Examination Branch

Issue of Examination Notice and filling up of Online Application Form

Q 1. When is the Examination Notice Issued?

Answer - UPSC Examination Notices encapsulate the Rules of Examinations notified by the Government. Examination Notices of all the 13 Examinations are uploaded on the Commission's website around 3 months before the date of examination. Examination Notices (indicative) are also published in the Employment News/Rozgar Samachar.

Q 2. What is UPSC's Annual Calendar of Examinations?

Answer - UPSC publishes an Annual Calendar of all the Structured Examinations conducted by it at least 6 months in advance (i.e. in June) for the Examinations to be conducted during the next calendar year. The Calendar is uploaded on the UPSC's website as also published in the leading news papers of the country. The date of issue of Examination Notice is also mentioned in the Annual Calendar.

Q 3. How to apply for Examinations conducted by UPSC?

Answer - Candidates can apply online for UPSC conducted Examinations by accessing the online portal hosted on the UPSC's website (https://upsconline.nic.in).

Q 4. How much time is given to the candidates for applying online?

Answer - A candidate gets 3 weeks to 1 month's time to apply online and can fill up the online application by following the instructions provided on the website for filling up online applications.

Q 5. What happens if a candidate submits multiple online applications?

Answer - While a candidate should avoid submitting more than one online application, in case of doing so, the data provided in the last application that is successfully submitted online is accepted by the Commission. All previous applications are ignored.

Q 6.   When should I apply if I choose to pay by Bank Challan?

Answer - The closing date of submission of online application is clearly mentioned in the Examination Notice. Candidates, who make payments through Bank Challan, are required to submit online application at least a day before the notified closing date so that they can generate the Bank Challan to be submitted in any Branch of SBI throughout India. Facility of Challan generation will be deactivated on the last day of online application automatically by the system. However, Candidates can submit Bank Challan on the last day in SBI. Bank Challan generation is in Part-II of Online Application.

Q 7. Which category of candidates is exempted from payment of Examination fee?

Answer - For all the examinations conducted by the Commission, Female candidates, Persons with Disabilities and candidates belonging to the Scheduled Caste and Scheduled Tribe categories are exempted from payment of Examination fee.

Q 8.   What is meant by 'fictitious payment'?

Answer - Those payments mentioned by the candidates in their online application, which are not authenticated by the State Bank of India, i.e. the designated bank managing the entire payment module (including managing the payment gateway), are called fictitious payments.

Q 9.   How does the Commission resolve fictitious payment cases?

Answer - The applicants, whose payments are marked fictitious, are intimated through e-mail to submit physical proof of payment to the Commission. These applicants are required to submit the proof within the timeframe given in the email either by hand or by speed post to the Commission. In case, no response is received from the applicants, their applications are summarily rejected and no further correspondence is entertained in this regard.

Q 10. What precautions must be taken by candidates for claiming community reservation or reservation for PH?

Answer - Candidates seeking reservation/ relaxation benefits available for Scheduled Caste/Scheduled Tribes/ Other Backward Classes/Physically Handicapped/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation in accordance with the eligibility prescribed in the Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claims for availing reservation before applying for the examination, and in any case, not later than the closing date for receipt of applications for the examination.

Q 11. Can a candidate change his/her Community Status?

Answer - A candidate is eligible to get the benefit of community reservation if his/her caste/tribe is included in the reserved community as may be determined by the Central Government. The Commission does not entertain a request for change of community from unreserved to reserved category once the examination process is initiated. However, in some exceptional cases where a particular caste/tribe is included in the list of reserved community within 2-3 months from the date of submission of application, the Commission may consider a request of change of community as a special case.

In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him acquiring a disability to the extent of 40% or more as mentioned in the relevant rules to enable him to get the benefits of PH reservation.

Q 12. Can a candidate change the Date of Birth from what he/she has submitted in the online application?

Answer - The Commission does not allow change of Date of Birth that has been furnished by a candidate and recorded by the Commission on any ground whatsoever.

Q 13. What action is taken by the Commission in case of submission of false information by the candidates?

Answer - A candidate found to be furnishing false information to the Commission or suppressing information, adopting various unfair means in the examination like impersonation, etc., is liable to be disqualified or debarred from writing UPSC Examinations as decided by the Commission. A detailed stipulation in this regard is incorporated in the Rules of Examination/ Examination Notices.

Issue of e-Admit Card

Q 14. When are the e-Admit Cards issued?

Answer - The eligible candidates shall be issued an e-Admit Card around three weeks to four weeks before the commencement of the examination. The e-Admit Card will be made available on the UPSC website [www.upsc.gov.in] for downloading by candidates. e-Admit Card will not be sent by post.

If a candidate is not issued his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination around three weeks before the commencement of the examination, he/she should immediately contact the Commission. Information in this regard can also be obtained from the Facilitation Counter located in the Commission's Office either in person or over phone Nos. 011-23381125/011- 23385271/011-23098543

Q 15. What is the procedure adopted for allotment of Roll Number, Centre and Venue to the candidates?

Answer - Allotment of Roll number and Venue to the eligible candidates is carried out in a random manner without manual intervention. The Commission makes all efforts to allot the candidate the Centre of his/her choice; however, the Centre may be changed at the discretion of the Commission.

Further, the allotment of Centres will be on the "first-apply-first allot" basis, and once the capacity of a particular Centre is exhausted, no further allotment at that Centre is possible. Applicants, who cannot get a Centre of their choice due to the ceiling, will be required to choose one of the remaining Centres. Applicants are, thus, advised to apply early so that they get the Centre of their choice.

Q 16. Are requests for change of Centre/ Venue accepted?

Answer - The candidates should note that no request for change of Centre / Venue will be accepted.

While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a Centre other than the one indicated by the Commission in his/her e-Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable for cancellation.

Q 17. What are the precautions to be taken while uploading candidates' photographs and signatures?

Answer - Before filling up the Online Application, a candidate must have his/her photograph and signature duly scanned in the "JPG" format in such a manner that each file should not exceed 40 KB and must not be less than 3 KB in size for the photograph and 1 KB for the signature. The photograph and signature must be clearly discernable. Samples of acceptable photograph and signature are displayed in the application module.

Candidates should take due care while uploading their photograph since no changes are allowed once the photograph is uploaded and online application is submitted. Uploading of photograph/signature is the sole responsibility of the candidate and in case a wrong photograph/signature is uploaded, his/her candidature is liable to be cancelled for false identity.

Please check the e-Admit Card carefully and discrepancies/ errors, if any, should be brought to the notice of UPSC immediately.

Q 18. What items are banned at the Examination Venues?

Answer - (a) Mobile phones, smart watches, bluetooth, pagers or any other communication devices and IT gadgets are banned items and are therefore not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/bluetooth/pagers to the venue of the examination.

(c) Candidates are also advised not to bring any valuable/expensive items to the Examination Halls, as safety of such items cannot be assured. Commission will not be responsible for any loss in this regard.

Reasons for Rejection of Online applications

Q 19. What precautions should be taken while filling up the Online Application Form?

Answer - Please read the instructions carefully before filling up the Online Application Form.

Q 20. What is RID?

Answer - RID is Registration ID, which is generated by the system when the applicant completes PART-I registration of his/her application.

Q 21. What is TID?

Answer - TID is Transaction ID, which is given by the Bank official when the applicant deposits his/her fee in cash. It is automatically generated when Internet Banking or credit/debit card mode is used for making the fee payment.

Q 22. What is meant by Part I and Part II of the Application Form?

Answer - Online Application Form consists of two parts i.e. Part I and Part II.

- Part I of the Application has personal details like name, father's name, date of birth, address, educational qualification, age relaxation, scribe details (only for Persons with Disabilities candidates opting for scribe) and preferences of particular exam, etc.

- Part II of the Application consists of payment option for examination fee

(only for those who are not exempted from payment of fee), centre of Examination along with uploading of photo/signature of the Candidate.

Candidate has to complete both the Part I and Part II to be a Candidate of the said Examination.

Q 23. Non-filling up of Part II/No submission of fee.

Answer - If only PART-I of the application is submitted without submitting PART-II, the application remains incomplete and candidature cannot be registered. The application is incomplete even in cases where the applicant has submitted PART-I and paid fee as well, but has not completed PART-II (i.e., failed to submit photograph and signature).

Q 24. What are the steps in PART-II registration?

Answer - Part II registration comprises of following steps:-

1. Fee payment (only for candidates not exempted from payment of fee).

2. Choosing of the Examination centre from the available drop down menu.

3. Uploading of photograph and signature.

4. Agreeing to the Declaration.

Q 25. Not submitting the choice of Centre.

Answer - Not submitting the choice of Centre is treated as non submission of Part II and leads to rejection of the Application. Therefore, Candidates are advised to click on the "submit" button after selecting the Examination Centre.

Q 26. Non Payment of Fee.

Answer - Submission of multiple applications, followed by either non-payment of fee particulars OR fee particulars (TID) of one application (RID) being mentioned against another application with a different RID leads to rejection of the online

applications.

The applicants who are submitting multiple applications should note that only the applications with higher Registration ID (RID) number shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID number.

Q 27. Not uploading Photograph and Signature or their poor quality.

Answer - Poor quality of uploaded photograph and signature or non-uploading of the same will lead to the rejection of the online application. Please consult the relevant instructions regarding acceptable photograph/signature in the application module at the time of application.

Q 28. Entering wrong TID in case of payment through Bank Challan

Answer - It is seen that some candidates who submit their fee through bank challan either enter the wrong TID or submit TID against the old TID. It is to be noted that in case of multiple submission of online applications by the candidate, only the last RID is considered and all other applications are automatically rejected. Therefore, the candidate should ensure that he/ she submits the fee against the last online application only.

Civil Services Examination

Q 29. What is the structure of the Civil Service Examination?

Answer - The Civil Services Examination (CSE) comprises of two successive stages: the Civil Services (Preliminary) Examination (CSP) and the Civil Services (Main) Examination (written and interview).

Civil Services (Preliminary) Examination

Q 30. What is the Civil Services (Preliminary) Examination?

Answer - UPSC conducts Preliminary Examination of the Civil Services Examination for recruitment to the Indian Administrative Service (IAS), Indian Foreign Service

(IFS), Indian Police Service (IPS) and other Central Services and posts in accordance with the Rules published by the Government (Department of Personnel & Training) in the Gazette of India Extraordinary.

This examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible to appear in the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination

Q 31. Is an attempt at the Civil Service (Preliminary) Examination (CSP) counted as an attempt at the Civil Service Examination (CSE) ?

Answer - (i) An attempt at a Preliminary Examination shall be taken as an attempt at the Civil Services Examination. (ii) If a candidate actually appears in any one paper in the Preliminary Examination, it shall be taken as an attempt at the Examination. (iii) Notwithstanding the disqualification/ cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt.

Q 32. If a candidate has applied for the Civil Services (Preliminary) Examination but has not appeared at any paper in the Civil Services (Preliminary) Examination will it be counted as an attempt?

Answer - No, an attempt is counted only if a candidate has appeared in at least one paper in Civil Services (Preliminary) Examination.

Q 33.   What is the scheme of Civil Services (Preliminary) Examination?

Answer - The Examination is comprised of two compulsory papers of 200 marks each. (i) Both the question papers are of objective type (multiple choice questions). (ii) The question papers are set in Hindi and English. (iii) Details of the syllabi are provided in the Examination Notice and Gazette Notification published by the Government. (iv) Each paper is of two hours duration.
Q 34. Is there negative marking at Civil Services (Preliminary) Examination?

Answer - Candidates should note that there is penalty (negative marking) for wrong answers marked by a candidate in the Objective Type Question Papers. There are four alternatives for the answers to every question. (i) For each question for which a wrong answer has been given by the candidate, one-third (0.33) of the marks assigned to that question is deducted as penalty. (ii) If a candidate gives more than one answer, it is treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question. (iii) If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

Q 35. What are the minimum educational qualifications prescribed?

Answer - The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or any other educational institution established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification.

Q 36. What are the eligibility criteria in terms of physical requirements/ functional classification required for a Service/ Post?

Answer - The physically disabled candidates shall also be required to meet eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with the requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authorities. The details of physical requirement and functional classification are given in the Rules of Examination.

Q 37. What information should be given by persons already in Government Service to their Head of Office?

Answer - Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Sector Enterprises are required to submit an undertaking that they have informed their Head of Office/Department, in writing, that they have applied for the Examination. Candidates should note

that in case a communication is received from their employer, by the Commission, withholding permission to the candidates applying for/appearing in the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

Q 38. What are the provisions regarding community reservation and change of community?

Answer - A candidate will be eligible to get the benefit of community reservation only in case the particular community/ caste / tribe to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for Civil Services (Preliminary) Examination that he/she belongs to General category but subsequently writes to the Commission to change his/her category to a reserved one, such request shall not be entertained by the Commission. Similar principle will also be followed for physically disabled categories.

Q 39. What are the provisions for reservation for SC, ST, OBC and Physically Disabled candidates?

Answer - Reservation will be made for candidates belonging to Scheduled Castes. Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.

Civil Service (Main) Examination

Q 40. Can a candidate choose an optional subject, which he has not studied at graduate/post graduate level?

Answer - Yes.

Q 41. Which is the language / medium of question papers?

Answer - The question papers (other than the literature of language papers) are set in Hindi and English.

Q 42. Can a candidate write different papers of Civil Service (Main) Examination

in different languages?

Answer - No, the Candidates have the option to write their answers either in English or in any one of the Eighth Schedule languages except the Qualifying Language papers Paper-A and Paper-B, which they have indicated at the time of filling up of their online application form for Civil Service (Preliminary) Examination.

Q 43. How are the Question Papers for the Civil Services (Main) Examination structured? What is the duration of each paper?

Answer - The question papers for the examination are of conventional (essay) type. Each paper are of three hours duration.

Q 44. Can a candidate write the Civil Service (Main) Examination in English and take the interview in Hindi or any other Indian language?

Answer - The candidates, opting for Indian Language medium for the written part of the Civil Services (Main) Examination may choose either the same Indian Language or English or Hindi as the medium for the interview.

The candidates, opting to write the Civil Services (Main) Examination in English, may choose either English or Hindi or any other Indian Language opted by them for the compulsory Indian Language Paper in the written part of the Civil Services (Main) Examination, as the medium for interview. The candidate has to indicate the language medium of their interview at the time of filling up of the Detailed Application Form (DAF)

However, the candidates, who are exempted from the compulsory Indian Language Paper, will have to choose either English or Hindi as medium of Interview of Personality Test.

Q 45. What are the Cut-off Marks for the compulsory language Papers?

Answer – The minimum qualifying standards in each of the two Qualifying Papers i.e. English and Indian Languages is indicated in the examination Rules, is at present 25%.

Q 46. Is the Indian language Paper compulsory for candidates hailing from the

States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim?

Answer - The paper on Indian Language (Paper A) is not compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim. In the Online Application, if a candidate hails from these North-Eastern States, the option for Indian Language will automatically be disabled in the Online Application.

Q 47. What marks are reckoned for merit ranking in the written part of the Civil Services (Main) Examination?

Answer - Marks obtained by the candidates for the Papers I-VII only will be counted for merit ranking (of those candidates who obtain the specified minimum marks in the qualifying papers). *However, the Commission have the discretion to fix qualifying marks in any or all of these papers*.