

COMBINED S.Os'/STENOGRAPHERS'(GRADE 'B'/GRADE-I)LIMITED
DEPARTMENTAL COMPETITIVE EXAMINATION 2009

IMPORTANT

All communications should be addressed to the Secretary, Union Public Service Commission. In every communication in respect of his application the candidate should clearly state the name of the Examination viz, Combined S.O.s'/Stenographers' (Grade 'B'/Grade-I) Limited Departmental Competitive Examination , 2009. Application Regn. No./Roll Number or the date of birth of candidate if the Application Regn. No./Roll Number has not been communicated and his name (in full and in Block Capitals) and complete Postal address as given in the application.

UPSC HAS A FACILITATION COUNTER NEAR "C " GATE OF ITS CAMPUS. CANDIDATES MAY OBTAIN ANY INFORMATION/CLARIFICATION REGARDING THEIR APPLICATION/CANDIDATURE ON WORKING DAYS BETWEEN 10.00 HRS. AND 17.00 HRS. IN PERSON OR OVER TELEPHONE NO. 011-23385271, 011-23381125 AND 011-23098543 FROM THIS COUNTER. CANDIDATES CAN ALSO OBTAIN INFORMATION ABOUT THEIR RESULT ON THE COMMISSION'S WEBSITE AT THE ADDRSS: - <http://www.upsc.gov.in>

UNION PUBLIC SERVICE COMMISSION

NOTICE

**COMBINED SOs'/STENOGRAPHERS'(GRADE-'B'/GRADE-I) LIMITED
DEPARTMENTAL COMPETITIVE EXAMINATION, 2009**

New Delhi, the 1st October , 2011

No.9/2/2011-EI(B)- A Combined Limited Departmental Competitive Examination for additions in the Select List **for the year 2009** for the Section Officers' Grade and Stenographers' Grade I/Grade 'B' of the Services mentioned in Para 2 below will be held by the Union Public Service Commission commencing on the 26th. **December, 2011** at CHENNAI, DELHI, KOLKATA MUMBAI and NAGPUR in accordance with the Rules published by the Department of Personnel and Training in the Gazette of India dated the 1st October,, 2011.

THE CENTRES AND THE DATES OF HOLDING THE EXAMINATION AS MENTIONED ABOVE ARE LIABLE TO BE CHANGED AT THE DISCRETION OF THE COMMISSION. WHILE EVERY EFFORT WILL BE MADE TO ALLOT THE CANDIDATES TO THE CENTRE OF THEIR CHOICE FOR THE EXAMINATION, THE COMMISSION MAY AT THEIR DISCRETION, ALLOT A DIFFERENT CENTRE TO A CANDIDATE WHEN CIRCUMSTANCES SO WARRANT. CANDIDATES ADMITTED TO THE EXAMINATION WILL BE INFORMED OF THE TIME TABLE AND PLACE OR PLACES OF EXAMINATION.

IT MAY HOWEVER BE NOTED THAT CANDIDATES APPLYING FOR P.S. CATEGORIES ARE TO TAKE THE WRITTEN EXAMINATION AND SHORTHAND TEST FROM DELHI CENTRE ONLY.

2. The services to which recruitment is to be made on the results of the examination are given below. However, since the number of vacancies to be filled in various categories has not yet been finalized by the concerned cadre controlling authorities, no indication about vacancies could be made in this notice at this stage.

Category I

Section Officers' Grade of the Central Secretariat Service.

Category II

Sections Officers' Grade (Integrated Grade II & III) of the General Cadre of the Indian Foreign Service, Branch 'B'

Category III

Section Officers' Grade of the Railway Board Secretariat Service

Category IV

Grade A' & 'B' merged of the Central Secretariat Stenographers' Service.

Category V

Grade I of the Stenographers' Cadre of the Indian Foreign Service, Branch B'

Category VI

Grade 'A' & 'B' merged of the Armed Forces Headquarters Stenographers' Service.

Category VII

Grade 'B' of the Railway Board Secretariat Stenographers' Service.

Category VIII

Section Officers' Grade of the Intelligence Bureau. (**Not Participating in this year's examination**)

Category IX

Section Officers' Grade of the Armed Forces Headquarters Civil Service.

3. A candidate who is eligible for two Categories of Service (c.f. Rule 3) and wishes to compete for both, need send in only one application.

N.B. - Candidates must indicate clearly in their applications the Category/Categories for which they are competing. Candidates competing for two Categories should specify in their application the two categories in the order of preference. No request for addition/alteration in the preferences already indicated by a candidate in his application will be entertained by the Commission.

4. The prescribed form of application and full particulars of the examination will be available on the website of the Commission (<http://www.upsc.gov.in>). The application form may be downloaded from the website of the Commission <http://www.upsc.gov.in> and may be used. Even photocopy of the downloaded form can be used for the purpose of making an application for this examination. However, in case of unavailability of downloadable form for any technical reasons, the candidates are advised to contact Under Secretary[E.VI] at telephone number 011-23387502

Applications on forms other than the one prescribed for the Combined S.Os'/Stenographers' (Grade 'B'/Grade-I) Limited Departmental Competitive Examination, 2009 will not be entertained.

5. LAST DATE FOR RECEIPT OF APPLICATION;

[i] The completed application forms must reach the Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069, on or before 31st October, 2011.

[ii] In respect of applications received only by post(by post) from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad, the last date for receipt of application is 8th November , 2011. The benefit of extended time will be available only in respect of applications received by post/speed post and diplomatic bag (in respect of employees posted in Indian Missions abroad only) from the above mentioned areas/regions. In the case of applications received by hand or through courier service, benefit of extended time will not be available regardless of the place of residence of the applicant.

Candidates who are claiming the benefits of extended time should clearly indicate in their address in the relevant column of the application form, the name of the particular area or region (e.g. Assam, Meghalaya, J&K etc.) where they are residing. In case they fail to do so, the benefit of extended time will not be allowed to them.

Candidates claiming the benefit of extended time on account of transmission of their application through diplomatic bag should mention their designation & station of posting abroad and also enclose a certificate from their Head of Office to the effect that their application is being forwarded through diplomatic bag.

NOTE I: Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late application will be summarily rejected. They should, therefore, ensure that after verifying the relevant entries and completing the endorsement at the end of the application form, their applications are forwarded by their Department or Head of Office, so as to reach the Commission's Office on or before the prescribed last date.

Candidature of the candidates will be decided only on the verification done by the concerned Head of Department or Head of the Office while forwarding applications of the candidates and the Commission will not be responsible for any wrong verification done by the concerned Department/ Head of Office. The Commission will allow provisionally all the candidates to sit in the written examination whose applications have been duly forwarded by their concerned Department/Head of Office and received in the Commission within the prescribed date.

NOTE II: Applications received through Couriers, or Courier Services of any type shall be treated as having been received 'By hand' at the Commission's Counter.

R. K. SINHA
JOINT SECRETARY (EXAM)
UNIOIN PUBLIC SERVICE COMMISSION

ANNEXURE

Instructions to Candidates

1. Before filling in the application form, the candidates should consult the Notice and Rules carefully to see if they are eligible. The conditions prescribed cannot be relaxed.

BEFORE SUBMITTING THE APPLICATION THE CANDIDATE MUST SELECT FINALLY FROM AMONG THE CENTRES GIVEN IN PARAGRAPH 1 OF THE NOTICE, THE PLACE AT WHICH HE WISHES TO APPEAR FOR THE EXAMINATION.

IF ANY CANDIDATE APPEARS AT A CENTRE OTHER THAN THE ONE INDICATED BY THE COMMISSION IN THE ADMISSION CERTIFICATE, THE PAPERS OF SUCH A CANDIDATE WILL NOT BE VALUED, AND HIS CANDIDATURE WILL BE LIABLE TO CANCELLATION.

Candidates should note that no request for change of centre will normally be granted. When a candidate, however, desires a change in centre from the one he had indicated in his application form for the Examination he must send a letter addressed to the Secretary, Union Public Service Commission giving full justification as to why he desires a change in centre. Such requests will be considered on merits but requests received after 15th November, 2011 will not be entertained under any circumstances. However, since all PS candidates are to write their written examination from Delhi Centre only, the above clause will not be applicable for them.

2. The Candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Written Examination and evaluation of Service Record will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Written Examination or evaluation of Service Records, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

Candidates admitted to the examination will be sent an Attendance Sheet along with their Admission Certificate permitting them to take the examination. They will be required to bring their Attendance Sheet along with the Admission Certificate to their examination centre after filling up the columns of the Attendance Sheet and affixing thereon a copy of their photograph, identical to the one pasted on the application form. The photograph should be got attested from the Head of Department or Head of Office concerned. Candidates who do not bring the Admission certificate and the Attendance Sheet as duly filled in, with a copy of duly attested photograph affixed thereon, will not be allowed to appear at the examination. Photocopies of the photograph are not acceptable.

A candidate appearing at the examination should also bring with him an extra copy of the photograph similar to the one affixed on the application form to the examination hall.

Candidates are advised to ensure that all the copies of photographs affixed by them on the application form and on the attendance sheet submitted by them in the examination hall are identical. If, on verification at any stage, any variation is found in the copies of photographs affixed by him on the application form and on the attendance sheet submitted by him in the examination hall, his candidature will be liable to be cancelled by the Commission.

Candidates should also ensure that the signatures appended by them in all the places viz. in their application form, on the attendance sheet submitted by them in the examination hall, in the Attendance List and in all the correspondence with the Commission should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him at different places, his candidature will be liable to be cancelled by the Commission.

Candidate should note that only international form of Indian numerals, viz. 1,2,3,4,5,6 etc. are to be used while filling up the application form. They should take special care that the entries made in the application form should be clear and legible. In case there are any illegible or misleading entries, the candidates will be responsible for the confusion and the ambiguity caused in interpreting such entries.

Candidates should further note that no correspondence will be entertained by the Commission from them to change any of the entries made in the application form. As the application forms are processed by a computerized system they should take special care to fill up the application form correctly.

A candidate must submit his application through the Head of the Department or Head of Office concerned who will verify the relevant entries and complete the endorsement at the end of the application form and forward it to the Commission.

3. A candidate must send the following documents with his application:-

- (i) One copy of photograph.- A candidate must submit one copy of his recent passport size (4 cm. x 5 cm. approx.) photograph, which should be pasted on the first page of the application form in the space provided therein. The

photograph should be got attested from the Head of Department or Head of Office concerned.

Candidates are warned that if an application is not accompanied by a copy of photograph, it will be rejected and no appeal against its rejection will be entertained.

In addition, candidates should keep ready with them one more copy of their passport size photograph identical to the one pasted on the application form for being affixed on Attendance Sheet which will later be sent by the Commission to the admitted candidates along with their admission Certificate.

- (ii) Two self-addressed unstamped good quality envelopes of size approximately 11.5 cms. x 27.5 cms. The candidate should write neatly his complete postal address i.e. his name, House No., Ward No., Mohalla etc. on the envelopes. In cases where House No. is not there, the candidate should write his own full name followed by his father's name postal address.

4. 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 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 its copies an explanation regarding the discrepancy may be submitted.

5. Every candidate for this examination will be informed at the earliest possible date of the result of his application. Admission certificates, indicating the Roll Nos. will be issued to the candidates who are admitted to the examination. If any other communication regarding his candidature for the examination one month before the commencement of the examination, he should at once contact the Commission. On receipt of such a communication, Admission Certificate or a duplicate copy thereof

will be issued to the admitted candidate. In case no communication is received in the Commission's office from the candidate regarding non-receipt of his admission certificate at least two weeks before the examinations, he himself will be solely responsible for non-receipt of his admission certificate. No candidate will be allowed to take the examination unless he holds a certificate of admission for the examination.

6. Candidates are not entitled to receive any Traveling Allowance from Union Public Service Commission for attending the examination. **However, the eligible non-Delhi candidates competing for PS categories who will be required to write their examinations from Delhi Centre only, will be entitled to draw TA/DA from their respective offices as per their entitlements.**

7. Communications regarding Applications. All Communications in respect of an application should be addressed to the secretary, Unions Public Service Commission, Dholpur House, Shahjahan Road, New Delhi- 110069 and should invariably contain the following particulars :

- (1) Name of Examination
- (2) Month and Year of Examination
- (3) Roll Number or the date of birth of candidate (if Roll Number has not been communicated).
- (4) Name of candidate (in full and in block capital letters), and
- (5) Complete postal Address as given in the application.

N.B. (1)- Communications not containing the above particulars may not be attended to.

N.B.- (2)- If a letter / communications is received from a candidate after an Examination has been held and it does not give his full name and Roll Number it will be ignored and no action will be taken thereon.

8. **Change in Address**.- A candidate must see that communications sent to him at the address stated in his application are redirected, if necessary, change in address should be communicated to the Commission at the earliest opportunity along with two self addressed unstamped envelopes of 11.5 Cms. X 27.5 Size, giving the particulars mentioned in paragraph (7) above. Although the

Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi, the 1st October, 2011

RULES

No. 21/3/2011-CS I(P) .- The rules for a combined SOs'/ Stenographers' (Grade B'/ Grade-I) Limited Departmental Competitive Examination for the year 2009 to be held by the Union Public Service Commission, for additions in the Select Lists for the Section Officers Grade and Stenographers' (Grade 'B'/Grade-I) of the Services mentioned below are, with the concurrence of the Ministries concerned published for general information.

Category I

Section Officers' Grade of the Central Secretariat Service.

Category II

Sections Officers' Grade (Integrated Grade II & III) of the General Cadre of the Indian Foreign Service, Branch 'B'

Category III

Section Officers' Grade of the Railway Board Secretariat Service

Category IV

Grade A' & 'B' merged of the Central Secretariat Stenographers' Service.

Category V

Grade I of the Stenographers' Cadre of the Indian Foreign Service, Branch B'

Category VI

Grade 'A' & 'B' merged of the Armed Forces Headquarters Stenographers' Service.

Category VII

Grade 'B' of the Railway Board Secretariat Stenographers' Service.

Category VIII

Section Officers' Grade of the Intelligence Bureau.
(NOT PARTICIPATING)

Category IX

Section Officers' Grade of the Armed Forces Headquarters Civil Service.

1. The number of persons to be selected for inclusion in the Select List for each grade will be specified in the Notice issued by the Commission. Reservation shall be made for candidates belonging to the Scheduled Castes and the Scheduled Tribes in respect of vacancies as may be fixed by the Government.

2. The examination will be conducted by the Union Public Service Commission in the manner prescribed in Appendix to these Rules.

The dates on which and the places at which the examination will be held shall be fixed by the Commission.

3. Permanent or regularly appointed temporary Officers of the Grade and Services mentioned in column 1 below who on 1st July, 2009 satisfy the conditions regarding length of service mentioned in column 2 shall be eligible to appear at the examination for the category of service mentioned in column 3.

Column 1	Column 2	Column 3
1	2	3
Assistants' Grade of the Central Secretariat Service and Grade 'C' of the Central Secretariat Stenographers' Service	Not less than five years' approved service in the Assistants Grade of the Central Secretariat Service or in Personal Assistants Grade (Stenographers Grade C) of the Central Secretariat Stenographer Service (CSSS). Personal Assistants of CSSS shall possess a Bachelor's degree of a recognized university or equivalent.	Category I
Grade IV of the General Cadre, Grade-II of the Stenographer Cadre and Grade II of The Cypher sub-cadre Of the Indian Foreign Service, Branch 'B'	Not less than 5 years approved and continuous Service in Grade IV of the General Cadre or in Grade II of the Stenographers' cadre or in Grade II of the Cypher sub-cadre of the Indian Foreign Service, Branch 'B' or in two or all the above grades as the case may be.	Category II

1	2	3
Assistants' Grade Of Railway Board Secretariat Service and Grade C of the Railway Board Secretariat Stenographers' Service	Not less than 5 years' approved and continuous Service in the Assistants' Grade of the Railway Board Secretariat Service or in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service or in both as the case may be.	Category III
Grade C of the Central Secretariat Stenographers' Service	Not less than 5 years' approved and continuous service in Grade C of the Central Secretariat Stenographers' Service.	Category IV
Grade II of the Stenographers' cadre of the Indian Foreign Service, Branch 'B'	Not less than 5 years' approved and continuous service in Grade II of the Stenographers' cadre of the Indian Foreign Service, Branch 'B'	Category V
Grade C of Armed Forces Headquarters Stenographers' Service	Not less than 5 years' approved and continuous service in Grade II/ Grade C of the Armed Forces Headquarters Stenographers' Service.	Category VI
Grade C of the Railway Board Secretariat Stenographers' Service.	Not less than 5 years' approved and continuous service in Grade II/Grade C of the Railway Board Secretariat Stenographers' Service	Category VII
Assistants Grade of Intelligence Bureau	Not participating	Category VIII
Assistants of AFHQ Civil Service, Stenographers' Grade C/ PAs of the Armed Forces HQ.	Not less than 5 years' approved and continuous Assistants Grade of the Armed forces Headquarters service or in Grade-II/ Grade 'C' of the Armed Forces Headquarters Stenographers' Service or in both as the case may be.	Category IX

Provided that in the case of a candidate (except a candidate appearing for Category I) who had been appointed to the Grades mentioned in column 1 above on the result of a Competitive Examination, including a Limited Departmental Competitive Examination, such an examination should have been held not less than 5 years before the crucial date and he should have rendered not less than 4 years approved and continuous service in that grade on the crucial date.

Note 1. Permanent or regularly appointed officers of the grades and Services mentioned in Column 1 above who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service

rendered by them during the period of deputation will qualify towards the length of service mentioned in column 2.

This, however does not apply to the officers of the Grades and Services mentioned in Column 1 above who have been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in the grades and Services referred to in Column 1.

Note 2 - Assistants of the Central Secretariat Service and Stenographers of the Central Secretariat Stenographers' Service who have opted for appointment to the Indian Foreign Service, Branch 'B' and have been appointed to any Grade of that Service in pursuance of such option shall not be eligible for admission to the examination for Categories I and IV.

Note 3 - Assistants of the Central Secretariat Service and Stenographers of the Central Secretariat Stenographers' Service who are on deputation to the Indian Foreign Service, Branch 'B' shall not be eligible for admission to the examination for Categories II and V.

4 - A candidate who is eligible to compete for two categories and who exercises this option should specify clearly in the Application the categories for which he/she is eligible and wishes to be considered in the order of preference. No request for any change/ addition/ alteration in the preference already indicated by a candidate in his/her application will be entertained by the Commission.

5 - The decision of the commission with regard to the acceptance of the application of a candidate and his eligibility or otherwise for admission to the Examination shall be final.

6 - No candidate will be admitted to the examination unless he holds certificate of admission from the Commission.

7 - A Candidate who is or has been declared by the Commission to be guilty of :-

- (i) Obtaining support for his candidature by any means, or
- (ii) impersonating ,or
- (iii) Procuring impersonation by any person, or

- (iv) submitting fabricated document or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (vii) using unfair means during examination, or
- (viii) writing irrelevant matter, including obscene language or pornographic matter in the script(s), or
- (ix) misbehaving in any other manner in the examination hall, or
- (x) harassing or doing bodily harm to the staff employed by the commission for the conduct of their examination, or
- (xi) being in possession of or using any mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination, or
- (xii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them go take the examination, or
- (xiii) 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 liable to criminal prosecution, be liable :-
 - (a) to be disqualified by the commission from the examination for which he is a candidate, and/or
 - (b) to be debarred either permanently or for a specified period-
 - (i) by the Commission from any examination or selection held by them ;
 - (ii) by the Central Government from any employment under them; and
 - (c) to disciplinary action under the appropriate rules. Provided that no penalty under this rule shall be imposed except after-

- (i) giving the candidate an opportunity of making such representation writing as he may wish to make in that behalf; and
- (ii) taking the representation, if any submitted by the candidate within the period allowed to him into consideration.

8 -(i) After the examination, candidates shall be considered for vacancy for the year 2009 subject to their eligibility and will be arranged by the Commission in the order of merit as disclosed by the aggregate marks finally awarded to each candidate subject to qualifying standards for each paper/part of the examination as decided by the Commission.

Category wise merit list for inclusion in the Select List will be based on the number of vacancies, candidate's merit and choice (preference of category, as eligible) and fulfillment of all other eligibility conditions. The Commission reserves the right to fix minimum qualifying standards for any or all stage (s) or paper (s) of the Examination.

(ii) The candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may to the extent of the number of vacancies for the Scheduled Castes and the Scheduled Tribes be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for inclusion in the Select List for each category irrespective of their ranks in the order of merit at the examination :

Provided that the candidates belonging to the Scheduled Castes and the Scheduled Tribes who have been recommended by the Commission without resorting to any relaxations/concessions in the eligibility or selection criteria, at any stage of the examination, shall not be adjusted against the vacancies reserved for Scheduled Castes and the Scheduled Tribes.

Note:- Candidate should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in Select List on the result of the examination is entirely within the competence of Government to decide. No candidate will therefore have any claim for inclusion in the Select List on the basis of his performance in this Examination as a matter of right.

9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in their discretion and the Commission will not enter into correspondence with them regarding the result.

10. Success in the examination confers no right to selection unless Government are satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection :

Provided that the decision as to ineligibility for selection in the case of any candidate recommended for selection by the Commission shall be taken in consultation with the Commission.

11. A candidate who after applying for admission to the examination or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services terminated by his Department or who is appointed to an ex- cadre post or to another Service on 'transfer' and does not have a lien in the Assistants' Grades of the Central Secretariat Service/Railway Board Secretariat service/Armed Forces Headquarters Civil Service or Stenographer Grade-C of the Central Secretariat Stenographers' Service/railway board Secretariat Stenographers' service/Grade II or any post in the Indian Foreign Service, Branch 'B' will not be eligible for appointment on the result of this examination.

This however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority

Mamta Kundra
Joint Secretary

APPENDIX

The examination shall be conducted according to the following plan :-

Part I

- (a) Written examination carrying maximum of 500 marks in the subjects as shown in para 2 below:
- b) A qualifying Shorthand test in Hindi or English at 100 w.p.m.

Note I- All the candidates competing for Categories IV, V, VI and VII will be required to take qualifying shorthand test at the time of the written examination. However, evaluation of record of service will be done of only those candidates who qualify both in the written examination as well as in the Shorthand Test.

Note II. Candidates will be required to transcribe their shorthand notes on Computers (PCs) which will be provided at the Examination centre by the Commission.

Part II

Evaluation of record of service carrying a maximum of 100 marks of candidates:-

(i) who obtain such minimum qualifying marks in the written examination as may be fixed by the Commission in their discretion (for categories I, II, III and IX); and

(ii) who obtain such minimum qualifying marks in the written examination and the shorthand test as may be fixed by the commission in their discretion (for categories IV, V, VI and VII).

Note 1: Marks obtained in evaluation of record of service will be counted for ranking;

Note 2: There shall be a minimum of 40% (forty percent) marks in the evaluation of record of service. Therefore, such candidates who obtain less than 40% (forty percent) marks in the evaluation of record of service will not be considered for ranking

2. The subjects, in which the candidates competing for different categories of services are required to take the written examination, will be as follows:--

Paper No.	Subject	Type Of Paper	Max. Marks	Duration
1	General Studies and General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005.	Objective	150	2 Hrs.

Paper No.	Subject	Type Of Paper	Max. Marks	Duration
2	Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services.	Objective	150	2 Hrs.
3	Noting and Drafting, Precis writing	Subjective	200	3 Hrs.
	Evaluation of record of Service		100	

3. Penalty for wrong answers (in Objective Type Papers)

THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.

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

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

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

4. Syllabi for the Examination will be as shown in the schedule.

5. Candidates are allowed the option to answer the Noting and Drafting, Precis Writing paper either in Hindi (Devanagari) or in English. All the three question papers/ test booklets will be set both in Hindi and English.

Note 1: Candidates desirous of exercising the option to answer the Noting and Drafting, Precis writing Paper in Hindi (Devanagari) should indicate their intention to do so in Col. 6 of the Application Form; otherwise it would be assumed that they would answer the aforesaid paper in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 2: Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

Note 3: If a medium other than the one indicated by the candidate in the application form is used to write the answer in the examination, the paper of such candidates will not be evaluated.

6. The shorthand test in English/Hindi would comprise dictation test at the speed of 100 words per minute of ten minutes which the candidate will be required to transcribe in 40/55 minutes.

7. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.

8. Appearance of candidates in all the three papers is a must for qualifying in the examination. The commission has the discretion to fix minimum qualifying marks in any or all the subjects at the examination.

9. Marks will not be allotted for mere superficial knowledge.

10. Deduction upto 5% of the maximum marks in the written subject will be made for illegible handwriting.

11. Credit will be given for orderly, effective and exact expression combined with due economy of words in the subjective paper.

12. Candidates should use only international form of Indian numerals (e.g. 1, 2, 3, 4, 5, 6 etc.) while answering Paper - III.

SCHEDULE

Syllabi for examination

WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTIONS ETC. IS REQUIRED, CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UP TO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

PAPER – I

The paper will cover subject of interest and importance at the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Developmental Schemes as also intelligent awareness of current affairs both national and international.

A broad knowledge of the following aspects will also be expected :

- (i) The principles of the Constitution of India
- (ii) Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha
- (iii) The organization of the machinery of the Govt. of India, Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices and their relation inter se.
- (iv) RTI Act, 2005.

PAPER - II

This paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and attached offices. Detailed knowledge of General Financial and Service Rules viz., Conduct Rules, Leave Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended -

(for Category I & IV)

1. Manual of office procedure (latest edition)

2. Notes on office procedure issued by the Institute of Secretarial Training and Management.

3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.

4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).

5. The Central Civil Services (Pension) Rules, 1972.

6. The Central Civil Services (Conduct) Rules, 1964.

7. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.

8. Central Civil Service (Leave) Rules, 1972.

9. Compilation of the General Financial Rules, (Revised and Enlarged), 1963.

10. Delegation of financial Power Rules, 1978.

(for Category II & V)

1. Manual of office procedure (latest edition).

2. Notes on office procedure issued by the Institute of Secretarial Training and Management.

3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.

4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).

5. The Central Civil Services (Pension) Rules, 1972.

6. The Central Civil Services (Classification, Control and Appeal) Rules, 1965

7. Compilation of the General Financial Rules, (Revised and Enlarged), 1963.

8. Delegation of financial Power Rules, 1978.

9. Indian Foreign Service (PLCA) Rules, 1961.

10. Financial Powers of Government of India's Representatives abroad.

11. Assisted Medical Attendance Schemes.

12. Indian Foreign Service (Conduct and Discipline) Rules, 1961.

(for Category III & VII)

1. Manual of Office Procedure issued by the Min. of Railways (Railway Board).

2. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.

3. Indian Railways Admn. and Finance (excluding Chapters V, VI, VIII & IX).

4. Financial Code Vol. I (excluding Chapter II and VI).

5. Indian Railway Establishment Code Vol. I

6. The Railway Service (Conduct) Rule, 1966.

7. The Railway Servants (discipline and Appeal) Rule, 1968.

(for Category VI & IX)

1. Manual of office procedure (latest edition).

2. Notes on office procedure issued by the Institute of Secretarial Training and Management.

3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.

4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).

5. The Central Civil Services (Pension) Rules, 1972.

6. The Central Civil Services (Conduct) Rules, 1964.

7. The Central Civil Services (Classification, Control and Appeal) Rules, 1965.

8. Central Civil Service (Leave) Rules, 1972.

9. Financial Regulations Part I (Revised Edition 1963).

PAPER – III

Candidates are required to prepare notes and drafts on specific problems and précis from a passage.

UNION PUBLIC SERVICE COMMISSION

APPLICATION FORM

COMBINED S.Os'/STENOGRAPHERS' (GRADE'B'/GRADE-1) LIMITED
DEPARTMENTAL COMPETITIVE EXAMINATION, 2009

Important Note : The Application Form duly completed must reach the office of the U.P.S.C. on or before the closing date as notified.

PASTE HERE FIRMLY
COPY OF YOUR
RECENT PASSPORT
SIZE PHOTOGRAPH
(APPROX. 4 cm. x 5
cm.) DULY ATTESTED
BY YOUR HEAD OF
DEPARTMENT OR
HEAD OF OFFICE

FOR OFFICE USE ONLY

Roll Number

-
1. (a) POSTAL ADDRESS (including candidate's name)
in English **BLOCK CAPITALS** to which
communications are to be sent.

Pin

- (b) Permanent Postal Address (if any)
in **BLOCK CAPITALS** in English.

Pin

(c) If you are a candidate from Assam/Meghalaya/Arunachal Pradesh/ Mizoram/Manipur/Nagaland/Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh/Andaman and Nicobar Islands/Lakshadweep, indicate clearly name of the State/U.T./ area or region entitle to additional time e.g. Assam, Meghalaya, Jammu and Kashmir etc. where you are residing.

(d) If you are posted abroad in an Indian Mission/Office, indicate your office, designation, station of posting and whether application is being sent through diplomatic bag.

(e) NAME as recorded in the Service Book of the applicant in BLOCK CAPITALS

(f) Name as signed in BLOCK CAPITALS

Note : Candidates filling application in Hindi should repeat Name in English BLOCK CAPITALS also.

2. (a) Gender : Write 1 if male, 2 if female.

(b) Marital Status : Write 1 if unmarried, 2 for others

3. Community : (Indicate your Community in words and in Code)

 In Words

 Code

Scheduled Caste.....1
 Scheduled Tribe.....2
 General Category (Others).....3

4. Date of Birth (in Christian Era) as recorded in Matriculation/Higher Secondary or equivalent examination certificate.

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

4A.Academic Qualification :

5. Centre of Examination Write
 Mumbai, or
 Kolkata, or
 Delhi, or
 Chennai, or
 Nagpur

Name of Centre Please use Block Capitals

6. **Medium of Examination**

Write 1, if your medium of examination is English and 2, if Hindi. Also indicate the medium of Examination in words.

(Please see paras 2, 4 and 5 of Appendix to the Rules).

7. Write the date from which you are in approved and continuous service in the grade applicable to you as a permanent or temporary official of that grade out of the **grades given** (ad-hoc service is not to be counted) Tick [√] the grade (given below) applicable to you.

Grade	Code	Eligible for Category(ies)
Assistants' Grade of CSS	0 1	I
Grade-II/Grade 'C' of CSSS.	0 2	I & IV
Grade-IV of General Cadre of IFS 'B'	0 3	II
Grade-II of Stenos Cadre of IFS 'B'	0 4	II & V
Grade-II of Cypher Sub Cadre of IFS 'B'	0 5	II
Assistants' Grade of RBSS	0 6	III
Grade-II/Grade 'C' of RBSSS.	0 7	III & VII
Assistants' Grade of AFHQCS	0 8	IX
Grade-II/Grade 'C' of AFHQCS.	0 9	VI & IX

8. (a) Are you a permanent or regularly appointed temporary Officer of the Grade and Service mentioned in Column 1 of Rule 3? Write 1 if Yes, 2 if 'No'

(b) If answer to item (a) above is 'Yes'
 {I} Are you on deputation to ex-cadre post for a specified period with the approval of the competent authority. If 'Yes' write 1 If 'No' write 2.

{II} Do you hold a lien in any of the Grades mentioned in column 7? If 'Yes' write 1 in box and the Grade & Service in which you hold the lien, if 'No' write 2 in box.

9. Details of recruitment to the grade mentioned in column 7 above :-

(a) If you were appointed to the grade mentioned in column 7 above on the basis of a competitive Examination, including a Limited Departmental Competitive Examination, write :

- (i) Full name of the examination including year to which the examination pertains.
- (ii) The date(s) on which the examination was held.

(b) If you were recruited to the grade on the basis of length of service, indicate the year of your Select List.

12. Particulars of U.P.S.C. examinations/recruitment by selection applied for/appeared.

Name of examination	Month and year of examination/Advt. No., Item No. for recruitment	Roll No.	Whether you appeared at the examination/interview	Whether you were recommended for appointment

13. (a) Have you ever been debarred by any Public Service Commission / Staff Selection Commission for any of their examinations/selections ?

(b) If the answer to (a) above is 'Yes' give details.

14. (a) Father's Name

(b) District and State/Union Territory to which he belongs. If dead, write the name of the district and State/Union Territory which you belong.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, declare that all entries/statements made in columns 1 to 14 of this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Commission under the Rules of the examination.

I have read provision in the Rules and the Notice of the Commission carefully and I hereby undertake to abide by them.

Date _____

Place _____

*Signature of Candidate

*Application not signed by candidate will be rejected.

PART-II TO BE FILLED IN BY THE HEAD OF DEPARTMENT/HEAD OF OFFICE IN WHICH THE CANDIDATE IS SERVING

Certified that :-

1. The entries made in column 4 and 4A relating to his/her date of birth and Academic Qualification have been verified with reference to his/her service record and are correct.
2. The entries made in column 3 relating to his/her claim to belong to Scheduled Caste/Scheduled Tribe Community has been verified with reference to his/her service record and is correct.
3. (i) The entries made by Shri/Shrimati/Kumari in columns 7, 8, 9 and 11 have been verified with reference to his/her service record and are correct.
(ii) There are no circumstances rendering him/her unsuitable for promotion to the Section Officer's Grade/Stenographer's Grade 'B'/Grade.I.
(iii) He/She is a permanent/regularly appointed temporary person and has rendered approved and continuous service in the under mentioned Grade with effect from
 - (a) Assistant of the Central Secretariat Service.
 - (b) Assistant Grade IV of the General Cadre of the Indian Foreign Service, Branch 'B'.
 - (c) Assistant of Railway Board Secretariat Service.
 - (d) Assistant of the Armed Forces Headquarters Civil Service.
 - (e) Cypher Assistant (Grade II) of the Cypher sub-cadre of the Indian Foreign Service, 'B'.
 - (f) Stenographer Grade 'C' of the Central Secretariat Stenographer's Service.
 - (g) Stenographer (Grade II) of the Stenographers' Cadre of the Indian Foreign Service, 'B'
 - (h) Stenographer (Grade 'C') of the Railway Board Sectt. Stenographer's Service.
 - (i) Stenographer Grade 'C' of the Armed Force Headquarters Service.
(iv) He/She is on deputation to the ex-cadre post of held by him/her with the approval of competent authority and/or continues to have a lien in Grade of Service.

Date.....

Signature.....

Name.....

**Designation.....

Department/Office.....

**To be signed by an Officer not below the rank of Under Secretary to the Govt. of India.

Combined SO's/Stenographer's (Grade 'B'/Grade-I) Limited Departmental Competitive Examination, 2009

*Strike out portion not applicable.

Seal

Disclaimer

The contents of this notification are informative in nature. Candidates are advised to refer to the notice published in 'Employment News'