

**UNION PUBLIC SERVICE COMMISSION**

**NOTICE**

**COMBINED SECTION OFFICERS/STENOGRAPHERS' (GRADE-'B'/GRADE-I) LIMITED  
DEPARTMENTAL COMPETITIVE EXAMINATION, 2012 AND 2013**

New Delhi, the 28th September, 2013

No. F. 9/1/2013-E.I (B)- A Combined Limited Departmental Competitive Examination for additions in the Select Lists for the Section Officers' Grade and Stenographers' Grade I/Grade 'B' of the Services mentioned in Para 2 below will be held by the Union Public Service Commission commencing on the **21st December, 2013** 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 **28<sup>th</sup> September, 2013**.

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>{Participating only for the exam year 2013}</b>
<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 year of examination or for two Categories of Service ( c.f. Rule 3) 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 28<sup>th</sup> September, 2013 to 21st October, 2013 (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 04<sup>th</sup> November, 2013. 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-Admission Certificates 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 admission certificate will be issued by the Commission. Candidates shall not be admitted to the examination unless he/she holds a downloaded e-admission certificate. 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.

RAJESH  
JOINT 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.