) Degree in Electrical/Electronics/Telecommunication Engineering from a recognized University or equivalent. (ii) Five years practical experience in design/ installation/construction of ships. \* The interpretation of 'EQUIVALENT' here means any Technical Institution recognised by AICTE/UGC and not to be construed as Educational Qualification. **NOTE-** : Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **DUTIES:** (i) Undertake basic and detailed design of Electrical and Electronic system of new designs and modifications of ships, submarines and yard crafts. (ii) Scrutinise, analyse and approve quotations, specifications, calculation and drawings, formulate the basic design procedures/suitability criteria etc. (iii) Examine technical interface problems of changes in contractual/specifications during construction of ships. **HQ:** Integrated Headquarters, Ministry of Defence (Navy), New Delhi.
9. **(Vacancy No.19111609623) Seven Director (Safety), Directorate General Factory Advice Service and Labour Institute (DGFASLI), Ministry of Labour and Employment (ST-01, OBC-02, UR-04).** The posts are permanent. **Pay Scale:** Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC. General Central Service Group 'A' Gazetted, Non-Ministerial. **Age:** 50 years. **ESSENTIAL QUALIFICATIONS: (A) EDUCATIONAL:** Degree in Mechanical or Electrical or Chemical or Marine Engineering of a recognized University or equivalent. **Note:** Equivalent means a pass in Section 'A' and Section 'B' of AMIE of the Institution of Engineers (India)

in relevant branch of Engineering i.e., Mechanical / Electrical / Chemical / Marine Engineering. **(B) EXPERIENCE:** Ten years' experience in handling various aspects of industrial safety in a factory, dock, ship or a technical institution/organization or in a Government Department dealing with the administration of Factories Act, 1948 (63 of 1948) or the Dock Workers (Safety, Health and Welfare) Act, 1986 (54 of 1986). **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available for the posts reserved for them. **DESIRABLE:** (i) Master's Degree in Engineering relevant to Essential Qualification from a recognized University or equivalent. (ii) Experience in planning, organizing and coordinating of research, education and training activities pertaining to industrial and dock safety. **DUTIES:** (i) Dealing with matters concerned with Factories Act and Model Rules. (ii) Administering the Dock Workers' (Safety, Health & Welfare) Act. (iii) Planning, organizing and coordinating research, education and training activities pertaining to safety in factories and docks. (iv) Preparation of training materials, safety literature, etc. (v) Preparation of returns, reports and papers for use in factories and docks. **HQ:** Mumbai with All India Service Liability.

<b>(IMPORTANT)</b>
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS <b>23:59 HRS ON 12.12.2019.</b>
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO <b>23:59 HRS ON 13.12.2019.</b>
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.
DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

## NOTES:

- a) Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <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) The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection".
- c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- d) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of:
  - i) Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
  - ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.
- e) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.
- f) **PROBATION:** The persons selected will be appointed on probation as per rule.



## **INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION**

### **1. CITIZENSHIP:**

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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

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

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

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

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

- (a) "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed".
- (b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (d) By counting experience before or after the acquisition of essential qualifications.
- (e) By 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.

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

**NOTE-III:-**

<b>IMPORTANT</b>
(i) The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by interview, will be UR-50 marks, OBC-45 marks, SC/ST/PH-40 marks, out of the total marks of interview being 100.
(ii) In cases where selection is made by Recruitment Test (RT) followed by interview, the candidate will have to achieve minimum level of suitability in their respective category at both stages i.e. 'Recruitment Test' as well as 'Interview'. The minimum level of suitability in case of RT shall be decided by the Commission on case to case basis.

**4. APPLICATION FEE:**

- (a) Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.
- (b) No fee for SC/ST/PH/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.
- (c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- (d) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

**5. CONCESSIONS & RELAXATIONS:**

- (a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by five years subject to the condition**

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

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

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

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

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

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

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

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

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

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

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

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

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2019.

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

i) Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy, 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 DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29<sup>th</sup> December 2005.

## **6. (A) HOW TO APPLY:**

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

ii) Candidates must upload the following documents/certificates relating to educational qualification, Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s) or any other information, as claimed in the online application, in a single pdf file in such a way that the file size does not exceed 2 MB and is legible when a printout taken. For that purpose, the applicant may scan the following documents/certificates in 200 dpi grey scale. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module:-

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 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 (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate 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.

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

**Note:** 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 uploaded.

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 COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

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

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

vi) **Candidates are 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.**

vii) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained

by the Commission and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

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

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

**“WARNING”:**

**CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS, THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION 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/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma

certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

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

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 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.
- vi) Persons seeking age relaxation under special provision/ order.
- j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.
- 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/ 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.

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/Kumari ..... of 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.....

Signature.....

\*\*Designation.....

(With Seal of Office)

State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

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

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

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

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

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

### **Proforma-II**

### **FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and

Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.  
Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s)  
in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. 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, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup>  
March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M.  
No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

### **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/city.....district.....state.....hereby declare

that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

#### **Proforma-IV**

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

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

It is certified that No..... Rank.....  
Name.....whose 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 assignment on.....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

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

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

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

Place:

Date:

Signature and Name of Candidate

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

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

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

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

Place:

Date:

Signature, Name and Designation of the

Competent Authority\*\*

SEAL

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

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

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

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

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

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

**Performa-V**

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs  
and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

Recent Passport 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
- dwarfism
- blindness

(Please tick as applicable)

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

(A) He/ She has .....% (in figure)..... percent (in words)  
permanent Locomotor Disability/dwarfism/blindness in relation to his/her .....  
(part of body) as per guidelines (.....number and date of issue of the  
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  
certificate of disability  
certificate is issued.

Form-VI  
Certificate of Disability  
(In case of multiple disabilities)  
[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

Recent Passport size  
Attested Photograph  
(Showing face only)  
of the person with  
disability

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/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 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 (.....number and date of issue of the 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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 therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

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

# e.g. Single eye

£ 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 certificate of disability is issued.

Form-VII  
 Certificate of Disability  
 (In cases other than those mentioned in Forms V and VI)  
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
 CERTIFICATE)  
 [See rule 18(1)]

Recent Passport 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			



11.	Specific Disability	Learning			
12.	Autism Disorder	Spectrum			
13.	Mental illness				
14.	Chronic Conditions	Neurological			
15.	Multiple sclerosis				
16.	Parkinson's disease				
17.	Haemophilia				
18.	Thalassemia				
19.	Sickle Cell disease				

(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)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. 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  
Chief Medical Officer/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 certificate of disability 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 by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Proforma-VI**

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

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

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

Certified that:

\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with 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/Department.....with

effect from .....

Signature.....

Name.....

Designation  
.....

Ministry/Office.....

Address.....

Office SEAL.....

Place: .....

Date: .....

**Proforma-VII**

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

**FORM-I**

**Experience Certificate**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax

No.....

Name of Organization

Address of the Organization

Dated.....

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

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

Monthly remuneration (total)	Duties performed/experience gained in brief in each post (please give details, if needed, 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 Chirugiae (M.Ch.) in.....(Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in .....(Name of Specialty)

awarded to Dr.....by this College/University is recognized by the Medical Council of India.

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

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

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

Signature

Name of competent authority

Stamp of competent authority

**FORM-III**

**Experience Certificate  
(For experience at Bar for Advocates)**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated:

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

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

Signature

Name of competent authority

Stamp of competent authority

**Performa-IX**

**Government of.....  
(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS**

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

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of  
..... permanent resident of, ..... Village/Street,  
..... Post Office, .....District..... in the State/Union  
Territory..... Pin Code.....whose photograph is attested below  
belongs to Economically Weaker Sections, since the gross annual income\* of his/her  
family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year .....  
His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent passport  
size attested  
photograph of the  
applicant

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term **'Family'** for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*