



# UNION PUBLIC SERVICE COMMISSION

Advt.  
No. 11

## INVITES APPLICATIONS FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS VACANCY DETAILS

### 1. (VACANCY No. 11061101511)

**THREE ASSISTANT SOIL SURVEY OFFICERS IN SOIL AND LAND USE SURVEY OF INDIA, DEPARTMENT OF AGRICULTURE AND CO-OPERATION, MINISTRY OF AGRICULTURE.** Out of three posts, one post is reserved for Other Backward Classes candidates. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Soil Science or Agriculture with Soil Science or Agricultural Chemistry or Soil Conservation as a subject from a recognized University or equivalent. **B. EXPERIENCE:** Three years' field/research experience in Soil Survey and/or Soil Conservation. Desirable: Experience/advanced training in Aerial Photo Interpretation or any other Branch of Soil Conservation including survey, planning and monitoring. **DUTIES:** To review soil survey and mapping work, guidance to field parties for preparation of mapping legend, pre-field interpretation of base maps, such as toposheets, aerial photographs and satellite imagery. Application of remote sensing and GIS in soil survey, editing of soil survey reports etc. **HQ:** Any Regional Centre of Soil & Land Use Survey of India.

### 2. (VACANCY No. 11061102511)

**ONE ASSISTANT DIRECTOR (WEED SCIENCE) IN THE DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE, MINISTRY OF AGRICULTURE.** The post is unreserved. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** M.Sc. Degree in Agriculture/Agronomy with Weed Science as a subject or M.Sc. Degree in Botany/Agricultural Botany with Weed Science as a subject from a recognized University or equivalent. **B. EXPERIENCE:** Three years' practical experience in the field of Weed Science/Weed control. **DESIRABLE:** Doctorate degree in the field of specialization. **Duties:** Quarantine inspection/treatment of plants/plant materials for any contamination with weed seeds. Identification of exotic weed seeds. Adaptive research in evolving measures for weed control. Any other duties as may be assigned.

### 3. (VACANCY No. 11061103611)

**TWO CHIEF ENGINEERS GRADE-II IN FISHERY SURVEY OF INDIA, MUMBAI, DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES, MINISTRY OF AGRICULTURE.** Out of two posts, one post is reserved for Other Backward Classes candidates. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** i) Ministry of Transport Certificate of Competency in First class or Second Engineer (Motor) OR Ministry of Transport Certificate as Engineer of Fishing Vessels. OR Certificate of Competency as: a) Engineer of Fishing Vessels. b) Engine Driver of Fishing Vessels. OR c) Sea Going Engine Driver by the Mercantile Marine Department. ii) Secondary School Leaving Certificate or equivalent or satisfactory completion of Institutional Training of Engine Driver post at Central Institute of Fisheries Operatives, Cochin/Madras. **B. EXPERIENCE:** Three years practical experience on fishing vessels. **DUTIES:** Upkeep of all the machinery in the Engine room and Electric, Electronics Refrigeration equipment on board the vessel. Assistance to the Chief Engineer Grade-I for smooth operation of the entire propulsion system, planning the routine inspections, preventive maintenance, breakdown of the machinery and equipments. Maintenance of engine log books and other records. **HQ:** Anywhere in India including Andaman & Nicobar Islands. **Note I: Closing date for receipt of applications form all candidates (irrespective of the place they are posting their application from) for this Item (Item No. 3 Vacancy No. 11061103611) is 10.08.2011. Note II:** The date for determining the eligibility for all candidates in every respect (for this Item/Vacancy No.) shall be 10.08.2011.

### 4. (VACANCY No. 11061104611)

**ONE ASSISTANT ENGINEER (DESIGN) IN THE FISHERY SURVEY OF INDIA, MUMBAI, DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES, MINISTRY OF AGRICULTURE.** The post is unreserved. **QUALIFICATION: ESSENTIAL: A.** i) Degree in Mechanical Engineering of a recognized University or equivalent; and ii) One year experience in the Design Department of a recognized Marine Engineering Workshop. **OR B.** i) Diploma in Mechanical Engineering of a recognized University/Institution or equivalent; and ii) Three years experience in the Design Department of a recognized Marine Engineering Workshop. **DUTIES:** Designing, fabricating and trying out gadgets for advancement of technology and import substitution in respect of fitting and equipments on board fishing vessels, equipments for diversified fishing methods etc. Designing the cradle as per the hull profile of vessels in slipway. The drawing office and design cell will be under his control. He will be in charge of the Central stores of project and responsible for the proper receipt, issue and maintenance of record of Store Section. **HQ:** Cochin, Kerala.

### 5. (VACANCY No. 11061105611)

**ONE SENIOR SCIENTIFIC OFFICER, GRADE-I (GENTEX) IN THE DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.** The post is reserved for Scheduled Tribes candidates. The post is also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL). **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Degree in Textile Engineering/Textile Technology from a recognized University or equivalent. **B. EXPERIENCE:** Four years' practical experience in Production/Development/Quality Assurance in an Organization manufacturing textiles. Desirable: i) Master Degree in Textile Engineering/Textile Technology or equivalent from 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.

### 6. (VACANCY No. 11061106611)

**ONE SENIOR SCIENTIFIC OFFICER, GRADE-I (IN ARMAMENT DISCIPLINE) IN THE DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.** The post is reserved for Other Backward Classes candidates. The post is also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL). **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Degree in Mechanical Engineering or Production Engineering from a recognized University or equivalent. **B. EXPERIENCE:** Four years' practical experience in Production/Development/Quality Assurance related to ammunition and weapons used by the Armed Forces. **DESIRABLE:** i) Master degree in Mechanical Engineering or Production Engineering from a recognized University or equivalent. ii) Knowledge of German, French, Russian, Japanese or Chinese Language. **DUTIES:** Same as in Item No.5 above.

### 7. (VACANCY No. 11061107611)

**ONE SENIOR SCIENTIFIC OFFICER, GRADE-II (METALLURGY) IN DIRECTORATE GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE PRODUCTION, MINISTRY OF DEFENCE.** The post is unreserved. The post is also suitable for Physically Handicapped persons with disability viz. Hearing Handicapped (HH) or Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL). **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** B.E. (Metallurgy)/ B.Tech. (Metallurgy) from a recognized University or equivalent. **B. EXPERIENCE:** Two years' practical experience in Production/Development/Quality Assurance in Metallurgical field. Desirable: Knowledge of German, French, Russian, Japanese or Chinese language. **DUTIES:** Same as in Item No. 5 above.

### 8. (VACANCY No. 11061108611)

**ONE DEPUTY CENTRAL INTELLIGENCE OFFICER (ELECTRONIC DATA PROCESSING) IN INTELLIGENCE BUREAU, MINISTRY OF HOME AFFAIRS.** The post is reserved for Other Backward Classes candidates. **QUALIFICATION: ESSENTIAL: A.** i) Master's Degree in Computer Application/Computer Science or M. Tech. (with specialization in Computer Applications) or B.E./ B.Tech. in Computer Engineering/Computer Science/Computer Technology from a recognized University or equivalent; and ii) Four years' experience of Electronic Data Processing work including experience of Actual Programming. **OR B.** i) Degree in Computer Application/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent; and ii) Five years' experience in Electronic Data Processing Work out of which at least two years' experience should be in Actual Programming. **OR C.** i) Master's degree from a recognized University or equivalent or Degree in Engineering from a recognized University or equivalent; and ii) Six years' experience in Electronic Data Processing Work out of which at least three years' experience should be in Actual Programming. **OR D.** i) 'A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Application offered under the University Programme/Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent; and ii) Six years' experience in Electronic Data Processing Work out of which at least three years' experience should be in Actual Programming. **DUTIES:** To assist EDP management and programme. To supervise computer operation on the spot. To keep records of all source document received and return them after processing work is complete. To supply security checks, develop programmes and maintain tape library.

### 9. (VACANCY No. 11061109411)

**ONE DIRECTOR (PHYSIOLOGY) IN THE DIRECTORATE GENERAL OF FACTORY ADVICE SERVICE AND LABOUR INSTITUTE (DGFASLI), MUMBAI, MINISTRY OF LABOUR & EMPLOYMENT.** The post is unreserved. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Master's Degree in Physiology of a recognized University or equivalent. **B. EXPERIENCE:** Ten years' experience in the field of Applied Physiology/Work Physiology/Ergonomics. **DESIRABLE:** Experience of conducting training programmes and surveys in Industry and handling of modern equipment. **DUTIES:** Planning, organizing and conducting surveys in the field of Industrial Physiology and Ergonomics. Advising Industries on problems pertaining to Industrial Physiology and Ergonomics. Preparation of the technical reports to be issued by the Division. Delivering lectures in programmes arranged by other Organisations. Preparation of Monographs. **HQ:** Mumbai with liability to serve anywhere in India. **ANY OTHER CONDITIONS:** Candidate recruited to the post will be covered by new Contributory Pension Scheme and the candidate selected is required to join immediately.

### 10. (VACANCY No. 11061110411)

**ONE ASSISTANT DIRECTOR (INDUSTRIAL PSYCHOLOGY) IN THE DIRECTORATE GENERAL OF FACTORY ADVICE SERVICE AND LABOUR INSTITUTE (DGFASLI), MUMBAI, MINISTRY OF LABOUR AND EMPLOYMENT.** The post is unreserved. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Master's degree in Psychology (with Industrial Psychology as one of the papers) of a recognized University. **B. EXPERIENCE:** Three years' experience in the field of Industrial

Psychology. **DESIRABLE:** Doctorate degree relevant to essential qualification (A) above from a recognized University or equivalent. **DUTIES:** To assist in conduct of research studies and surveys and design of training programmes pertaining to Industrial Psychology. Participating in training programmes of the Industrial Psychology Division or other Divisions by delivering talks, preparation of training material and aids. Preparation of technical reports, returns and progress reports. Assisting higher officers in design and conduct of in-plant training programmes at the factories. **HQ & any other conditions:** Same as Item No. 9 above.

#### 11. (VACANCY No. 11061111411)

One Assistant Editor in the Indian Bureau of Mines, Ministry of Mines. The post is unreserved. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Degree from a recognized University or equivalent. **B. EXPERIENCE:** Three years' experience in publication. **DESIRABLE:** a) B&C Certificate of NCC Training. b) Bachelor's degree or Diploma in Journalism and experience in documentation of Scientific and Technical literature. Knowledge of working of Printing Press and modern reprographic methods. **DUTIES:** Editing the technical publications, documentation and dissemination of technical literature information, abstracting technical literature, printing and publication. Such other duties as may be assigned by the Controller General, IBM or any other officer on his behalf.

#### 12. (VACANCY No. 11061112411)

**ONE CHIEF LIBRARIAN-CUM-DOCUMENTATION OFFICER IN THE PLANNING COMMISSION.** The post is unreserved. **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** i) Master's Degree of a recognized University or equivalent. ii) Bachelor's degree in Library Science of a recognized University or equivalent. **B. EXPERIENCE:** Twelve years' experience in a library including experience of Documentation and Bibliographical work. **DESIRABLE:** i) Post-Graduate Degree in Library Science from a recognized University or equivalent. ii) Published work in the journals (evidence to be furnished). iii) Working knowledge of any one modern European Language other than English. **DUTIES:** General Administration, Planning, Organization and Management of the Library. Work connected with the Library Committee as its Member-Secretary. Supervision of documentation and bibliographical work. To assist the researchers in planning and documentation of their research projects and to ensure availability of necessary documents. Promotion of use of Library facilities among the members or the officers of the Planning Commission. **HQ:** Delhi with liability to serve anywhere in India. Any other conditions: The benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 will not be applicable to candidates who are joining Govt. Service after 01.01.2004 as they will be covered by the New Pension Scheme.

#### 13. (VACANCY No. 11061113611)

**ONE ASSISTANT EXECUTIVE ENGINEER IN THE CENTRAL GROUND WATER BOARD, MINISTRY OF WATER RESOURCES.** The post is reserved for Scheduled Castes candidates. The post is also suitable for Physically Handicapped persons with disability viz. Partial Deaf (PD) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Arm Affected (OA). **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Degree in Drilling of Mining or Mechanical or Electrical or Civil Engineering or Degree in Petroleum Technology from a recognized University or equivalent. **B. EXPERIENCE:** Two years' experience in operation/maintenance and repairs of different types of Tubewells or Drilling Rigs. **DUTIES:** Responsible for all field operation works including preparation of estimates for exploratory and deposit works and timely submission of periodical reports/data. To assist Executive Engineer in all technical operational administrative and accounts matters. To look after the duties of Executive Engineer in his absence. Responsible to look after the works of divisional stores.

#### 14. (VACANCY No. 11051114211)

**TWO PHYSICIST (MEDICAL) IN HEALTH & FAMILY WELFARE DEPARTMENT, GOVT. OF NCT OF DELHI.** The posts are unreserved. **QUALIFICATION: ESSENTIAL: (A) i) M.Sc. in Physics from a recognized University or equivalent; and ii) Post M. Sc. Diploma in Radiological/Medical Physics or its equivalent from BARC/AERB recognized institutions. OR (B) M.Sc. in Medical or Radiation Physics or its equivalent from BARC/AERB recognized Institutions. DUTIES:** Candidates shall work in the Department of Radiotherapy in Lok Nayak Hospital and Guru Teg Bahadur Hospital of the Government of NCT of Delhi and shall be primarily handling patients of various types in these Hospitals, including administrative and other related work as per exigencies of the Public Service. **HQ:** Delhi.

#### 15. (VACANCY No. 11061115311)

**ONE PRINCIPAL IN GOVERNMENT COLLEGE OF ART, CHANDIGARH ADMINISTRATION.** The post is unreserved. The post is also suitable for Physically Handicapped persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (OL) or Both Legs Affected (BL) or One Arm Affected (OA). **QUALIFICATION: ESSENTIAL: A. EDUCATIONAL:** Bachelor's and Master's degree in appropriate branch of Fine Arts (Applied Art, Painting and Sculpture) or equivalent with first class or equivalent either in Bachelor's or Master's degree and Ph. D or equivalent in appropriate discipline. **B. EXPERIENCE:** i) Minimum of ten years of experience in Teaching or Research or Industry out of which at least three years shall be at the level of Professor OR ii) Minimum of thirteen years of experience in teaching or Research or Industry. In case of research experience, good academic record and books or research paper publications/Intellectual Property Right/Patents record shall be required as deemed fit by the expert members of the Selection Committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising or designing, developing, planning, executing, analyzing, quality control, innovating training, technical books or research paper publications/Intellectual Property Right/Patents as deemed fit by the expert members of the Selection Committee. Fair for Management and Leadership is essential. **Note I:** Equivalence for Ph.D. is based on publication of five International Journal papers, each journal having a cumulative impact index of not less than 2.0 with incumbent as the main author and all five publications being in the authors' area or

specialization. **Note II:** Ph.D. shall be from a recognized University. **Note III:** Experience in Diploma Institution is also considered equivalent to experience in degree level Institution at appropriate level and as applicable. However, qualifications as above shall be mandatory. **Note IV:** If a class or division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class or division. If a Grade point system is adopted the Cumulative Grade Point Average will be converted into equivalent marks as below:-

Grade Point	% of Marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

**DESIRABLE:** Post Ph.D. publications and guiding Ph.D. Students in highly desirable. Duties: Serving as a Head of the Institution, he/she will be responsible for academic and administrative management of the college besides class room instruction, curriculum development, research and consultancy etc. **HQ:** Government College of Art, Chandigarh.

<b>IMPORTANT</b>	
<b>NORMAL CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 30.06.2011</b>	
EXTENDED CLOSING DATE FOR RECEIPT OF APPLICATIONS IS <b>07.07.2011</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, SIKKIM, LAHAUL AND SPITI DISTRICT AND PANGI SUB DIVISION OF CHAMBA DISTRICT OF HIMACHAL PRADESH, A&N ISLANDS OR LAKSHADWEEP OR ABROAD.	
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE NORMAL CLOSING DATE FOR RECEIPT OF APPLICATIONS	

#### NOTES:

- Candidates are requested to apply in the format published along with this Advertisement No.11 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 before applying.
- NATURE OF POST: All posts belong to General Central Service except otherwise mentioned.
  - Posts at Item Nos. **1, 3, 8, 11, 12, 13, 14 & 15** are permanent.
  - Posts at Item Nos. **2, 4, 5, 6 & 7** are temporary.
  - Posts at Item Nos. **9 & 10** are permanent but initially to be filled up on temporary basis.
- 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. 37,400-67,100 (PB-4) + Academic G.P. Rs.10,000/- + Special allowance Rs. 3,000/- (T.E. Rs.74,574/-) General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at Item No.15.
  - Rs.15,600-39,100 (PB-3) + Rs.7,600/- (Grade pay) (T.E. Rs.33,640/-) General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at Item Nos. 9 & 12.
  - Rs.15,600-39,100 (PB-3) + Rs.5,400 (Grade pay) (T.E. Rs.31,710/-) General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at Item Nos. 2, 8, 10, 13 & 14.
  - Rs.15600-39100 (PB-3) + Rs.5400 (Grade pay) (T.E. Rs.31,710/-) General Central Service, Group 'A', Gazetted for the posts at Item No.1
  - Rs.10,000-325-15,200/- (pre-revised) (T.E. Rs.33,000/-) Defence Quality Assurance Service, Group 'A', for the posts at Item Nos. 5 & 6.
  - Rs.9,300-34,800 (PB-2) + Rs.4,600 (Grade pay) (T.E. Rs.20,989/-) General Central Service, Group 'B', Non-Gazetted, Non-Ministerial for the posts at Item No. 3.
  - Rs.9,300-34,800 (PB-2) + Rs.4600 (Grade pay) (T.E. Rs.20,989/-) General Central Service, Group 'B', Gazetted, Non-Ministerial for the posts at Item Nos. 4 & 11.
  - 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.7.
- AGE LIMIT AS ON CLOSING DATE i.e. 30-06-2011:**
  - Not exceeding **50 years** for the post at **Item Nos. 9, 12 & 15.**
  - Not exceeding **45 years** for the post at **Item No. 5.**
  - Not exceeding **43 years** for the post at **Item No. 6.**
  - Not exceeding **40 years** for the posts at **Item No. 13.**
  - Not exceeding **38 years** for the posts at **Item No. 8.**
  - Not exceeding **35 years** for the posts at **Item Nos. 1, 2, 7, 10 & 14.**
  - Not exceeding **35 years** for the posts at **Item No. 3. (Normal Closing Date for this Item shall be 10.08.2011)**
  - Not exceeding **30 years** for the posts at **Item Nos. 4 & 11.**
- The age limit shown against Item No. 5 is relaxed age limit for ST candidates, Item Nos. 6 & 8 is relaxed age limit for OBC candidates and Item No. 13 is relaxed age for SC candidates. The age limit shown against all other Item Nos. is 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:

- i) reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
- ii) other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.
- g) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India or abroad.
- h) **PROBATION:** The persons selected will be appointed on probation as per rule.



## UNION PUBLIC SERVICE COMMISSION

### CANCELLATION

(Ref.No.F.1/44/2008-R.II) It is notified for information that the recruitment to two posts of Deputy Government Examiner of Questioned Documents under the Directorate of Forensic Sciences in the Ministry of Home Affairs (Advt. No. 02 of 2009, Item No. 05) published in the leading Newspapers / Employment News on 24.01.2009 has been cancelled.

**Inderjit Hadda**  
(Under Secretary)



## UNION PUBLIC SERVICE COMMISSION

### CORRIGENDUM

(F.No.1/267/2009-R.IV) Recruitment to 20 posts of Education Officer/ Assistant Director of Education in the Directorate of Education, Govt. of NCT of Delhi. (Reference UPSC Advertisement No. 2 of 2010, Item No. 09 published in the leading Newspapers/ Employment News on 23rd January, 2010).

2. It is, hereby, notified that in view of the decision conveyed by the Govt of NCT of Delhi vide their letter dated 19.11.2010 in pursuance of order dated 07.10.2010 of the Hon'ble CAT, Principal Bench, New Delhi in OA No. 1411/2010, the Essential Educational Qualifications mentioned at A. (i) may be read as 'At least second class Master's degree of a recognised University or equivalent in Humanities (including the Commerce Stream) or Science'

3. Accordingly, those who possess Master's Degree in Commerce, but have not applied in response to the earlier advertisement of 23rd January, 2010 may apply now. Revised closing date for receipt of application from eligible persons possessing Master's Degree in Commerce shall now be 30.06.2011 (07.07.2011 for applicants from abroad and those posting applications from Andaman & Nicobar Islands, Lakshadweep, States in the North Eastern Region, J&K State, Sikkim, Pangi Sub-Division of Chamba District and Lahaul & Spiti District of Himachal Pradesh). However, the effective date with reference to the Essential Qualifications i.e. Educational and Experience and other requirements will be the normal closing date (i.e.11.02.2010) prescribed in the earlier advertisement of 23rd January, 2010.

3. Those who have already applied need not apply again. All other terms & conditions of the earlier advertisement remain unchanged.

**(Inderjit Hadda)**  
Under Secretary

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

### 1. CITIZENSHIP:

A Candidate must be either:

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

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

### 2. AGE LIMITS:

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

### 3. MINIMUM 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:

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

### 4. APPLICATION FEE:

- (a) Candidates are required to pay a fee of Rs. 50/- (Rupees Fifty) only through Central Recruitment Fee Stamp.
- (b) No fee for SC/ST/PH/Women candidates of any community. No fee exemption is available to OBC male candidates and they are required to pay the full prescribed fee.
- (c) 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 they impression 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 Chques, 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 without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would 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 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.

- (b) **In order to qualify for the concession under** (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-  
(i) In case of Commissioned Officers including ECOs/SSCOs:  
Army: Directorate of Personnel Service, Army Headquarters, New Delhi.  
Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.  
Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.  
(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:  
Army: By various Regimental Record Offices.  
Navy: Naval Records, Bombay  
Air Force: Air Force Records, New Delhi.

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

The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them) in accordance with the instructions or orders issued by the 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/deed 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 in the Application Format published in the Employment News along with 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 nearly on white paper of FOOLCAP SIZE (21 cm x 30 cm) 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 from 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.
- (b) Candidates who wish to apply for more than one post should submit separate application accompanied by the prescribed fee for each post.
- (c) Candidates are requested to attach with the application a self-addressed post card bearing total postage worth Rs. 6.00 affixed thereon. They should indicate in this card the Advertisement No., Item No. and Name of the posts 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
- (d) (i) The completed application form must reach **the Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before 30.06.2011.**
- (ii) 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, Sikkim, Lahaul and Spiti District and Pangri sub division of Chamba District of Himachal Pradesh, A&N Islands or Lakshadweep or abroad); **the last date for receipt of applications is 07.07.2011.** 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 2011.

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

**7. DOCUMENTS/ CERTIFICATES:**

**Candidates should note that they should attach with their applications attested/self certified copies of the following documents:**

- 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).
- Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/ Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- If the qualification possessed by the candidate is equivalent, order/ letter in respect of equivalent Educational Qualifications claimed indicating the Authority (with number and date) under which it has been so treated.
- 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 as published in the Employment News. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.
- 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.
- A declaration in the prescribed format by candidate seeking reservation as Other Backward Classes (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 Application for the post is to be treated as crucial date.
- 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.
- A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-
  - 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;
  - 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
  - In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - 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.
- Certificate in respect of Age relaxation from:
  - Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
  - Central/UT Government Employees/Servants in prescribed proforma from competent authority.
  - Meritorious Sports persons in prescribed proforma from competent authority.
  - Widows/Divorced Women/Women Judicially separated from Husbands.
  - Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.

- j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

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

**NOTE II:** Admit card as a proof of date of birth will not be accepted. 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 furnished along with application. Supporting documents sent separately may also be accepted if received in UPSC on or before the closing date.

**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:

- obtaining support of his/her candidature by any means, or
- impersonating, or
- procuring impersonation by any person, or
- submitting fabricated documents or documents which have been tampered with, or
- making statements which are incorrect or false or suppressing material information, or
- resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- using unfair means during the test, or
- writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
- misbehaving in any other manner in the examination hall, or
- harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- bringing mobile phone/Communication device in the examination Hall/Interview room.
- 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:
  - to be disqualified by the Commission from selection for which he/she is a candidate, and/or
  - 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
  - if he/she is already in service under Government to disciplinary action under the appropriate rules.

#### **9. OTHER INFORMATION/INSTRUCTIONS:**

- All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications 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.
- The date for determining the eligibility or all candidates in every respect shall be the normal closing date for receipt of Applications viz. 30.06.2011.
- 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 Application is liable to be rejected.
- (i) Any changes of address given in the application form should at once be communicated to the Joint Secretary (Recruitment), Union Public Service Commission clearly indicating the Advt. No., Item No., Name of the Post, UPSC Vacancy No. and candidate's Registration.  
(ii) 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- The Commission may at their discretion grant higher initial pay to specially qualified and experienced candidates.
- Canvassing in any form will disqualify a candidate.

#### **CHECK LIST**

#### **VERIFY THE FOLLOWING BEFORE MAILING THE APPLICATION**

- That the application is sent as per the prescribed format given in the Employment News. It can also be downloaded from Commission's Website: [www.upsc.gov.in](http://www.upsc.gov.in)
- That all the columns in Part-I and Part-II of the Application form have been filled strictly according to the "Instructions to the Candidates" published in the Employment News or Commission's website.
- That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of a candidate to be called for interviews.
- That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Application as the Commission may restrict the number of candidates to a reasonable limit by considering higher qualifications and/or experiences.
- That copies of certificates are attached in support of claims made/information given in the Application regarding Date of Birth, Degree Certificates (along with mark sheets), Experiences, etc.
- Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
- That if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may be enclosed.
- That Experience certificate(s) are as per instructions contained in para 7 of "Instruction to Candidates".
- That fee amount of Rs. 50/- payable through Central Recruitment Stamp (CRFS) only. No other mode of payment is acceptable. Ensure that CRPF is pasted in the Form and the same has been cancelled by the Post Office.
- That SC/ST/OBC/PH/Ex-Servicemen certificate is in prescribed format as given in the Employment News. All the prescribed proforma may also be downloaded from the Commission's website.
- That Government Servant certificate for seeking age relaxation has been issued after the date of publication of advertisement.
- That Application is sent well in advance so as to reach the Commission's Office on or before the closing date for receipt of applications.
- That candidates are requested to superscribe the words '**Recruitment By Selection**' on the top of the envelope while sending the Application Form. For each application, separate envelope should be used.
- That the Application is to be sent to the **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.**

#### **IMPORTANT**

- MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/INTERVIEW HALL**
- Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- 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.

**APPLICATION FORM FOR RECRUITMENT BY SELECTION IS ON \_\_\_\_\_ PAGE**

**PRESCRIBED PROFORMAES ARE ON PAGE \_\_\_\_\_**



Contd.. from Page 49

ADVT. NO. : \_\_\_\_\_ ITEM NO. : \_\_\_\_\_

**PART-II DETAILED PARTICULARS**

1. Name of the Post : \_\_\_\_\_
2. Address for Correspondence : \_\_\_\_\_
3. Citizenship : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Date of Declaration of Result of EQ (i) and EQ (ii) : \_\_\_\_\_  
(Indicate day, month & year)
6. Choice of Centre (If Applicable) : \_\_\_\_\_
7. All Educational/other professional Qualifications/Training Courses etc, (Starting from EQ (i) onwards)/Degree Examination onwards.

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/Diploma	Board/ Univ.	Subject	Subject of Specialisation

8- Details of employment in chronological order

Office/Instt. Firm	Post held	Part time/Contract Basis/Ad-hoc/regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

9. Complete Postal address of the present employer (wherever applicable) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Date of completion of compulsory rotating internship \_\_\_\_\_  
(To be filled in case of Medical posts only)

Any other relevant information : (attach extra sheets)

- Details of enclosures : 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

I hereby declare that all the statements made in this applications are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Deptt. in writing that I am applying for this selection.

Place :  
Date :

Signature of the candidate  
Name \_\_\_\_\_

**PRESCRIBED PROFORMAE**

**Proforma-I**

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

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

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

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002  
 % 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

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

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

Signature.....  
 \*\*Designation.....  
 (With Seal of Office)  
 State/Union Territory\*

Place: .....  
 Date: .....

\*Please delete the words which are not applicable.  
 @Please quote specific Presidential Order.  
 % Delete the paragraph which is not applicable.  
 NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- \*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.
- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
 †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Proforma-II**

**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.

Signature.....  
 \*\*Designation.....  
 (With seal of Office)  
 State/Union Territory

Place.....  
 Date.....

- \*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 invalidation after putting in at least five years of Military service

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

Place: .....  
Date: .....

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

% Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

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

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

2. He is due for release retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place: .....  
Date: .....

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

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

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

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

Place: .....  
Date: .....

Signature and Name of Candidate

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

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

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

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

Place: .....  
Date: .....

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

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

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

- Army - By various Regimental Record Offices
- Navy - BABS, Mumbai
- Air Force - Air Force Records, New Delhi

**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:.....

**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 n employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under  
 Certified that:

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

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

Signature.....  
 Name.....  
 Designation .....

Ministry/Office.....  
 Address.....  
 Office SEAL.....

Place: .....  
 Date: .....

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

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 competent authority

**FORM-II**

**Experience Certificate**

**(For experience while pursuing DNB/DM/M.Ch Courses)**

Letter Head of the Institution/Issuing Authority

Telephone No.....  
 Fax No.....

Name of Organization  
 Address of the Organization

Dated:.....

This is to certify that Dr.....son/Daughter/wife of Shri (Registration No.....) was a student for Diplomat of National Board(DNB)/Doctor in Medicine(DM)/Magister Chirugiae (M.Ch.) in.....(Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in .....(Name of Specialty) awarded to Dr.....by this College/University is recognized by the Medical Council of India.

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

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

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

Signature  
 Name of competent authority  
 Stamp of competent authority

**FORM-III**

**Experience Certificate**

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

Letter Head of the Institution/Issuing Authority

Telephone No. ....  
 Fax No. ....

Name of Organization  
 Address of the Organization

Dated:.....

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

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

Signature  
 Name of competent authority  
 Stamp of competent authority