F.1/220(39)/2025-R.VI/SPC-I

UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI – 110 069

To

Dear candidates,

Subject: Recruitment to 03 vacancies for the post of Assistant Director Grade-II (IEDS) (Chemical) in Office of the Development Commissioner (MSME), Ministry of Micro, Small and Medium Enterprises [Advt. No. 07/2025, Vacancy No. 25060734614]

Sir/Madam,

With reference to your application for the above mentioned post, this is to inform that you have been shortlisted for interview. You are accordingly requested to appear for the interview as per the reporting schedule given below. Reporting time for candidates called for interview in Forenoon Session is **09.00 A.M** and the Reporting time for candidates called for interview in Afternoon Session is **12.00 Noon**, in the **UPSC Office, Dholpur House, Shahjahan Road, New Delhi – 110 069.**

2. You are requested to bring all the original documents (alongwith their self attested photocopies) regarding educational qualification, experience, age proof, community/PH certificate, equivalence certificate etc. as per exhaustive details given in the Commissions website (http//www.upsc.gov.in) under Recruitment/Interview/List of documents (Annexure I) while appearing for the interview. You are also requested to bring your Aadhaar Card.

3. You are also requested to submit Attestation Form alongwith latest photographs and fill TA Bill Form (if an outstation candidate). In this regard please read carefully and follow the procedures, terms & conditions governing the Interview as indicated in the Commissions website under Recruitment/Interview/Procedure, Terms & Conditions (Annexure II) and download the requisite forms.

Note: No request for change of date of interview will be entertained.

Yours faithfully,

Sd/-
Under Secretary (SPC)
Union Public Service Commission
23098591-4922

ANNEXURE-I

List of original documents to be submitted on the day of Interview.

(i) 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).

(ii) Essential Qualification as mentioned in the Advt. No. 07/2025, Vacancy No. 25060734614 along-with mark-sheets pertaining to all the academic years/final year as proof of educational qualification claimed. In the absence of Degree, provisional certificate along with mark sheets pertaining to all the academic years/final year will be accepted.

(iii) 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, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.

(iv) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ST/OBC 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 & EWS certificate in the prescribed format.

(v) A declaration in the **"prescribed proforma"** by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.

(vi) Physically Handicapped (PH) 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.

(vii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:

a) 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.

b) 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.

c) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

d) 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.

e) In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.

(viii) **Certificate in respect of Age relaxation in case of** :

a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in **"prescribed proforma"** from competent authority.
b) Central/UT Government Employees/Servants in **"prescribed proforma"** from competent authority.
c) Meritorious Sports persons in **"prescribed proforma"** from competent authority.
d) Widows/Divorced Women/Women Judicially separated from Husbands.
e) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.

(ix) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/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.

(x) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s**) you were a Government servant.

(xi) Any other condition* (*e.g., in case of ex-servicemen)

Note: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website www.upsc.gov.in for the prescribed formats of certificates, etc.

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Annexure II

Procedures, Terms and Conditions for Interview

1. DURING THE VERIFICATION OF THE DOCUMENTS/CERTIFICATES IF ANY INFORMATION GIVEN BY YOU OR ANY CLAIM MADE BY YOU IN YOUR ONLINE APPLICATION IS FOUND TO BE FALSE, YOUR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND YOU MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

- COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM
- THE CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM

If you are already in service under the government you would be liable to disciplinary action under the appropriate rule.

2. The candidates are required to bring three copies of passport size photographs (4 cm X 5cm approx.). The photograph should be in colour, clear and with continuous-tone quality having full face (full head from top of hair to bottom of chin), front-view, eyes open with plain while or off-white background. There should not be any distracting shadows on the face of on the background. The expression on the face should look natural. The photographs must have been taken within the preceding ten (10) days and it should have the name of the candidate and date of photograph clearly printed on the same.

3. Kindly fill up the Attestation Form (available on Commissions website), with one photograph affixed on it at the space specified therein and submit the same on the day of checking of original documents/certificates.

4. You may bring along with you books, publications, manuscripts etc. the authorship of which you claim, and/or any Thesis/Dissertation submitted for post-graduate qualification, reprints of papers published in journals of repute, any literary/artistic and architectural work done by you which may have relevance to the advertised post and which you may wish to submit to the Interview Board for their scrutiny.

5. The candidature of candidates is PROVISIONAL subject to their being found eligible in all respects. Candidates are summoned for interview subject to production of documents/certificates in support of their claim relating to age, claim for age relaxation as Government Servant, educational qualifications, experience in relevant field, community, physical disability etc as per prescribed eligibility criteria for the post IN ORIGINAL alongwith one set of attested photocopies of documents/certificates at the time of interview. (Closing date is crucial date for receipt of application as all claims of essential qualification/age relaxation/community etc. are governed by the closing date). The candidates are, therefore, advised to keep the said certificates ready and check beforehand the requirement of certificates in accordance with important instructions available in the detailed advertisement and their claim for the post.

6. The fact that you have been called for interview by the Commission does not guarantee your selection for appointment or that your demand for a higher starting salary, if any, will be supported by the Commission in case, you are selected for appointment. The initial pay of a candidate already in Central Government Service will be fixed ordinarily in accordance with the rules on the subject.

7. The Union Public Service Commission does not defray traveling or other expenses of candidates called for interview. Only the outstation candidates called for interview are paid contribution towards these expenses to the extent mentioned below:

Instructions regarding Re-imbursement of Rail Fare

The Competent Authority has decided to reimburse travelling allowance to the outstation candidates for attending Interviews/ PT Boards subject to the following conditions:-

a) Second/ Sleeper class train fare (Mail Express) will be reimbursed if the candidates perform their journey by Rail irrespective of Class in accordance with para 132 of Supplementary Rules.

b) Candidates will have to submit hard copies / print out of ticket (to and fro journey) in case of Train journey alongwith the prescribed T.A. claim form duly filled in duplicate. (TA Claim forms are available in the Forms and Download Section of the UPSC website).

Note: TA/DA will not be paid in cash. All candidates are required to bring one crossed cheque bearing name of the account holder and IFSC Code for reimbursement of TA/DA in their account directly.

The Candidates are advised to read the instructions carefully.

NB: In case a candidate is not allowed for interview for any reason mentioned in the above paras, or any other reason the Commission's contribution towards his/her travelling expenses will not be paid. In case the candidate is interviewed conditionally due to some reason, in that case also the Commission's contribution towards his/her travelling expenses will not be paid till such conditionality is cleared by the Commission. It would, therefore, be in the own interest of the candidate to have with him/her adequate funds for the return journey.

8. Any change in your postal address should immediately be communicated to this office.

9. Please bring this letter with you and on arrival, report to the Reception Officer in the Commission's Office for entering the Commission's premises and quote the number and the date of this letter and the post applied for in all future correspondence.

Note: Suitcase, Luggage, Mobile Phones, Cameras, Bluetooth, Recording Device, I-Pads, Pods, Laptops, Palmtops or other electronic or communication devices are not allowed inside the premises of the Union Public Service Commission. Any infringement of these instructions may entail cancellation of candidature and disciplinary action including ban from future examinations/selections. The candidates are advised in their own interest not to bring any of the banned items to the UPSC premises, as arrangements for safekeeping cannot be assured and those will not be allowed to be carried inside the Commission's premises.

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SPECIAL CELL- I

INTERVIEW SCHEDULE

NAME OF POST : 03 posts of Assistant Director Grade-II (IEDS) (Chemical) in Office of the Development Commissioner (MSME), Ministry of Micro, Small and Medium Enterprises

ADVERTISEMENT NO. : 07/2025

VACANCY NUMBER : 25060734614

VENUE OF INTERVIEW : UPSC, DHOLPUR HOUSE,
SHAHJAHAN ROAD,
NEW DELHI – 110069

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<tr><th>Date of Interview</th><th>Reporting Time for Interview</th><th>Roll Numbers</th></tr>
<tr><td rowspan="2">01.09.2026</td><td>Forenoon Session 09.00 A.M</td><td><table><tr><td>2600052</td><td>2501121</td><td>2601152</td><td>2100614</td></tr><tr><td>2600014</td><td>2103382</td><td>2500387</td><td>2600096</td></tr></table></td></tr>
<tr><td>Afternoon Session 12.00 Noon</td><td><table><tr><td>2600961</td><td>2601259</td><td>2600379</td><td>2600047</td></tr><tr><td>2600026</td><td>2601380</td><td>2601708</td><td></td></tr></table></td></tr>
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<tr><td rowspan="2">02.09.2026</td><td>Forenoon Session 09.00 A.M</td><td><table><tr><td>2600975</td><td>2601257</td><td>2600778</td><td>2100129</td></tr><tr><td>2500125</td><td>2500469</td><td>2500993</td><td>2500607</td></tr></table></td></tr>
<tr><td>Afternoon Session 12.00 Noon</td><td><table><tr><td>2600664</td><td>2102718</td><td>2601180</td><td>2600785</td></tr><tr><td>2500448</td><td>2500442</td><td>2500279</td><td></td></tr></table></td></tr>
<tr><td>03.09.2026</td><td>Forenoon Session 09.00 A.M</td><td><table><tr><td>2500641</td><td>2601187</td><td>2500832</td></tr></table></td></tr>
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Sd/-

Under Secretary (SPC)