

**UNION PUBLIC SERVICE COMMISSION**

**NOTICE**

**COMBINED SECTION OFFICERS/STENOGRAPHERS' (GRADE-'B'/GRADE-I) LIMITED  
DEPARTMENTAL COMPETITIVE EXAMINATION, 2015**

New Delhi, the 21st July 2015

No. F. 9/1/2015-E.I (B)- A Combined Limited Departmental Competitive Examination for additions in the Select Lists for the Section Officers' Grade and Stenographers' Grade B/Grade '1' of the Services mentioned in Para 2 below will be held by the Union Public Service Commission commencing on the **17<sup>th</sup> October 2015** at CHENNAI, DELHI, KOLKATA MUMBAI and NAGPUR in accordance with the Rules published by the Department of Personnel and Training in the Gazette of India dated the **21st July 2015**.

THE CENTRES AND THE DATES OF HOLDING THE EXAMINATION AS MENTIONED ABOVE ARE LIABLE TO BE CHANGED AT THE DISCRETION OF THE COMMISSION. WHILE EVERY EFFORT WILL BE MADE TO ALLOT THE CANDIDATES TO THE CENTRE OF THEIR CHOICE FOR THE EXAMINATION, THE COMMISSION MAY AT THEIR DISCRETION, ALLOT A DIFFERENT CENTRE TO A CANDIDATE WHEN CIRCUMSTANCES SO WARRANT. CANDIDATES ADMITTED TO THE EXAMINATION WILL BE INFORMED OF THE TIME TABLE AND PLACE OR PLACES OF EXAMINATION. IT MAY BE NOTED THAT CANDIDATES APPLYING FOR STENOGRAPHERS (GRADE-B/GRADE-I) CATEGORIES ARE TO TAKE THE WRITTEN EXAMINATION AND SHORTHAND TEST FROM DELHI CENTRE ONLY.

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

<b>Category I</b>	Section Officers' Grade of the Central Secretariat Service
<b>Category II</b>	Sections Officers' Grade (Integrated Grade II & III) of the General Cadre of the Indian Foreign Service, Branch 'B'
<b>Category III</b>	Section Officers' Grade of the Railway Board Secretariat Service
<b>Category IV</b>	Private Secretary Grade of the Central Secretariat Stenographers' Service
<b>Category V</b>	Grade I of the Stenographers' Cadre of the Indian Foreign Service, Branch 'B'
<b>Category VI</b>	Grade 'A & 'B' merged of the Armed Forces Headquarters Stenographers' Service
<b>Category VII</b>	Grade 'B' of the Railway Board Secretariat Stenographer's Service
<b>Category VIII</b>	Section Officers' Grade of the Intelligence Bureau
<b>Category IX</b>	Private Secretary Grade in Employees' State Insurance Corporation

**3. A candidate who is eligible for more than one Category of Service and wishes to compete for both, need fill in only one application.**

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

#### 4. LAST DATE FOR RECEIPT OF APPLICATION :

The candidates will have to fill in their application form online on UPSC website ([www.upsc.gov.in](http://www.upsc.gov.in)). Detailed instructions to fill up the online application will be available on UPSC website. A printed copy of the submitted online application is required to be routed through their Head of Department/Head of Office to the Commission. The online applications can be filled by the applicants from 21st July 2015 to 7<sup>th</sup> August 2015 (till 11.59 p.m.), after which the link will be disabled. The last date for receipt of printed copy of the application in the Commission through proper channel is 22<sup>nd</sup> August 2015. The complete printed copy of the application form duly verified/certified by concerned Head of Department/Office must reach the Under Secretary (E-VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the prescribed date.

e-Admit Card of the admitted candidates to this examination will be uploaded on the UPSC website ([www.upsc.gov.in](http://www.upsc.gov.in)) three weeks before the date of commencement of this examination and can be downloaded by the eligible candidates. No paper admit card will be issued by the Commission. Candidates shall not be admitted to the examination unless he/she holds a downloaded e-Admit Card. Candidates are required to fill in their valid and active e-mail id in their online application form as Commission may use electronic modes for contacting them.

**NOTE:** Only those candidates whose printed copy of online application is forwarded by their Head of Department/Office will be considered for admission to this Examination. They should further 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 for receipt of printed copy of the application in the Commission through proper channel, will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that after verifying the relevant entries and completing the endorsement at the end of the application form, their applications are forwarded by their Department or Head of Office, so as to reach the Commission's Office on or before the prescribed last date.

T.C. NAULAK  
UNDER SECRETARY  
UNION PUBLIC SERVICE COMMISSION

**ANNEXURE**  
**Instructions to Candidates**

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

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

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

**Candidates should note that no request for change of centre will be entertained under any circumstances.**

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

3 Candidates admitted to the examination will be required to produce their official Identity Card at the time of appearing in the Examination along with the e-Admission Certificate.

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

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

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

7. Candidates are not entitled to receive any Traveling Allowance from Union Public Service Commission for attending the examination.

8. All Communications in respect of an application should be addressed to the Under Secretary (SO LDCE), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi- 110069 and should invariably contain the following particulars :

- (1) Name of Examination
- (2) Month and Year of Examination
- (3) Registration ID [RID]/ Date of Birth/Roll No. if allocated.
- (4) Name of candidate (in full and in block capital letters), and
- (5) Complete postal Address as given in the applications.

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

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

9. **Change in Address**.- A candidate must see that communications sent to him at the address stated in his application are redirected, if necessary, change in address should be communicated to the Commission at the earliest opportunity . Although the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

**Instructions for filling in online Application Form for Combined SOs'/Stenographers' (Grade 'B'/Grade-I) Limited Departmental Competitive Examination, 2015**

A. Candidates are advised to read carefully the Rules of the Combined SOs'/Stenographers' (Grade 'B'/Grade-I) Limited Departmental Competitive Examination, 2015 which include conditions of eligibility etc. as published by the Department of Personnel and Training in the Gazette of India, dated 21st July 2015.

B. Read the following instructions before filling up the online Application Form.

**1 HOW TO APPLY:**

- a. Candidates must apply Online by using the link given in the website [www.upsc.gov.in/](http://www.upsc.gov.in/) The Online Application Form can be filled from 21st July 2015 to 7<sup>th</sup> August till 11.59 PM after which the link will be disabled.
- b. Candidates should ensure that all columns of the Online Application Form are filled in correctly. No correspondence will be entertained by the Commission from candidates to change any of the entries made in the Application Form.

**2. LAST DATE FOR RECEIPT OF PRINTED COPY OF ONLINE APPLICATION:**

A printed copy of the submitted online application is required to be routed through their Head of Department/Head of Office to the Commission. The online applications can be filled by the applicants from 21st July, 2015 to 7<sup>th</sup> August 2015 (till 11.59 p.m.), after which the link will be disabled. The last date for receipt of printed copy of the application in the Commission through proper channel is 22<sup>nd</sup> August 2015. The completed printed copy of the application form duly verified/certified by concerned Head of Department/Office must reach the Under Secretary (E-VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the prescribed date.

e-Admit Card of the admitted candidates to this examination will be uploaded on the UPSC website ([www.upsc.gov.in](http://www.upsc.gov.in)) three weeks before the date of commencement of this examination and can be downloaded by the eligible candidates. No paper admit card will be issued by the Commission. Candidates shall not be admitted to the examination unless he/she holds a downloaded e-admit card. Candidates are required to fill in their valid and active e-mail id in their online application form as Commission may use electronic modes for contacting them.

**NOTE :** Only those candidates whose printed copy of online application is forwarded by their Head of Department/Office will be considered for admission to this Examination. They should further 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 for receipt of printed copy of the application in the Commission through proper channel, will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that after verifying the relevant entries and completing the endorsement at the end of the application form, their applications are forwarded by their Department or Head of Office, so as to reach the Commission's Office on or before the prescribed last date.

3. (a) All the field are compulsory to fill in.

(b) Please ensure that you provide a valid and an active e-mail address in the e-mail address.

4. After clicking the submission button, you will get a message on your screen, clearly mentioning your Name and e-mail that you have been registered and your password has been sent to your e-mail address. Please note down your password.

5. Online APPLICATION FORM has seven modules as indicated above, namely- Personal, Educational Information, Parental Information, Employment Information, Service Preferences and Final Submission.

7. Candidates are required to fill all the modules completely before finally submitting the form ONLINE, using the Final Submission Module.

8. Candidates should save each module after completing the same. However, candidates will have the option to make changes in any module before final submission of APPLICATION FORM. **Once Final Submission has been made, then no change will be possible Online.**

**DEPARTMENT OF PERSONNEL AND TRAINING**  
**New Delhi, the 21st July 2015**  
**RULES**

**No. 6/1/2015-CS I (P)** .- The rules for a Combined SOs'/Stenographers' (Grade B'/ Grade-1) Limited Departmental Competitive Examination for the year 2015 to be held by the Union Public Service Commission, for additions in the Select Lists for the Section Officers' Grade and Stenographers' (Grade 'B'/Grade-I) of the Services mentioned below are, with the concurrence of the Ministries concerned, published for general information.

**Category I**

Section Officers' Grade of the Central Secretariat Service.

**Category II**

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

**Category III**

Section Officers' Grade of the Railway Board Secretariat Service

**Category IV**

Private Secretary Grade of the Central Secretariat Stenographers' Service.

**Category V**

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

**Category VI**

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

**Category VII**

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

**Category VIII**

Section Officers' Grade of the Intelligence Bureau.

**Category IX**

Private Secretary Grade in Employees' State Insurance Corporation

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

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

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

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

**Crucial date for eligibility**

1<sup>st</sup> July, 2015

for 2015 Examination

Column 1	Column 2	Column 3
Assistants' Grade of the Central Secretariat Service and Personal Assistants' Grade (Stenographers Grade C) of the Central Secretariat Stenographers' Service	Not less than 5 years' approved Service and shall also have earned at least four Annual Performance Appraisal Reports in the Assistants' Grade of the Central Secretariat Service or Personal Assistants' Grade of the Central Secretariat Stenographers' Service. Personal Assistants of CSSS shall possess a Bachelor's Degree of a recognized University or equivalent.	<b>Category I</b>
Grade IV of the General Cadre, Grade-II of the Stenographer Cadre and Grade II of The Cypher sub-cadre of the Indian Foreign Service, Branch 'B'	Not less than 5 years' approved and continuous Service in Grade IV of the General Cadre or in Grade II of the Stenographers' cadre or in Grade II of the Cypher sub-cadre of the Indian Foreign Service, Branch 'B' or in two or all the above grades as the case may be.	<b>Category II</b>
Assistants' Grade of Railway Board Secretariat Service and Grade C of the Railway Board Secretariat Stenographers' Service	Not less than 5 years' approved and continuous Service in the Assistants' Grade of the Railway Board Secretariat Service or in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service or in both as the case may be.	<b>Category III</b>
Personal Assistant of the Central Secretariat Stenographers' Service	Not less than 3 years' approved and continuous service in Personal Assistants' Grade of the Central Secretariat Stenographers' Service and shall possess a Bachelor's Degree of a recognized University or equivalent.	<b>Category IV</b>
Grade II of the Stenographers' cadre of the Indian Foreign Service, Branch 'B'	Not less than 5 years' approved and continuous service in Grade II of the Stenographers' cadre of the Indian Foreign Service, Branch 'B'	<b>Category V</b>
Grade C of Armed Forces Headquarters Stenographers' Service	Not less than 3 years' approved and continuous service in Grade II/Grade C of the Armed Forces Headquarters Stenographers' Service.	<b>Category VI</b>
Grade C of the Railway Board Secretariat Stenographers' Service	Not less than 5 years' approved and continuous service in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service.	<b>Category VII</b>
Assistants' Grade of I.B./Stenographers' Service Grade II of I.B.	Permanent or regularly appointed temporary Assistants/ Stenos Gr.II (P.A.s) of the I.B. with not less than 4 years' approved and continuous Service in the case of Officers appointed in the grades on the	<b>Category VIII</b>

Private Secretary in Employees' State Insurance Corporation	basis of Competitive Exam or LDCE as the case may be, provided that the exam should have been held not less than 5 years before the crucial date, or not less than 5 years of approved and continuous service in the case of Officers appointed in the grades on the basis of seniority in their respective feeder grades as on the crucial date of the examination year. Not less than 3 years' <b>Category IX</b> approved and continuous service in Personal Assistants Grade in Employees' State Insurance Corporation.
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Provided that in the case of a candidate (except a candidate appearing for Category I examination and a candidate for the Category IV) who had been appointed to the Grades mentioned in column 1 above on the result of a Competitive Examination, including a Limited Departmental Competitive Examination, such an examination should have been held not less than 5 years before the crucial date and he should have rendered not less than 4 years approved and continuous service in that grade on the crucial date.

Provided that in the case of a candidate appearing for Categories IV and IX examination who had been appointed to the Grade mentioned in column 1 above on the result of a Competitive Examination including a Limited Departmental Competitive Examination, such an examination should have been held not less than 3 years before the crucial date and he/she should have rendered not less than 2 years approved and continuous service in that grade on the crucial date.

Note 1. Permanent or regularly appointed officers of the Grades and Services mentioned in Column 1 above who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service mentioned in column 2.

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

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

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

4. A candidate, who is eligible to compete for two categories and who exercises this option, should specify clearly in the Application the categories for which he/she is eligible and wishes to be considered in the order of preference. No request

for any change/addition/ alteration in the preference already indicated by a candidate in his/her application will be entertained by the Commission. Candidates may also take care to choose Category No. correctly, as corrections/incorrect combination will not be considered/allowed and may lead to summary rejection of the candidates. It may also be noted that a candidate will not be considered for any category that he/she has not specifically chosen in the application form.

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

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

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

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

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

8. (i) After the examination, candidates shall be considered for vacancies in the year 2015 subject to their eligibility and will be arranged by the Commission in the order of merit as disclosed by the aggregate marks finally awarded to each candidate subject to qualifying standards for each paper/part of the examination as decided by the Commission.

The Commission reserves the right to fix minimum qualifying standards for any or all stage(s) or paper(s) of the Examination.

Where a candidate would have otherwise qualified on the basis of aggregate merit/marks in more than one category, his/her inclusion in a particular select list will depend on the category that becomes available based on the candidate's choice exercised at the relevant time. Therefore, based on his/her merit, and subject to vacancy position and other eligibility conditions, a candidate will be placed in the appropriate select list factoring his/her preference. If a candidate's name is included in the select list for a particular category, his/her name will not be considered for inclusion in other list(s) on the basis of his/her lower preferences.

Category-wise merit list will be made based on number of vacancies, candidate's merit, the preference indicated by the candidate and other eligibility conditions, if any.

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

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

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

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

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

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

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

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

**(Archana Varma)**  
**Joint Secretary to the Government of India**

## APPENDIX

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

### Part I

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

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

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

### Part II

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

- (i) who obtain such minimum qualifying marks in the written examination as may be fixed by the Commission in their discretion (for categories I, II, III and VIII); and
- (ii) who obtain such minimum qualifying marks in the written examination and the shorthand test as may be fixed by the Commission in their discretion (for Categories IV, V, VI, VII and IX).

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

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

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

Paper No.	Subject	Type of Paper	Max. Marks	Duration
1	General Studies & General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005.	Objective	150	2 Hrs.
2	Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services.	Objective	150	2 Hrs.
3	Noting and Drafting, Precis writing	Subjective	200	3 Hrs.
	Evaluation of record of Service		100	

**Total Marks - 600**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **SCHEDULE**

#### **Syllabi for examination**

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

#### **PAPER – I**

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

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

- The principles of the Constitution of India
- Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha



(iii) The organization of the machinery of the Govt. of India, Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices and their relation inter se.

(iv) RTI Act, 2005.

### **PAPER - II**

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

#### **(for Category I, IV, VIII & IX)**

1. Manual of office procedure (latest edition)
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs. (for Category I & IV only)
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Compilation of the General Financial Rules, (Revised and Enlarged).
10. Delegation of Financial Power Rules.
11. Intelligence Bureau Standing Orders (for Category VIII only).

#### **(for Category II & V)**

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the I.S.T.M.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Classification, Control and Appeal) Rules.
7. Compilation of the General Financial Rules (Revised and enlarged).
8. Delegation of Financial Power Rules.
9. Indian Foreign Service (PLCA) Rules.
10. Financial Powers of Government of India's Representatives abroad.
11. Assisted Medical Attendance Schemes.
12. Indian Foreign Service (Conduct and Discipline) rules.

#### **(for Category III & VII)**

1. Manual of Office Procedure issued by the Min. of Railways (Railway Board).
2. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
3. Indian Railway Admn. and Finance (excluding Chapters V, VI, VIII & IX).
4. Indian Railway Financial Code Vol. I (excluding Chapter II and VI).
5. Indian Railway Establishment Code Vol. I.
6. The Railway Services (Conduct) Rules, 1966.
7. The Railway Servants (Discipline and Appeal) Rule, 1968.

#### **(for Category VI)**

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Financial Regulations Part I (Revised Edition).

### **PAPER - III**

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