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ADVERTISEMENT NO.12/2024
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT APPLICATIONS (ORA*)
FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS
(*: by using the website https://www.upsconline.nic.in**)**

VACANCY DETAILS

1. (Vacancy No. 24111201609) Twenty-seven vacancies for the post of Assistant Programmer in Central Bureau of Investigation, Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions,

RESERVATION POSITION:

(UR-08, EWS-04, OBC-09, SC-04, ST-02).

Suitability of the post for PwBD:

The vacancies are suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind **(B)** or Low Vision **(LV)**, Deaf and Hard of Hearing with disability i.e. Deaf **(D)** or Hard of Hearing **(HH)**, Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, Spinal Deformity and Spinal Injury without any neurological/limb dysfunction with disability i.e. Both legs affected but not arms **(BL)** or Both arms affected **(BA)** or One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or One leg and One arm affected **(OLA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** or Spinal Deformity without any neurological/limb dysfunction **(SD)** or Spinal Injury without any neurological/limb dysfunction **(SI)**, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Autism Spectrum Disorder **(ASD) (M = Mild, MoD = Moderate)** or Specific Learning Disability **(SLD)** or Mental Illness **(MI),** Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above.

PAY SCALE:

Level- 07 in the Pay Matrix as per 7th CPC.

AGE:

30 years for URs/EWSs,
33 years for OBCs and
35 years for SCs/STs.

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ESSENTIAL QUALIFICATIONS:

EDUCATIONAL:

(A) Masters Degree in Computer Application or Computer Science or Master of Technology (with specialisation in Computer Application) or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer science or Computer Technology from a recognised University or Institute.

OR

(B) (i) Bachelor degree in Computer Application or Computer Science or Electronics or Electronics and Communication Engineering from a recognised University; and

(ii) Two years experience in electronic data processing work including experience of actual programming from a recognised institute or from Offices of Central Government or State Government or Union Territories or Autonomous or Statutory organization or public sector undertakings or Universities or Recognized Research Institute.

OR

(C) (i) A Level diploma under Department of Electronic Accredited Computer courses programme or Post Graduate Diploma in Computer Application offered under University Programme: and

(ii) Three years experience of electronic data processing work including experience of actual programming from a recognized institute or from offices of Central Government or State Government or Union Territories or Autonomous or Statutory organization or public sector undertakings or Universities or Recognized Research Institute.

DESIRABLE:

Knowledge of programming in C, C Plus, Or Visual C plus plus and in Oracle, Relation Data Base Management System to Experience on RISC based Computer Systems under UNIX or UNIX like Operating Systems or WINDOWS Networking or Windows environment.

NOTES:

NOTE-I: The Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

NOTE-II: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

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DUTIES:

The main duties of the post are as follows:
Collection, Collation and processing of Information, To assist in programming, Analysis and MIS support coordination of users and other support functions, to provide assistance in scientific recovery for data from a scene of crime having computerized environment, to provide training and running refresher courses in data entry for the executive and law (for CRIMES module) and ministerial staff (for ADMINs module) of the branch.

OTHER DETAILS:

The post is permanent. General Central Service Group- "B" Gazetted, Non-Ministerial.

HEADQUARTERS:

New Delhi. As CBI is a PAN India Organization, candidates are liable to serve anywhere in India.

(IMPORTANT)
ONLINE RECRUITMENT APPLICATIONS (ORA) ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE https://www.upsconline.nic.in TO THE ABOVE POSTS FROM **09-11-2024**. CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS **23:59 HRS ON 28-11-2024.**
THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23:59 HRS ON 29-11-2024.**
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 SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.
DATE FOR THE INTERVIEW ON WHICH THE SHORTLISTED CANDIDATES ARE REQUIRED TO BRING THE PRINTOUT OF THEIR ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY.

*** Persons with Benchmark Disabilities.**

NOTES:

a) Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website https://www.upsconline.nic.in and NOT write to the

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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 https://www.upsconline.nic.in.

b) The age limit shown against all items is the normal age limit for EWS/URs candidates and is relaxed age limit for SC/ST/OBC/PwBD candidates i.e. upto five years for SC/STcandidates, upto three years for OBC candidates and upto ten years for PwBD candidates in respect of vacancies reserved for them. The SC/ST/OBC/PwBD 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".

c) 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.

d) Persons with Benchmark Disabilities (PwBD), 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, Persons with Benchmark Disabilities (PwBD) persons can avail benefit of:

i) 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 PwBD candidates.

ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

e) In cases, where sufficient number of eligible Persons with Benchmark Disabilities (PwBD) candidates are not available for interview for posts exclusively reserved and identified suitable for them, the experience qualification may be relaxed (upto 50 %) so as to get adequate number of candidates as per laid down norms. This applies to years of experience and not the nature of experience.

f) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.

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

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INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:
A Candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or

(e) 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.

2. **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.

3. **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:

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(a) “On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed”.
(b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
(c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
(d) By counting experience before or after the acquisition of essential qualifications.
(e) By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).

(f) By holding a Recruitment Test. Generally, weightage in the ratio of 75:25 is accorded for marks in Recruitment Test and for marks in interview in determining final merit.

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THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

NOTE-III:-

IMPORTANT
(i) The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by interview, will be UR/EWS-50 marks, OBC-45 marks, SC/ST/PwBD-40 marks, out of the total marks of interview being 100.
(ii) In cases where selection is made by Recruitment Test (RT) followed by interview, the candidate will have to achieve minimum level of suitability in their respective category at Interview stage.

4. APPLICATION FEE:
(a) Candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) 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 any bank or by using Visa/Master/Rupay/Credit/Debit Card/UPI payment.
(b) No fee for SC/ST/PwBD/Women candidates of any community. No "fee exemption" is available to Gen/OBC/EWS male candidates and they are required to pay the full prescribed fee.
(c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
(d) **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:

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(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. 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 five 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 Government. 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 Government. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Government. jobs.

(b) **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. Government. Servants up to 5 years as per instructions issued by the Government. of India from time to time. (This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 10 years age relaxation including 5 years age relaxation meant for their respective categories. Similarly OBC candidates would get maximum upto 8 years including 3 years age relaxation meant for OBC category**).** This relaxation will be admissible to Government servants with 3 years continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the Commission. 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**

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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.

(d) **Age relaxation to Persons with Benchmark Disabilities (PwBD):**

i) Age relaxation of 10 years (This implies that Scheduled Castes/Schedules Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category**)** in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy,Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

(e) Facility of scribe for candidates appearing in RTs/CBRTs to Persons with Benchmark Disabilities (PwBD):

Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected-BA) and cerebral palsy will be provided the facility of scribe if desired by the person. In case of other categories of Persons with Benchmark Disabilities as defined under Section 2 (r) of the RPWD Act, 2016, the facility of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superindent of a Government Health Care Institution as per proforma available under segment 'Recruitment' followed by the Forms of Certificates (https://www.upsconline.nic.in /recruitment/forms for certificate), on Commission's Website, Candidates have discretion of opting for his/her own scribe or request the Commission for the same. The details of the scribe i.e. whether own or the Commission's and details of the scribe (in case the candidate is bringing his/her own scribe), will be sought at the time of filling the application form online. The

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qualification of the scribe should not be more than the minimum qualifications required for the post.

6. (A) HOW TO APPLY:

i) Candidates must apply online through the website https://www.upsconline.nic.in. Applications received through any other mode would not be accepted and summarily rejected.

ii) Candidates must upload the documents/certificates in support of all the claims made by them in the application like, Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s) etc. or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 1 MB for the respective aforesaid modules and 2 MB for the "UPLOAD OTHER DOCUMENT" module and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale. Documents like Pay Slip, Resume, Appointment Letter, Relieving Letter, Un-signed Experience Certificate etc. must not be uploaded in the Document Upload Module:-

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 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 (in case of Tamil Nadu& Kerala).

b) Degree/Diploma certificate 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.

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.

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g) Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability 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) Documentary support for any other claim(s) made.

Note: 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 uploaded.

iii) **IMPORTANT :** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMSSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFCATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES IN THEIR REGISTERED E-MAIL ID AND WILL ALSO BE POSTED ON THE WEBSITE OF THE COMMISSION.

iv) 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.

v) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

vi) 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.

vii) 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".

viii) 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":

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CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS DOCUMENTS SUBMITTED IN SUPPORT OF THE CLAIM MADE IN THE ONLINE APPLICATION WILL BE EXAMINED ONLY IF THE CANDIDATE IS PRIMA FACIE ELIGIBLE TO BE SHORTLISTED ON THE BASIS OF INFORMATION REGARDING QUALIFICATIONS AND EXPERIENCE CLAIMED IN THE ONLINE APPLICATION, VARIOUS REPORTS AS PER THE ADVERTISEMENT AND MODALITIES AND CRITERIA ADOPTED FOR SHORTLISTING. CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INOFRMATION 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.

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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) Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability 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) 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.

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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

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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 https://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. Candidates who do not wish to collect contribution towards TA in cash at Commission's counter can also get the same transferred in their respective account. Such candidates will have to submit a cancelled cheque along with their TA claims to facilitate the transaction'.

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.

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Formats of **PRESCRIBED PROFORMA** for various certificates have been made available in the Commission's official Website https://www.upsconline.nic.in. under Heading Recruitment followed by Forms of Certificates(link https://www.upsconline.nic.in/recruitment) Candidates may download the same and fill up accordingly.