



UNION PUBLIC SERVICE COMMISSION

Advt.No.
11/2014

INVITES ONLINE RECRUITMENT APPLICATIONS (ORA*) FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS (*: by using the website <http://www.upsconline.nic.in>) VACANCY DETAILS

1. (Vacancy No. 14061101528)

One Agricultural Engineer in Farm Machinery Training and Testing Institute, Department of Agriculture & Cooperation, Ministry of Agriculture. (UR-1). The post is permanent. **Pay Scale:** Rs. 9300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 27,800/-) + TA and HRA as admissible, General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age*: 30 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Mechanical or Agricultural Engineering from a recognised University or Institute or equivalent. **B. EXPERIENCE:** Two years' experience in Testing or development of Agricultural Machinery; Or Two years' experience of teaching or as a trainer, including experience in operation or maintenance of tractors and agricultural implements or machinery; Or Two years' experience in production or fabrication or maintenance of mechanical workshop. **DUTIES:** Responsible for operation/ maintenance/ repair/evaluation of Agricultural/Earth moving equipment; Verification of agricultural machinery for CMVR certification; Supervision/coordination of testing / training activities and assist in International / specialized training courses; Planning / supervision/control of workshop. **HQ:** New Delhi, but liable to serve anywhere in India.

2. (Vacancy No. 14061102528)

One Senior Marketing Officer (Group-III)(Oils and Fats) in Directorate of Marketing & Inspection, Department of Agriculture & Cooperation, Ministry of Agriculture. (UR-1). The post is permanent. **Pay Scale:** Rs. 15600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 42,000/-) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 35 yrs. QUALIFICATIONS: ESSENTIAL: EDUCATIONAL:** (i) Master's Degree in Chemistry/Agriculture Chemistry/ Dairy Chemistry/ Dairying from a recognized University or equivalent; **OR** Bachelor's Degree in Oil Technology / Food Technology/ Chemical Technology / Dairy Technology from a recognized University or equivalent. (ii) 3 years' experience in the field of analytical work of organic material, or in the field of Marketing of Milk and Milk Products, Oils and Fats including Essential Oils and Allied commodities. **OR** Diploma in Marketing Management awarded by the Indian Institute of Food Technology or any other registered University/ Institute or equivalent with one year's experience in the field of analysis of organic material or in the field of Marketing of Milk and Milk Products, Oils and Fats including Essential Oils and Allied commodities. **DUTIES:** To organize, guide and supervise the work relating to grading and quality control in respect of agricultural commodities including formulation of grades and grade standards. To help the senior officers in administration of various quality control schemes. To inspect and draw check samples of the products covered by quality control scheme. **HQ:** Faridabad, But liable to serve anywhere in India.

3. (Vacancy No. 14061103228)

Two Deputy Director of Flying Training in Directorate General of Civil Aviation, Ministry of Civil Aviation. (UR-2). The posts are permanent. **Pay Scale:** Rs. 15600-39,100 (PB-3) + Rs. 7,600 (Grade Pay) (T.E. Rs. 46,400/-) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 50 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** i) 10+2 with Physics and Mathematics as subjects from a recognised Board or university; ii) Current Commercial Pilot's License holder. **B.EXPERIENCE:** i) Experience as Pilot-in-Command of 1500 hours; ii) Current Flight Instructor rating with experience in training of abinitio pilots of 500 hours. **DESIRABLE:** i) Degree in Science with Physics and Mathematics as subjects; ii) Instructional experience of twin or multi-engined aeroplanes. **DUTIES:** To assist the Director of Flying Training in conducting the practical tests for issue/renewal of AFIR and FIR. To conduct the Qualification Checks of PPL/CPL. To carry out inspection of flying clubs and suggest means to improve the training standards. Scrutiny of flying and gliding progress reports received from the clubs. Issue of circulars, notifications etc. to enforce adequate training standards in the flying clubs. To assist in investigation of cases involving accidents/incidents or violation of rules concerning flying clubs. **HQ:** Directorate General of Civil Aviation, opp. Safdarjung Airport, Aurobindo Marg, New Delhi and liable to serve at DGCA's Regional Offices in India.

4. (Vacancy No. 14061104128)

One Associate Pharmaceutical Chemist in Directorate General of Health Services, Central Drugs Standard Control Organisation (CDSCO), Ministry of Health & Family Welfare.(UR-1). The post is suitable for Physically Challenged Persons with disability viz. Hearing Impairment with Deaf (D) or Partially Deaf (PD) or Orthopedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) .The post is permanent. **Pay Scale:** Rs. 9,300-34,800/- (PB-2) + Rs. 4,800/- (Grade Pay) (T.E. Rs. 28,200/-)+ TA and HRA as admissible, General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age*: 35 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** M.Sc Degree in Pharmaceutical Chemistry or Organic Chemistry or Pharmacy of a recognized University or equivalent*. *Equivalent means" Qualification of Associateship Diploma of the Institution of Chemist(India), Kolkata shall be treated as equivalent to M.Sc degree in Chemistry. **B.EXPERIENCE:** Two years' research experience preferably in the field of drugs. **DESIRABLE:** (i) Doctoral degree in the relevant field. (ii) Experience in the method of Drugs Testing and Standardisation with knowledge of modern instrumental method of analysis. **DUTIES:** Analysis of complicated drug samples by physicochemical Methods, using sophisticated instruments like GLC,HPLC,IR,etc. Standardisation of

Reference Standards. Carrying out research work pertaining to quality control of drugs. Imparting training to Drug Analysts. Helping Sectional In-charge in Technical and administrative work including review of monographs of Pharmacopoeias. **HQ:** Kolkata with liable to serve anywhere in India.

5. (Vacancy No. 14061105428)

Two Investigator Grade-I in Labour Bureau, Chandigarh, Ministry of Labour and Employment. (UR-02). The posts are also suitable for Physically Challenged Persons with disability viz. Blindness or Low Vision with Partially Blind (PB) or Hearing Impairment with Deaf (D) or Partially Deaf (PD) or Orthopedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA). The posts are temporary but likely to continue indefinitely. **Pay Scale:** Rs. 9300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 27,800/-) + TA and HRA as admissible, General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age*: 30 yrs. QUALIFICATIONS: ESSENTIAL: EDUCATIONAL:** Post Graduate degree in Economics/Applied Economics/Business Economics/Econometrics from a recognized University/ Institute or equivalent **OR** Post Graduate Degree in Mathematics/Statistics/ Commerce with one paper in Economics from a recognized University/Institute or equivalent. **DUTIES:** (a) At Headquarters: Investigator Grade-I has to supervise the scrutiny of data and preparation of tabulation tables prepared by Investigator Grade II and Computer under his charge besides drafting of report for finalization. (b) In the field: Investigator Grade-I in the field has to lead a team of 4-5 Investigators Grade-II for collection of primary data and to contact State Government authorities for collection of data for sample Units. **HQ:** Chandigarh/Shimla with liability to serve anywhere in India.

6. (Vacancy No. 14061106428)

One Sub-Regional Employment Officer/Officer On Special Duty in Directorate General of Employment & Training, New Delhi, Ministry of Labour and Employment. (OBC-1). The post is suitable for Physically Challenged Persons with disability viz. Orthopedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA). The posts are permanent. **Pay Scale:** Rs. 9300-34,800 (PB-2) + Rs. 4,600 (Grade Pay) (T.E. Rs. 27,800/-) + TA and HRA as admissible, General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age*: 33 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master degree Social Welfare or Social Work or Economics or Statistics or Psychology or Commerce or Education of a recognized University or equivalent. **B.EXPERIENCE:** i) Three years experience of Socio-Economic Investigation or Research preferably in relation to demography, Employment and unemployment or manpower problems. ii) Knowledge of Employment Service work. **DESIRABLE:** Experience of Employment Exchange operations. **DUTIES:** Work pertaining to examine and review policies and working procedure in Employment Service, to conduct socio-economic investigation and research, compilation of data besides interpretation and drafting of reports on employment and unemployment and manpower situation, preparation of career literature for use in Vocational Guidance, Management of Central Employment Exchange, monitoring the progress of various plan schemes, etc. **HQ:** New Delhi with liability to serve anywhere in India.

7. (Vacancy No. 14061107428)

Two Deputy Mineral Economist (Intelligence) in Indian Bureau of Mines, Ministry of Mines. (OBC-1,UR-1). The posts are permanent. **Pay Scale:** Rs. 15600-39,100 (PB-3) + Rs. 6,600 (Grade Pay) (T.E. Rs. 44,400/-) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 40 yrs. QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Master's degree in Geology or Applied Geology or Economics or Degree in Mining Engineering from a recognized University or equivalent. **B.EXPERIENCE:** Five years' experience in a supervisory capacity in resources appraisal market survey and investigation of economic aspect of mineral resources and production and utilization of minerals. **DESIRABLE:** i) Master's Degree in Mining Engineering/ Doctorate Degree in Geology/ Applied Geology /Economics preferably in Mineral Economics from a recognized university or equivalent. ii) Degree in Statistics. iii) Working knowledge of computers with special emphasis on commonly used software in office. **DUTIES:** To supervise the work of Assistant Mineral Economists and Mineral Officers related to collection, compilation, tabulation and analysis of data pertaining to mines, minerals, mineral based industries, exploration agencies etc. for preparation of notes, reports, reviews etc. for preparation of various publication like Indian Mineral Year Book, Bulletin on Mineral Information, Market Survey Reports, Consumption of Copper-Lead-Zinc etc. Preparation and periodical updation of Directory of Mining Leases, matters related to Mineral Advisory Board. **HQ:** Nagpur with liability to serve anywhere in India.

8. (Vacancy No. 14061108628)

Five Assistant Executive Engineer (Electronics) in Directorate General of Lighthouses & Lightships, Ministry of Shipping. (OBC-2,UR-3). The posts are suitable for Physically Challenged Persons with disability viz. Hearing Impairment with Partially Deaf (PD) or Orthopedically Handicapped/Locomotor Disability/ Cerebral Palsy with One Leg Affected (Right or Left) (OL). The posts are permanent. **Pay Scale:** 15600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (T.E. Rs. 42,000/-) + TA and HRA as admissible, General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age*: 35 yrs.**

Continued

QUALIFICATIONS: ESSENTIAL: EDUCATIONAL: i) Degree in Telecommunications/ Electronics Engineering/Electronics and Communications Engineering from a recognized University or **equivalent* *- IETE** (Institute of Electronics and Telecommunication Engineers) and AMIE part A & B issued by the Institution of Engineers (India). ii) Two years' experience in supervisory capacity in the field of radio aids to navigation. **DESIRABLE:** Two years' experience in generation, supply and transmission of power with experience in lighting small motors and wiring. **DUTIES:** To assist in installation, improvement and maintenance of equipments and other navigational aids. **HQ:** Mumbai, Jamnagar, Cochin, Kandla, Port Blair and liable to serve anywhere in India along with the Indian coast including Andaman & Nicobar Islands and Lakshadweep Islands. **ANY OTHER CONDITIONS :** Initial posting may vary depending on requirement at the time of appointment.

9. (Vacancy No. 14061109128)

Five Doctor (GDO) Gr.II in Delhi Jal Board, Govt. of NCT of Delhi. (SC-1, ST-1,OBC-3). The posts are suitable for Physically Challenged Persons with disability viz. Orthopedically Handicapped/Locomotor Disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA). The posts are permanent. **Pay Scale:** 15600-39,100 (PB-3) + Rs. 5,400 (Grade Pay) (NPA not admissible) (T.E. Rs. 42,000/-) + TA and HRA as admissible, Category A. **Age*: 40 yrs for SC and ST Candidates and 38 yrs for OBC Candidates. QUALIFICATIONS: ESSENTIAL: EDUCATIONAL:** i) A recognized Medical qualification included in the First or Second Schedule or Part II of the Third Schedule (Other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of Educational Qualifications included in Part-II of the Third Schedule should also fulfil the conditions stipulated in sub section (3) of Section 13 of the Indian Medical Council Act, 1956. ii) Completion of compulsory rotating internship. **DESIRABLE:** Passed Matriculation examination with Hindi/Sanskrit as a subject. **DUTIES:** To attend the patients through department dispensaries. **HQ:** Delhi Jal Board, New Delhi.

IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS **23:59 HRS ON 17.07.2014**

THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23 :59 HRS ON 18.07.2014**

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA). THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORT-LISTING APART FROM DEBARMENT BY THE COMMISSION.

DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

NOTES:

- Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <http://www.upsconline.nic.in> 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 as well as on the website <http://www.upsconline.nic.in>.
- *The age limits shown against **Item No.9* (*for 1 post each is reserved for Scheduled Castes and Scheduled Tribes Candidates)** is relaxed age limit for Scheduled Castes and Scheduled Tribes Candidates. The age limits shown against **Item Nos. 6, 9* (*for 3 posts reserved for Other Backward Classes Candidates)** is relaxed age limit for Other Backward Classes candidates. In respect of cases belonging to Govt. of National Capital Territory of Delhi OBCs included in the Central list and list Notified by Govt. of National Capital Territory of Delhi are eligible. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST/PH 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".
- A candidate will be eligible to get the benefit of community reservation only in case the particular caste 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 that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- 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 :
 - 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.
 - 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.
- HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.

erwise anywhere in India.

- PROBATION:** The persons selected will be appointed on probation as per rule.

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:

A Candidate must be either:

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- 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 .

- 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.

- MINIMUM ESSENTIAL 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 ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed"
- On the basis of higher educational qualifications than the minimum prescribed in the advertisement
- On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
- By counting experience before or after the acquisition of essential qualifications
- By holding a Recruitment 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:

- Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.
- 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.
- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

5. CONCESSIONS & RELAXATIONS:

- 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.

- 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 Government 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.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Commission.

(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. 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 judgement/deed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an 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 31.12.2013.

(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.(A) HOW TO APPLY:

- i) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.
- ii) If the applicant is claiming any experience, then he/she has to personally upload his/her experience certificate in a single pdf file in such a way that the size file does not exceed 2 MB and is legible when a printout taken. For that the applicant may scan the experience certificate in 200 dpi grey scale.
- iii) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.
- iv) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a printout of the finally submitted Online Recruitment Application.
- v) **Candidates are not required to submit to the Commission either by post or by hand the printouts of their online applications or any other document. They will be required to bring along with them the printouts of their online applications and the documents mentioned in para 7 below if called for interview.**
- vi) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".
- vii) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

6 (B) Candidates shortlisted for interview on the basis of the information provided in the online applications submitted by them will be required to send self attested copies of documents/relevant certificates in support of the claims made in the application as and when demanded by the Commission.**"WARNING":**

CANDIDATES WILL BE SHORTLISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS, THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE, APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTD AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :

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

7. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

The printout of the online application and the following Original Documents/ Certificates along with self attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview, failing which the candidate would not be allowed to appear in the interview in which case such candidate will not be entitled to receive the Commission's contribution towards travelling expenses:-

- a) 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 (in case of Tamil Nadu & Kerala).
- b) 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.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, 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.
- d) 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. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.
- e) 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.
- f) A declaration in the prescribed format 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 closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.
- g) 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. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.
- h) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-
 - i) **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;
 - ii) **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
 - iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
 - iv) **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.
- i) Certificate/ Document in respect of Age relaxation for:
 - i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
 - ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
 - iii) Meritorious Sports persons in prescribed proforma from competent authority.
 - iv) Widows/Divorced Women/Women Judicially separated from Husbands.
 - v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.
 - vi) Persons seeking age relaxation under special provision/ order.
 - 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.
 - k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.

l) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

NOTE II: 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.

NOTE III: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

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:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person , or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall/Interview room.

l) 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:

- i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
- ii) 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
- iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

9. OTHER INFORMATION/INSTRUCTIONS:

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online 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.
- b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.
- c) 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 Online Recruitment Application is liable to be rejected.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) Candidates will be informed of the final result in due course through UPSC website/ Employment News 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.
- i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.
- j) Canvassing in any form will disqualify a candidate.

IMPORTANT

MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) 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.

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/Kumariof 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.....

Place: **Signature**.....
Date: ****Designation**.....
(With Seal of Office)
State/Union Territory*

*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 theCommunity 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.

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

*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/citydistrict.....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 as on closing date, I do not belong to persons/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 invalidment 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:Signature, Name and Designation of the
Competent Authority**
Date: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: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:Signature, Name and Designation of the
Competent Authority**
Date: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

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

This is certified that Shri/Smt./Kum.son/wife/daughter of Shri agesex identification mark(s) is suffering from permanent disability of following category :

A. Locomotor or Cerebral Palsy:

- (i) BL-Both legs affected but not arms (a) Impaired reach
(ii) BA-Both arms affected (b) Weakness of grip

- (iii) BLA-Both legs and both arms affected (a) Impaired reach
(iv) OL-One leg affected (right or left) (b) Weakness of grip
(c) Ataxic

- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic

- (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 ofyears months.*

3. Percentage of disability in his/her case is..... Percent.

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, Medical Board Member, Medical Board Chairman, 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 Sportsperson 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 fromto.....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 ofin 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:.....

Date:.....

Signature.....

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 an 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 ofwith 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/Departmentwith effect from

Signature.....

Place:.....

Date:.....

Name.....

Designation

Ministry/Office.....

Address.....

Office SEAL.....

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)
Monthly remuneration (total)	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	Nature of work: a) Managerial (Lower/Middle/ Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any
(7)	(8)		(9)	(10)	(11)

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:

Continued on page 36

Continued from page 35
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 Chirurgiae (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

davp 55104/14/0017/1415

EN 13/99

No. F. 3 (5)/2014-Admn
Government of India

Ministry of Parliamentary Affairs

92, Parliament House, New Delhi-110001

Subject:- Filling up of the post of Joint Secretary, Ministry of Parliamentary Affairs, New Delhi in the pay scale of ₹ 37,400-67,000 + Grade Pay-₹ 10,000/- on Composite Method (Promotion plus Deputation).

It is proposed to fill up the post of Joint Secretary in the Ministry of Parliamentary Affairs Pay in the Pay Band 4 (₹ 37400-67000) plus Grade pay ₹ 10000/- on Composite Method (Promotion plus Deputation). The nature of duties of the post would be administrative including Parliamentary and Legislative functions of the Ministry. The particulars/ eligibility conditions of the post are given in **Annexure I**. Applications from eligible officers are being invited through this Advt. The pay and other conditions of service of the selected officer will be regulated in accordance with DoP&T OM. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time. . .

2. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the prescribed proforma at **Annexure-II**; (ii) the CR dossier of the officer with ACRs of at least last five years or clear photocopies of the CRs of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the CRs for past years; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; (vi) they should, not be more than 56 years of age on closing date of the application; (vii) a certificate that in the event of selection, the officer would be relieved to join the duties of the post; and (viii) Integrity Certificate.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officers in the prescribed proforma to **Shri A. Manoharan, Deputy Secretary (Admn), Ministry of Parliamentary Affairs, Room No. 92, Parliament House, New Delhi, within 45 days from the date of publication of this Advertisement in 'The Employment News'**. Applications not accompanied with the required certificates/ documents stated in para 2 above will not be entertained.

Annexure I

- 1. Name of the post :** Joint Secretary
2. Classification : General Central Service, Group 'A' Gazetted
3. Scale of pay : Pay in the Pay Band 4 (₹ 37,400-67,000) Plus Grade pay ₹ 10,000/-
4. Eligibility conditions : Composite Method (Promotion plus Deputation)
(I) Officers under the Central or State Governments or Union Territories:-
(a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or
(ii) with two years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 4 (₹ 37,400 - 67,000) Plus Grade Pay ₹ 8,900/- or equivalent in the parent cadre or Department; or
(iii) With three years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 4 (₹ 37,400 - 67,000) Plus Grade Pay ₹ 8,700 or equivalent in the parent cadre or Department; or
(iv) With eight years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 3 (₹ 15,600 - 39,100/-) Plus Grade Pay ₹ 76,00/- or equivalent in the parent cadre or Department; and
(b) Possessing fifteen years experience including five years in parliamentary or legislative functions.
(II) Departmental Director in the scale of pay of Rs. 37400-67000 with grade pay of Rs. 8700 in PB-4 with three years regular service in the grade will also be considered along with the outsiders. If selected, the post would be deemed to have been filled by promotion
The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall, not be eligible for consideration for appointment by promotion.
Note: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January of 2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based

on the recommendations of the Commission. For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1st January of 2006/the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade, without any upgradation.

5. Period of Deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

ANNEXURE-II

BIO-DATA PROFORMA

1. Name and address in Block letters : _____
2. Date of birth (in Christian era) : _____
3. Date of retirement under Central/State : _____
Government/Union Territories rules.
4. Educational Qualifications : _____
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). : _____

Qualifications/Experience required

Qualifications/Experience possessed by the Officer

Essential (1) (2) (3)
Desired (1) (2)

6. Please state clearly whether in the light of entries made by you above you meet the requirement of the post. _____
7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Instt/ Orgn.	Post Held	From	To	Scale of Pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or permanent.
9. In case the present employment is held on deputation/contract basis, please state:-
(a) The date of initial appointment : _____
(b) Period of appointment on deputation/contract : _____
(c) Nature of the present Office/Organization to which you belong. : _____
10. Additional details about present employment.
Please state whether working under
(a) Central government : _____
(b) State government/UT : _____
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. : _____
12. Total emoluments per month now drawn : _____
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient) : _____
14. Whether belongs to SC/ST : _____
15. Remarks

Date:

Countersigned

(Employer with Seal)

Signature of the Candidate

Address:

davp 31101/11/0001/1415

EN 13/60

Ramgarh Cantonment Board (Jharkhand)

Cantonment Board, Ramgarh Cantt (Jharkhand) - 829122 invites application from eligible candidates for filling-up of one post of Asstt Programmer and another one post of Jr. Engineer (Civil) in the office of the Cantonment Board, Ramgarh Cantt. The details as given below. Detailed information in this regard can be had from the office on any working day.

Sl. No.	No. of post	Name of Post	Minimum Qualification	Pay Scale (Rs.)	Age Limit	Category	Nature of post
1.	One	Asstt. Programmer	BCA/BSc(IT) from recognized institution or Graduate with PGDCA from a recognized University and 02 years experience in Data Processing are essential in all respect.	Rs. 9300- Rs. 34800+ Grade Pay Rs. 4200	18-25 yrs as on 01 June 2014	General	Permanent
2.	One	Jr. Engineer (Civil)	Diploma in Civil Engineering from recognized University or recognized institutions and 02 yrs experience in respective field.	Rs. 9300- Rs. 34800+ Grade Pay Rs. 4200	18-25 yrs as on 01 June 2014	General	Permanent

2. Method of Selection - Written test and interview.
3. Last date of receipt of application - 30 days from the date of publication by Employment News (application received after last date due to any reason will not be entertained).
4. Method of application - Apply for post on white paper in format given below (use more than one page if required). Duly attested (by Gazetted Officer) photocopies of educational mark sheets, certificates, degrees and caste certificate (if applicable) will have to be attached with application. Three self addressed 25cm x 10cm envelopes each affixed with Rs.25/- postal stamp. One colour recent photograph fixed on application form duly attested by Gazetted Officer and 03 additional colour photographs be attached and three address slips. Application form and the documents be kept in an envelope and be superscribed with the name of the post which has been applied.

5. Relaxation in Upper age limit- a) 03 years for OBC
b) 05 years for SC/ST
c) Ex-serviceman as per rules

6. Mode of sending of application- By post in favour of **The Chief Executive Officer, Cantonment Board, Ramgarh Cantt (Jharkhand)-Pin 829122.**
7. Fees- Rs. 300/- through **Demand Draft of any Nationalised/Scheduled Bank payable at Ramgarh in favour of The Chief Executive Officer, Cantonment Board, Ramgarh** (SC/ST candidates are exempted from fees) for applied post.

RAMGARH CANTONMENT BOARD

(Format for Application for the post of Asstt. Programmer/Jr.Engineer (Civil)

1. Name of the post applied _____
2. Name of applicant (in Block letters) _____
3. Father's / Husband's name _____
4. Postal Address _____
5. Permanent Address _____
6. Sex _____
7. Date of Birth _____ Age as on 01 June 14 (in words) _____
8. Telephone / (Land Line with STD Code) _____
Mobile No. _____
9. Educational Qualification _____

Class/Standard	School/College	Board/ University	% of Marks	Division	Subject
High School					
Intermediate					
Diploma/Certificate					
Other Qualification					

10. Fees Paid : D.D. No. _____, Date _____
Bank Name _____ Amount _____
11. Caste (if claimed for fees exemption/age relaxation) attach attested Caste Certificate issued from Competent Authority _____
12. Other relevant information _____
13. Declaration:-
I hereby declare that: -
All the information given in the application form above is correct and complete. Nothing is false. My candidature can be rejected/cancelled if any information is found incorrect or incomplete at any stage of selection process or even after my selection/appointment to the post.
Date _____
Place _____
Signature of Candidate with date _____
Name _____

List of Documents attached:

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