


**ADVT.  
No. 10**

## 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. 11051001528)

**THIRTY EIGHT MARKETING OFFICERS (GROUP-I) (SURVEY, TRAINING & QUALITY CONTROL) IN THE DIRECTORATE OF MARKETING INSPECTION, DEPARTMENT OF AGRICULTURE AND CO-OPERATION, MINISTRY OF AGRICULTURE.**

Out of the thirty eight posts, seven posts are reserved for Scheduled Caste candidates, five posts are reserved for Scheduled Tribe candidates, fifteen posts are reserved for Other Backward Classes candidates.

Out of thirty eight posts, three posts are reserved for Physically Handicapped persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL)/ One Arm affected (OA) from any community. The posts are also suitable for Physically Handicapped persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL)/ One Arm affected (OA) from any community.

**QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's degree in Agriculture OR Botany OR Agricultural Economics OR Agricultural Marketing OR Economics OR Commerce with Economics from a recognized University. **B.**

**EXPERIENCE:** Two years' experience in the field of Agricultural Marketing including Cooperative Marketing. OR Diploma in Marketing Management awarded by the Indian Institute of Food Technology or any other recognized University/ Institute or equivalent. **DUTIES:** To assist in the work relating to grading and quality control of Agricultural Commodities including formulation of grades and grade standards. To assist in conducting research studies pertaining to emerging problems of Marketing of Agricultural produce and drafting of Technical reports. Investigation and survey at field level of marketing conditions in respect of Agricultural Commodities and to collect, compile and interpret the relevant data.

#### 2. (VACANCY NO. 11051002628)

**THREE SENIOR SCIENTIFIC OFFICERS, GRADE-I (ELECTRONICS) IN THE DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.**

Out of three posts, one post is reserved for Other Backward Classes candidates. The posts are also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL) from any community. **QUALIFICATIONS:**

**ESSENTIAL: A. EDUCATIONAL:** B.E./B.Tech. in Electronics/ Electronics & Communication Engineering or M.Sc. in Physics with specialization in Electronics from a recognized University or equivalent. **B. EXPERIENCE:** Four years' practical experience in Production/Development/Quality Assurance in Electronics and Communication equipment. **DESIRABLE:** i) Master's Degree in Electronics/ Electronics & Communication Engineering or Doctorate degree in Physics with specialization in Electronics from a recognized University or equivalent. ii) Knowledge of German, French, Russian, Japanese or Chinese Language.

**DUTIES:** Preparation of specifications and vetting of documents pertaining to procurement of items/stores. Technical evaluation, testing, inspection and Quality Assurance activities of equipments, systems/sub-systems and stores indented by the Services pertaining to the relevant discipline. Creation of test facilities as per various laid down standards/specifications. Value engineering studies of items/stores. Product improvement, Indigenisation and development work on systems/products. Interaction with the Industry and preparation of capacity/capability reports. Technical documentation. Administration of test labs.

#### 3. (VACANCY NO. 11051003628)

**FOUR SENIOR SCIENTIFIC OFFICERS, GRADE-I (METALLURGY) IN THE DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.**

Out of four posts, one post is reserved for Other Backward Classes candidates. The posts are also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL) from any community. **QUALIFICATIONS:**

**ESSENTIAL: A. EDUCATIONAL:** B.E. (Metallurgy)/ B.Tech. (Metallurgy) from a recognized University or equivalent. **B. EXPERIENCE:** Four years' practical experience in Production/Development/Quality Assurance in Metallurgical field. **DESIRABLE:** i) M.Tech. (Metallurgy) from a recognized University or equivalent. ii) Knowledge of German, French, Russian, Japanese or Chinese Language.

#### 4. (VACANCY NO. 11051004628)

**THREE SENIOR SCIENTIFIC OFFICERS, GRADE-II (IN ARMAMENT DISCIPLINE) IN THE DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.** Out

of three posts, one post is reserved for Scheduled Tribes candidates. The posts are also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL) from any community. **QUALIFICATIONS:**

**ESSENTIAL: A. EDUCATIONAL:** Degree in Mechanical Engineering or Production Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Production/Development/ Quality Assurance related to ammunition and weapons used by the Armed Forces. **DESIRABLE:** Knowledge of German, French, Russian, Japanese or Chinese language. **DUTIES:** Same as in Item No. 2 above .

#### 5. (VACANCY NO. 11051005228)

**FOUR ADDITIONAL GOVERNMENT ADVOCATES (GRADE-II OF INDIAN LEGAL SERVICE CADRE OF THE GOVERNMENT ADVOCATES IN THE CENTRAL AGENCY SECTION AND THE BRANCH SECRETARIATS AT MUMBAI AND KOLKATA), DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW AND JUSTICE.** Out of four posts, one post is reserved for Scheduled Caste candidates, one post is reserved for Other Backward Classes candidates.

The posts are also suitable for Physically Handicapped persons with disability viz. Hearing Impairment (Partially Deaf) or Orthopaedically Handicapped/ Locomotor Disability/Cerebral Palsy with One Leg affected (OL) or Both Legs affected but not Arms (BL) or One Arm affected (OA) (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxic from any community. **QUALIFICATIONS:**

**ESSENTIAL: A. EDUCATIONAL:** The applicant should have a degree in Law of a recognized University or equivalent. **B. EXPERIENCE:** The applicant should have been a member of a State Judicial Service for a period of not less than

thirteen years OR Has held a superior post in the Legal Department of a State for a period of not less than thirteen years OR Has been a Central Government servant who has had experience in legal affairs for not less than thirteen years OR Is a qualified Legal practitioner. **NOTE I:** The term 'qualified legal practitioner' means an advocate or a pleader who has practiced as such for at least thirteen years or an Attorney of the High Court of Mumbai or Kolkata who has practiced as such for at least eleven years or has practiced as such Attorney and an Advocate for a total period of at least eleven years. **NOTE II:** In computing the period during which a person has held any office in the State Judicial Service or in the Legal Department of a State or under the Central Government, there shall be included any period during which he/she has held any of the other aforesaid offices or any period during which he/she has been a legal practitioner. **NOTE**

**III:** In computing the period during which a person has been a qualified legal practitioner, there shall be included any period during which he/she has held any office in the State Judicial Service or has held a superior post in the Legal Department of a State or has been a Central Government servant having experience in legal affairs. **NOTE IV:** Preference shall be given to a person (not being a member of a State Judicial Service or a legal practitioner) with experience of litigation work. Further, the candidate should be eligible for enrollment as an advocate in the Supreme Court under the Supreme Court Rules, 1950 as amended from time to time and for registration as an Advocate on Record of that court under the said Rules. **DUTIES:** To give advice on all matters referred by the various Ministries/Departments of the Government of India. To look after Government litigation work. To conduct court cases and to appear in courts on behalf of the Central Government, wherever required; and to perform administrative and other works as may be assigned. **HQ:** New Delhi/Mumbai/Kolkata with liability to serve anywhere in India.

#### 6. (VACANCY NO. 11051006228)

**SEVEN ASSISTANT LEGAL ADVISERS (GRADE-IV OF INDIAN LEGAL SERVICE CADRE OF THE LEGAL ADVISERS IN THE MAIN SECRETARIAT AND BRANCH SECRETARIAT AT MUMBAI, KOLKATA, CHENNAI AND BANGALURU), DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW AND JUSTICE.** Out of seven posts, one post is reserved for Scheduled Tribe

candidates; one post is reserved for Other Backward Classes candidates. The posts are also suitable for Physically Handicapped persons with disability viz. Hearing Impairment (Partially Deaf) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL) or Both Legs affected but not Arms (BL) or One Arm affected (OA) (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxic from any community. **QUALIFICATIONS: ESSENTIAL: A.**

**EDUCATIONAL:** The applicant should have a degree in Law of a recognized University or equivalent. **B. EXPERIENCE:** The applicant should have been a member of a State Judicial Service for a period of not less than seven years OR Has held a superior post in the Legal Department of a State for a period of not less than seven years OR Has been a Central Government servant who has had experience in legal affairs for not less than seven years. OR Possesses a Master's degree in Law and has had teaching or research experience in Law for not less than five years OR Is a qualified Legal practitioner of not less than 30 years of age. **NOTE I:** The term 'qualified legal practitioner' means an advocate or a pleader who has practiced as such for at least seven years or an Attorney of the High Court of Mumbai or Kolkata who has practiced as such for at least five years or has practiced as such Attorney and an Advocate for a total period of at least five years. **Note II & III:** Same as in Item No.5 above . **NOTE IV:** Preference shall be given to a person (not being a member of a State Judicial Service or a legal practitioner) with experience of legal advice work. **DUTIES:** Same as in Item No. 5 above. **HQ:** New Delhi/Mumbai/Chennai/Kolkata/Bangaluru with liability to serve anywhere in India.

#### 7. (VACANCY NO. 11051007228)

**EIGHT ASSISTANT PROGRAMMERS IN CENTRAL BUREAU OF INVESTIGATION (CBI).** Out of eight posts, one post is reserved for Scheduled

Castes candidates, one post is reserved for Other Backward Classes candidates. Out of eight posts, two posts are reserved for Physically Handicapped persons. Out of these two posts reserved for Physically Handicapped persons, one post is reserved for persons with disability viz. Partially Hearing Impairment and one post is reserved for persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/Cerebral Palsy persons with One Leg affected (OL) (disability in lower limb) from any community. The posts are also suitable for Physically

Handicapped persons with disability viz. Partially Hearing Impairment or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg affected (OL) (disability in lower limb) from any community. **QUALIFICATIONS:**

**ESSENTIAL:** A. Master's Degree in Computer Application or Computer Science or Master of Technology (with specialization in Computer Application) or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology of a recognized University or Institute or equivalent. **OR B.** i) Degree in Computer Application or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University or equivalent; and ii) Two years' experience in electronic data processing work including experience of actual programming. **OR C.** i) 'A' Level Diploma under Department of Electronics Accredited Computer Courses (DOEACC) Programme or Post Graduate Diploma in Computer Application offered under University Programme; and ii) Three years' experience of electronic data processing work including experience of actual programming. **DESIRABLE:**

Knowledge of programming in C, C++ OR Visual C++ and in Oracle, Relational Data Base Management System (RDBMS), experience on (RISC) based Computer Systems under UNIX/UNIX-like operating Systems/WINDOWS Networking or WINDOWS environment. **DUTIES:** Development and Implementation of systems. Database backup and restoration of CBI Projects. Management and Security of LAN & Oracle Database Server. Liaison or coordination between Regional and Head Office Server. Any other duty assigned by higher authorities from time to time. **HQ:** Any of the CBI branches located throughout India.

### IMPORTANT

LAST DATE FOR RECEIPT OF ONLINE RECRUITMENT APPLICATIONS IS <b>23:59 HRS ON 16.06.2011</b>	LAST DATE FOR RECEIPT OF DOCUMENTS/CERTIFICATES AS PER THE MODE SELECTED BY THE CANDIDATE ON ONLINE RECRUITMENT APPLICATION (ORA) WEBSITE: <b>ONLINE - 23:59 HRS ON 30.06.2011 BY POST/ BY HAND - 30.06.2011</b>
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DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE CLOSING DATE i.e. THE PRESCRIBED LAST DATE FOR RECEIPT OF ONLINE RECRUITMENT APPLICATIONS

### NOTES:

- Candidates are requested to apply only Online against this advertisement 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 Online Recruitment Application (ORA) website <http://www.upsconline.nic.in>.
- NATURE OF POST:** All posts belong to General Central Service except otherwise mentioned.
  - Posts at Item Nos. 1, 5, 6 & 7 are permanent.
  - Posts at Item Nos. 2, 3 & 4 are temporary.
- PAY SCALE & CLASSIFICATION:** (Figures in bracket at the end of the pay scale indicate the approx Total Emoluments (per month) (T.E.) excluding TA and HRA at the minimum of the scale).
  - Rs.37,400-67,000 (PB-4) + Rs.8700/- (Grade pay) (T.E. Rs.69,611/-) Indian Legal Service, Group 'A', Gazetted for the posts at Item No. 5.
  - Rs.15,600-39,100 (PB-3) + Rs.6600 (Grade pay) (T.E. Rs.33,522/-) Indian Legal Service, Group 'A', Gazetted for the posts at Item No. 6.
  - Rs.10,000-325-15,200/- (pre-revised) (T.E. Rs.33,000/-) Defence Quality Assurance Service, Group 'A' for the posts at Item No. 2 & 3.
  - Rs.9,300-34,800 (PB-2) + Rs.4600 (Grade pay) (T.E. Rs.20,989/-) Group 'B', Gazetted, Non-Ministerial for the posts at Item No.1 & 7.
  - Rs.8,000-275-13,500 (Pre-revised) (T.E. Rs.30,000/-) Defence Quality Assurance Service, Group 'A' for the posts at Item No.4.
- AGE LIMIT AS ON CLOSING DATE i.e. 16-06-2011:**
  - Not exceeding **50 years** for the post at **Item No. 5.**
  - Not exceeding **40 years** for the post at **Item Nos. 2, 3 & 6.**
  - Not exceeding **35 years** for the post at **Item No. 4.**
  - Not exceeding **30 years** for the posts at **Item Nos. 1 & 7.**
- The age limit shown against all item Nos. 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.
- 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 :
  - 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.
  - 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.
- HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India or abroad.
- 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 citizen of India, or

- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- 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 EDUCATIONAL 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 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:

- On the basis of either qualifications and experience higher than the minimum prescribed in the advertisement; or
  - On the basis of experience in the relevant field; or
  - By counting experience before or after the acquisition of essential qualifications; or
  - By holding a screening test.
- THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

#### 4. APPLICATION FEE :

- 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.
- 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.
- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- 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 :

- The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by the length of Military Service increased by three years subject to the conditions that on the 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 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.

- 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:-
  - 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.
  - 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.
- 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 Govt. 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.

**(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 recognized 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 would be required to 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 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 would be required to produce 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 judgment/decreed 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 and they have not remarried since.

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

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2011.

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

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 orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled by Direct Recruitment by Selection.

**6. HOW TO APPLY**

**a) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received by post/ by hand would not be accepted and summarily rejected.**

**b) Copies of Specified documents/certificates can be submitted Online or by post/by hand as per the mode selected by the candidate.**

- c) 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.
- d) Candidates sending copies of specified documents/certificates accompanied by list of enclosures printed from the ORA website for the concerned application number "by post" may attach therewith a self-addressed post card bearing a total postage worth Rs. 6.00 affixed thereon. They should indicate in this card the Advertisement No. and Vacancy No. of the posts applied for. The receipt of specified documents/certificates accompanied by list of enclosures printed from the ORA website for the concerned application number would be acknowledged by the Commission by returning this post card 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 prescribed last date for receipt of Documents/ certificates, he should make an enquiry from the Commission in writing by furnishing the list of enclosures printed from the ORA website for the concerned application number.

**7. DOCUMENTS/CERTIFICATES:**

**A) Only following Documents/ Certificates are to be submitted essentially along with Online Recruitment Application (ORA) either Online or by post/by hand as per the mode selected by the candidate:**

- a) Self attested copies of Degree/Diploma certificate along with mark statements 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.

- b) Self attested copy of order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated.

- c) Self attested copies of 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 in the 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.

- d) Self attested copy of Physically Handicapped certificate in prescribed proforma by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

**NOTE-I:** Candidates have two options to submit the specified documents/ certificates after successful submission (this includes Fee payment also) of the Online Recruitment Application (ORA) based on the mode selected on the ORA website:

★ Online in scanned PDF format

★ By post/ By hand along with list of enclosures printed from the ORA website for the concerned application number

**NOTE-II:** Documents/ certificates accompanied by list of enclosures printed from the ORA website for the concerned application number are to be sent to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House Shahjahan Road, New Delhi-110069** before the prescribed last date.

**NOTE-III:** Documents/ certificates not accompanied by list of enclosures printed from the ORA website for the concerned application number or received after the prescribed last date would be summarily rejected thereby resulting into rejection of the concerned Online Recruitment Application.

**NOTE-IV:** Candidates are requested to super scribe the words "RECRUITMENT BY SELECTION" on top of the Envelope while sending the Documents/ certificates.

**NOTE-V:** Candidates can deliver their Documents/ certificates accompanied by list of enclosures printed from the ORA website for the concerned application number personally "by hand" at the Commission Counter against proper receipt. The Commission would not be responsible for the Documents/ certificates delivered to any other functionary of the Commission.

**NOTE-VI:** Documents/ certificates accompanied by list of enclosures printed from the ORA website for the concerned application number received through couriers or courier service of any type shall be treated as have been received "by hand" at the Commission Counter and NOT "by post".

**NOTE-VII:** Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their Documents/ certificates or any delay in receipt thereof on any account whatsoever. No Documents/ certificates received after the prescribed last date will be entertained under any circumstances and accordingly concerned Online Recruitment Applications will be summarily rejected. Candidates should, therefore, ensure that their Documents/ certificates accompanied by list of enclosures printed from the ORA website for the concerned application number reach Commission office on or before the prescribed last date.

**B) Following Original Documents/ Certificates are to be produced along with self attested copies at the time of Interview, including other items specified in the Summon letter for Interview, failing which the candidate would not be allowed to appear in the Interview:**

- a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/ State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala) .
- b) Degree/Diploma certificate along with mark sheets 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) 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.
- d) 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.
- e) 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 last date for receipt of Online Recruitment Application for the post is to be treated as crucial date.
- f) 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.
- g) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-
- i) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by

- the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- ii) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner
  - iii) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - iv) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
  - h) Certificate in respect of Age relaxation from:
    - 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.
    - iii) Meritorious Sports persons in prescribed proforma from competent authority.
    - iv) Widows/Divorced Women/Women Judicially separated from Husbands.
    - v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.
    - i) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

**NOTE I: ORIGINAL CERTIFICATE SHOULD BE PRODUCED ONLY AT THE TIME OF INTERVIEW.**

**NOTE II:** No subsequent request for change of date of birth will be considered or granted.

**NOTE III:** Documentary support for whatsoever claims made in the application should be produced at the time of Interview except those which are to be furnished along with Online Recruitment Application.

**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:

- a) obtaining support of his/her candidature by any means, or impersonating, or
- b) procuring impersonation by any person, or
- c) submitting fabricated documents or documents which have been tampered with, or
- d) making statements which are incorrect or false or suppressing material information, or
- e) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- f) using unfair means during the test, or
- g) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- h) misbehaving in any other manner in the examination hall, or
- i) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- j) bringing mobile phone/Communication device in the examination Hall/ Interview room.
- k) 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 or all candidates in every respect shall be the closing date for submitting the Online Recruitment Application.
- 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 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.
- i) The Commission may at their discretion grant higher initial pay to specially qualified and experienced candidates.
- j) Canvassing in any form will disqualify a candidate.

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES**

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for interviews.
- b) That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Online Recruitment Application as the Commission may restrict the number of candidates to a reasonable limit by considering higher qualifications and/or experiences.
- c) That copies of only following certificates are provided in support of claims made/information given in the Online Recruitment Application:
  - i) Degree/Diploma certificates alongwith Marks Sheets of all years in support of Educational Qualifications. Provisional Certificate alongwith Marks Sheets of all years may also be considered
  - ii) Experience Certificate(s) in prescribed proforma
  - iii) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated
  - iv) Physically Handicapped certificate in prescribed proforma
- d) Any information contained in the attached documents/certificates shall not be considered unless it is claimed in the Online Recruitment Application.
- e) That the documents/ certificates are sent well in advance so as to reach the Commission's Office on or before the prescribed last date for receipt of documents/certificates.
- f) That the candidates are requested to super scribe the words "Recruitment by Selection" on the top of the envelope while sending the documents/ certificates. For each set of documents/certificates accompanied by list of enclosures printed from the ORA website for the concerned application number, separate envelope should be used.
- g) That the documents/certificates are to be sent to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.**

**IMPORTANT**

- a) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**
- b) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- c) 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.....  
 Place: ..... Signature.....  
 Date: ..... \*\*Designation.....  
 (With Seal of Office)  
 State/Union Territory\*

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

**Proforma-II**

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

This is to certify that Shri/Shrimati/Kumari\*.....son/ daughter\* of Shri..... of village/town\* .....in District/Division\*..... of the State/Union Territory\*.....belongs to the .....Community which is recognised as a backward class under:  
 @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.  
 @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.  
 @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.  
 Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\* ..... of..... District/Division\* of the State/ Union Territory\* of.....  
 This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.  
 Place: ..... Signature.....  
 Date: ..... \*\*Designation.....  
 (With Seal of Office)  
 State/Union Territory\*

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

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.  
**Note 2:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.  
**Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

**Proforma-III**

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

I ..... Son/daughter of Shri.....resident of village/town/ 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 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: ..... Signature, Name and Designation of the  
Date: ..... Competent Authority\*\*  
% Delete the paragraph which is not applicable. SEAL

**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: ..... Signature, Name and Designation of the  
Date: ..... 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:..... Signature and Name of Candidate  
Date:.....

**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:..... Signature, Name and Designation of the  
Date:..... Competent Authority\*\*  
SEAL

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

- (a) In case of Commissioned Officers including ECOs/SSCOs.  
Army - Military Secretary Branch, Army Hqrs., New Delhi  
Navy - Directorate of Personnel, Naval Hqrs., New Delhi  
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.  
Army - By various Regimental Record Offices  
Navy - BABS, Mumbai  
Air Force - Air Force Records, New Delhi

**Proforma-V**

**The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

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

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

**DISABILITY CERTIFICATE**

This is certified that Shri/Smt./Kum. .... son/wife/daughter of Shri ..... age ..... sex ..... identification mark(s) ..... is suffering from permanent disability of following category :

**A. Locomotor or Cerebral Palsy:**

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left)
- (v) OA—One arm affected
- (vi) BH—Stiff back and hips (cannot sit or stoop)
- (vii) MW—Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B—Blind
- (ii) PB—Partially blind

**C. Hearing impairment:**

- (i) D—Deaf
- (ii) PD—Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of ..... years ..... months.\*

3. Percentage of disability in his/her case is..... Per cent.

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

- (i) F—Can perform work by manipulating with fingers. Yes/No
- (ii) PP—Can perform work by pulling and pushing. Yes/No
- (iii) L—Can perform work by lifting. Yes/No
- (iv) KC—Can perform work by kneeling and crouching. Yes/No
- (v) B—Can perform work by bending. Yes/No
- (vi) S—Can perform work by sitting. Yes/No
- (vii) ST—Can perform work by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No

(Dr.....) (Dr.....) (Dr.....)  
Member Member Chairman  
Medical Board Medical Board Medical Board

Countersigned by the Medical Superintendent/CMO/ Head of Hospital (With seal)

\* Strike out whichever is not applicable.

**Proforma-VI**

**The form of certificate to be produced by Meritorious Sportsman for claiming Age concession for appointment to posts under the Government of India**

**FORM-I**

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF ..... Certified that Shri/Smt./Kumari..... son/wife/daughter of Shri ..... resident of ..... (Complete address) represented the Country in the game/event of ..... in ..... competition/tournament held at ..... from ..... to..... The position obtained by the individual/team in the above said Competition/Tournament was.....

2. The Certificate is being given on the basis of record available in the office of National Federation/ National Association of .....

Place:..... Signature.....  
Date:..... Name.....  
Designation .....

Name of the Federation/National Association.....  
Address.....  
Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM-II**

(For representing a State in India in a National competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF ..... IN THE GAME OF..... Certified that Shri/Smt./Kumari..... son/wife/daughter of Shri..... Resident of ..... (Complete Address) represented the State of ..... in the game/event of ..... in the National Competition/Tournament held at..... from..... to.....

2. The certificate is being given on the basis of record available in the office of the State Association of .....

Place:..... Signature.....  
Date:..... Name.....  
Designation .....

Name of the State Association.....  
Address.....  
Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary to the State Association

**Proforma-VII**

**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 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.....  
Designation .....

Place: ..... Address.....  
Date: ..... Office SEAL.....

**Proforma-VIII**  
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/mmd/mm /yy	Total perio d/mm /yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)

Pay scale and last salary drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of Medical posts, please mention field of specialization)	Place of posting	Worked at supervisory level/middle management level/head of branch
(7)	(8)	(9)	(10)

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 cmpetent 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