

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP :

A Candidate must be either:-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam. or from 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 instruction No. 5.

3. MINIMUM EDUCATIONAL QUALIFICATIONS : All applicants must fulfil 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 RESORT TO SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE LIMIT BY ANY OR MORE OF THE FOLLOWING METHODS :

- (a) On the basis of either qualifications and experience higher than the minimum prescribed in the advertisement; or
- (b) On the basis of experience in the relevant field; or
- (c) By counting experience before or after the acquisition of essential qualifications; or
- (d) By holding a screening test. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/ self certified copies of the certificates in support thereof

NOTE-III : In regard to Educational Qualifications, the mark sheet in lieu of Educational Certificates will not be accepted by the Commission.

NOTE-IV : The provisional claim whatsoever in regard to eligibility to the post will not be accepted by the Commission.

4. APPLICATION FEE :

(a) Candidates applying Offline (through paper format published alongwith this Advertisement) are required to pay a fee of Rs. 50/- (Rupees fifty only) through Central Recruitment Fee Stamp.

(b) Candidates applying Online (through Online Recruitment Application) are required to pay a reduced fee of Rs. 25/- (Rupees Twenty Five only) either by remitting the money in any branch of SBI by cash or by using net banking facility of SBI or by using Visa/Master Credit/ Debit Card.

(c) No fee for SC/ST candidates. Physically handicapped persons are also exempted from payment of fee subject to submission of prescribed medical certificate. No fee exemption is, however available to OBC candidates and they are required to pay the full prescribed fee. No fee for women candidates of any community.

THIS IS IMPORTANT

(c) Candidates can purchase the Central Recruitment Fee Stamp in the denomination of Rs. 50/- available in Head Post Offices, all Departmental Post Offices (i.e. down to sub-post office level) and selected Branch Post Offices throughout the Country and affix it in the space earmarked for the purpose in the application format and get it cancelled by the Counter Clerk of the Post Office with the date stamp in such a manner that the impression of cancellation stamp partially overflows on the application form itself taking care that the impression must be clear and distinct to facilitate the identification of the date of issue and issuing post offices.

(d) Candidates applying from outside India should deposit the prescribed fee at the Office of the High Commissioner for India, or of the Indian Ambassador, or of the Government of India's Representative abroad, as the case may be. The original receipt for such payment should accompany every application.

(e) The fee sent through Money Order, Indian Postal Orders, Bank Drafts, Crossed Cheques, Currency Notes and Treasury Challans will not be accepted by the Commission and such applications will be treated as without fee and will be summarily rejected.

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

(g) Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.

5. CONCESSIONS & RELAXATIONS :

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by the length Military Service increased by three years subject to the conditions that on these closing date of receipt of applications (i) the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years.

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 5 years as on closing date and in whose case the Ministry of Defence issues certificate that they will be released within 3 months on selection from the date of receipt of offer of appointment.

The candidates claiming age relaxation under this para should produce a certificate in prescribed proforma.

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 should forward with their applications attested copies of certificates that they have been released from the Defence Forces. The certificates should be signed by the appropriate authorities specified below and should specify the period of service in

the Defence Forces :-

For Ex-Servicemen and Commissioned Officers including ECOs/SSCOs : A certificate in the prescribed proforma from the undermentioned authorities :

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

Army :- Directorate of Personnel Service, Army, H.Qrs. New Delhi

Navy :- Directorate of Personnel Services, Naval H. Qrs. New Delhi

Air Force :- Directorate of Personnel Services, Air H. Qrs. 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 upto 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 Govt. of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para should produce a Certificate issued after the date of advertisement from his/her Employer on the office's letter head to the effect that he/she is a regularly appointed Central Government Servant and not on adhoc/temporary/daily wages/hourly paid/contract basis employee etc.

No candidate will be accorded age relaxation under this para, unless he/she produces the requisite Certificate along

with his/her application for recruitment to a post. Only Central/ UT Government Servants who are appointed on regular basis are eligible for age relaxation under this para. Persons who are appointed on adhoc/temporary/ daily wages/hourly paid/contract or otherwise are not eligible for age relaxation.

(d) AGE RELAXATION FOR MERITORIOUS SPORTS PERSONS : The relaxation in upper age limit upto a maximum of 5 years (10 years for persons belonging to SC/ST Communities and 8 years for persons

belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of Games/Sports recognised by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para should produce a certificate issued by the competent authority in the prescribed proforma. There is no upper age limit in respect of Indian employees of the Government of Burma discharged owing to Constitutional changes in that country. For others, age limit will be strictly adhered to save in exceptional circumstances, and in no case be relaxed beyond a limit of three years.

(e) Age-relaxation for Widows, divorced Women and Women judicially separated from their husbands :

The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age-relaxation under this sub-para should produce the following documentary evidence :-

(i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

(ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgement/decree

of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with a Affidavit in respect of divorced Women that they have not re-married since.

(f) 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:

The persons claiming relaxation under this sub-para should produce a certificate to the effect that they had been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989 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 31.12.2011.

(g) Age relaxation of 5 years is allowed

(total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopaedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para should produce a certificate from the competent authority of Govt. Hospital/Medical Board in support of their claims. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled by Direct Rectt. by Selection.'

6. HOW TO APPLY :

(A) OFFLINE MODE :

(i) Candidates must apply in the

Application Format published in the Employment News alongwith this advertisement. Candidates abroad may apply on plain paper but the format should be exactly the same as published in the advertisement.

Applications on formats other than the one indicated in this issue

of Employment News will not be entertained. The candidates may cut out

the form of application given in this advertisement and utilize it in original. Form should be filled in with ball-point pen (to prevent spreading of ink). If need be they can get this form typed neatly on white paper of

FOOLSCAP SIZE (21 cms x 30 cms) in double space on one side of paper only and fill up the columns in their own handwriting. There is no objection to candidates using a printed Application Form, if available from

private agencies. They should ensure however, that its format is exactly the same as published by the

Commission in their advertisement. If any wrong entries are made by the candidates in their application form on account of mistakes in the guidelines or in printing of application forms by private agencies, their

applications shall be rejected and the Commission will not be responsible for

such rejection. No representation against such rejection will be entertained.

Application filled in on the format used for previous recruitment or some other advertisement will not be considered. The candidates should note that Application Form will NOT be supplied by the Commission's

Office.

(ii) Candidates who wish to apply for more than one post should submit separate application accompanied by the

prescribed fee for each post.

(iii) Candidates are requested to attach with the application a self-addressed post card bearing total postage worth 6.00 affixed thereon. They should indicate in this card the Advertisement No., Item No. and Name of the post applied for. The applications will be acknowledged by the Commission by returning this card to the

candidate after indicating the Registration No. allotted to the candidate. Candidates may note that no separate acknowledgement other than this card will be sent to them.

If a candidate does not receive this post card within a fortnight from the last date for receipt of applications, he should make an enquiry from the Commission in writing by furnishing full details of the post for which he has sent an application.

(iv) (a) The completed application form must reach the Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110 069 on or before 03.09.2010.

(b) In respect of applications received only by post (by post/speed post/ from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&K, Lahaul and Spiti and Pangi sub-division of Chamba District of Himachal Pradesh, A&N Islands or Lakshadweep or abroad), the last date for receipt of applications is **10.09.2010**. The benefit of extended time will be available only in respect of applications received by post/speed post 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 benefit

of extended time should clearly indicate **In a separate sheet duly authenticated by their signature**, the name of the particular area or region (e.g. Assam, Meghalaya, J&K etc.) from where they have posted their application. In case they fail to do so, the benefit of extended time will not be allowed to them.

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 applications will be summarily rejected. They should, therefore, ensure that their applications reach Commission's office on or before the prescribed last date.

NOTE : II : Candidates can also deliver

their applications personally at the Commission's Counter against proper receipt. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

NOTE : III : Applications received through couriers or courier services of any type

shall be treated as having been received as 'BY HAND' at the Commission's Counter, and Not as by post.

NOTE : IV : The concession of extended closing date in respect of the entire State of J&K will remain in force upto the end of the Calendar year, 2010.

NOTE V: "Candidates are requested to superscribe the words "RECRUITMENT BY SELECTION" on the top of the Envelope while sending the Application Form".

(B) ONLINE MODE :

i) Candidates applying for recruitment to the posts mentioned under Sl. Nos. 1, 2, 3 & 4 can also apply Online using the link <http://www.upsconline.nic.in>.

ii) Salient features of Online Recruitment Application (ORA) Form are available in the separate box given in this Advertisement.

iii) Detailed instructions for filling up Online Recruitment Application Form are available on the above mentioned website.

iv) The Online Recruitment Application can be filled from 14th August 2010 to 27th August 2010 till 11.59 p.m. after which the link will be disabled.

7. CERTIFICATE TO BE ATTACHED :

a) No documents are to be submitted by the candidates while applying Online (through Online Recruitment Application Form)

b) Candidates applying Offline (through paper format published alongwith this Advertisement) should note that they should attach with their applications attested/ self certified copies of the following documents:

(i) Matriculation or equivalent certificate in support of their declaration of age.

(ii) Degree or Diploma Certificate or other certificates in support of their educational qualifications;

(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;

(iv) Certificate(s) from the Head(s) of Organisation(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). These certificates should be issued on Letter Head or duly stamped by the Competent Authority.

(v) A candidate who claims to belong to one of the Scheduled Castes or Scheduled Tribes has to submit, in support of his claim, an attested copy of a certificate in the prescribed form issued by the competent authority (original to be produced at the time of interview).

(vi) A candidate who claims fee exemption being Physically Handicapped (eligible for appointment to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a medical certificate issued by the Surgeon/Medical Officer of the Government Hospital/Medical Board in the prescribed form. (Original to be produced at the time of interview).

The candidates claiming fee concession under this para should produce a certificate in prescribed proforma.

(vii) A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his claim an attested copy of a certificate in the prescribed form issued by the competent authority specified by the Govt. in their OM No. 36012/22/93-Estt. (SC) dated 22.10.93. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format, 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 closing date for receipt of applications for the post is to be treated as crucial date. Candidates may produce the original Certificates at the time of Interview.

NOTE : I : ORIGINAL CERTIFICATE SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERVIEW. ,

NOTE :II: Candidates should note that only the date of birth recorded in the Matriculation, Higher Secondary Examination Certificate or any equivalent certificate on the date of submission of application, will be accepted by the Commission. Mark Sheet, Admit card as a proof of date of birth will not be accepted. No subsequent request for its change will be considered or granted.

NOTE :III: If no copies of the above certificates are sent with the application, it is liable to be rejected and no appeal against its rejection will be entertained.

NOTE :IV: 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.

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 :

- (i) obtaining support of his/her candidature by any means, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents 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/her candidature for the selection, or
- (vii) using unfair means during the test, 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 test, or
- (xi) Bringing mobile phone/Communication device in the examination Hall/Interview room.**
- (xii) 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 :**

(a) to be disqualified by the Commission from selection for which he/she 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) if he/she is already in service under Government to disciplinary action under the appropriate rules.

9. OTHER INFORMATION/INSTRUCTIONS :

(i) All candidates, whether in Government service or in Government owned industrial or other similar organisations or in private employment should submit their applications direct to the Commission. If any candidate forward his application through his employer, he should ensure that it reaches the UPSC by the closing date; otherwise, it is likely to be rejected even if it had been submitted to the employer before the closing date.

Persons already in Government service, whether in permanent or temporary capacity or as work charged employees other than casual or daily rated employees are however, required to submit a declaration that they have informed in writing their Head of Office/Department that they have applied for the selection. **The date for determining the eligibility of all candidates in every respect shall be the normal closing date**

prescribed for receipt of applications viz. 03.09.2010. irrespective of submission of application Offline or Online mode.

- (ii) (a) Any change of address given in the application form should at once be communicated to the Secretary, Union Public Service Commission clearly indicating the Advt. No., Item No., Name of the Post, UPSC Reference No. and candidate's Registration.
- (b) Candidates are requested to arrange for the redirection of communications to their new address, if necessary. The UPSC makes every effort to take account of changes in candidates address but cannot accept any responsibility in the matter.
- (iii) Candidates must, if required, attend at such place, as may be fixed by the Commission for a personal interview. The Commission do not defray the travelling 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.
- (iv) Commission's contribution towards the travelling 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 fulfil 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.
- (v) 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.
- (vi) 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.
- (vii) Candidates will be informed of the result of their applications in due course 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.
- (viii) The Commission may at their discretion grant higher initial pay to specially qualified and experienced candidates.
- (ix) Canvassing in any form will disqualify a candidate.

IMPORTANT (Applicable to candidates applying Offline)

1. Candidates must read the "DETAILED INSTRUCTIONS TO THE CANDIDATES" before filling up PART-I & PART-II of the form. He/She must fill the form strictly according to the instruction.
2. Candidates must ensure that no column is left blank or wrongly filled as the information furnished therein would be used for deciding the eligibility and suitability of the candidate for being called for the interview. Applications not filled correctly and as per the "INSTRUCTIONS" are liable to be rejected and the onus of such rejection would be on the candidate himself. The Commission will not entertain any claim after such rejection.
3. Copies of certificates should be attached in support of information given in the form where necessary. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
4. The provisional claim whatsoever in regard to eligibility to the post will **NOT** be accepted by the Commission.
5. Fee amount is Rs. 50/- payable in the shape of **CENTRAL RECRUITMENT FEE STAMP** only. No other mode of payment is acceptable. For details of Recruitment Fee Concessions to specified categories of applicants, kindly refer to instruction No. 4 in the "INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION" published along with this advertisement.
6. **Application should be sent to the Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069. The closing date for receipt of application is 03.09.2010.**
7. **The Mobile Phones are banned in the Campus of UPSC examination hall.**
8. **Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

NOTE : "Applications must be sent in the format given in Employment News or can be down loaded from our website : www.upsc.gov.in. Applications sent in any other format are liable to be rejected."

For any query, visit the Commission's Facilitation Centre or Dial No. 23385271.