

ADVERTISEMENT NO. 07/2018
UNION PUBLIC SERVICE COMMISSION
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. 18040701414) **One Manager (Marketing & Trade), National Medicinal Plants Board (NMPB), Ministry of AYUSH (UR-01)**. The post is temporary but likely to continue. **Pay Scale:** Level-11 in the pay matrix as per 7th CPC. General Central Service, Group `A`, Gazetted Non-Ministerial. **Age:** 40 years. **QUALIFICATIONS: ESSENTIAL (A) EDUCATIONAL:** Post Graduate Degree in Marketing or Business Management or Business Administration from a recognized University or Institute or equivalent; and **(B) EXPERIENCE:** Five years post qualification experience in the field of Marketing and Trade in an Organization or Industry of repute. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission for reason to be recorded in writing in case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is also relaxable at the discretion of the Union Public Service Commission for reason to be recorded in writing in 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 posts reserved for them. **DESIRABLE:** (i) Three years' experience in the Pharmaceutical Industry; (ii) Three years' experience of organizing or conducting market surveys and writing reports; (iii) Knowledge of Computer Application. **DUTIES:** (i) Matters relating to assessment of demand/supply of raw material of Medicinal Plants original for Ayurveda / Siddha / Unani (ASU) drug manufacturers and Studies/surveys in this regard; (ii) Finalization of list of ASU drug manufacturers and traders of raw material of medicinal plants origin; (iii) Matters relating to export/import of raw material of medicinal plants origin including the references received from other Ministries / Departments; (iv) Liaison with Mission Directors/Drug Controllers/Large manufacturing Units in States for promoting of marketing cultivated medicinal plants material; (v) Matters relating to certification of cultivated/collected from wild sources Medicinal Plants through Good Agricultural Practices of Indian Medicinal Plants / Good Field Collection Practices of Indian Medicinal Plants; (vi) Matters relating to International Cooperation for promotion of trade; (vii) Matters relating to Bio-diversity Act / National Bio-diversity Act / State Biodiversity Boards/Patents and International Propriety Right / World International Propriety Organization etc. (viii) All others items relating to personnel matters not specifically assigned. **HQ:** New Delhi With All India Service Liability.

2. (Vacancy No. 18040702114) Six Specialist Grade III Assistant Professor (Physiology), Ministry of Health & Family Welfare (SC-01, ST-01, OBC-01, UR-03).

The posts are suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability / Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or Muscular weakness and limited physical endurance **(MW)**. The posts are permanent. **Pay Scale:** Rs.15, 600-39,100 with Grade Pay Rs.6600/- in PB 3 + N.P.A. as admissible. Central Health Services, Group 'A' Teaching Specialist Sub-cadre. **Age:** 40 years.

QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL: (i) A recognized MBBS degree qualification included in the First Schedule or Second Schedule or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in Part-II of the Third Schedule should also fulfill the conditions specified in sub-section (3) of section 13 of the Indian Medical Council Act, 1956 (102 of 1956). (ii) Post- Graduate degree in the concerned specialty or Super-speciality mentioned in Section A of Schedule VI i.e. Doctor of Medicine (Physiology); or MBBS with M.Sc. (Physiology); or Master of Science (Medical Physiology) with Doctor of Philosophy (Medical Physiology); or Master of Science (Medical Physiology) with Doctor of Science (Medical Physiology). **NOTE-I:** The candidates holding DNB qualifications need to get their qualification verified by NBE as to whether their DNB qualification is equivalent with MD/MS or DM/M.Ch as per the requirement of the Gazette notification No.MCI-12(2)/2010-Med. Misc. dated 11.6.2012 and submit a certificate in this regard from NBE. **NOTE-II:** Any Post Graduate Degree or Diploma awarded by any Indian Universities, included in or excluded from, the Schedules to Indian Medical Council Act, 1956 (102 of 1956), consequent to recognition granted or withdrawn by Govt of India as per provisions of the said Act shall be deemed to have been included or excluded accordingly from the Schedule-VI. **NOTE-III:** The Post Graduate Medical Qualifications awarded by Indian Universities, must have been included in the Schedules to Indian Medical Council Act, 1956(102 of 1956) for the purpose of Schedule VI. **NOTE-IV:** In the case of holders of Doctorate of Medicine (DM) or Magister Chirurgiae (M. Ch.) qualification of five years duration, the period of Senior Post Graduate residency rendered in the last part of the said of Doctorate of Medicine (DM) or Magister Chirurgiae (M. Ch.) shall be counted towards requirement of teaching experience. **NOTE-V:** Teaching experience in any other post like the post of General Duty Medical Officer or Medical Officer shall not be considered for eligibility purpose for recruitment to teaching posts. **NOTE-VI:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. **NOTE-VII:** The qualifications are relaxable at the discretion of the commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified. **NOTE-VIII:** The qualification regarding experience is relaxable at discretion of the Commission, for reason to be recorded in writing, in the

case of candidates belonging to Scheduled Castes and the Schedule Tribes if, at any stage of selection, the 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. **(B) EXPERIENCE:** At least three years' Teaching experience as Sr. Resident or Tutor or Demonstrator or Registrar in the concerned Specialty or Super-specialty in a recognized teaching institution after obtaining the first post graduate degree. **DUTIES:** (i) To impart theoretical and practical instructions to under-graduate/post-graduate medical students; (ii) To conduct and guide research work in the speciality; (iii) To render patient care in the speciality; (iv) Any other duties that may be assigned by the authorities from time to time. **HQ:** Anywhere in India. **ANY OTHER CONDITIONS:** The other conditions of service will be laid down in the CHS Rules, 2014, and other rules in force from time to time in particular. (i) Private practice of any kind what so ever shall not be allowed including any consultation and laboratory practice. (ii) The candidate selected will, If so required shall be liable to serve in any Defence service or post connected with the Defence of India, for a period not less than four years including the period spent in training, if any : Provided that such officer shall not (a) be required to serve as aforesaid after the expiry of ten years from the date of appointment or from the date of joining the service, (b) Ordinarily be required to serve as aforesaid after attaining the age of 45 years.

3. (Vacancy No. 18040703114) Seven Specialist Grade III Assistant Professor (Plastic Surgery), Ministry of Health & Family Welfare (SC-01, OBC-04, UR-02). The posts are suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability / Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or Muscular weakness and limited physical endurance **(MW)**. The posts are permanent. **Pay Scale:** Rs.15, 600-39,100 with Grade Pay Rs.6600/- in PB 3 + N.P.A. as admissible. Central Health Services, Group 'A' Teaching Specialist Sub-cadre. **Age:** 40 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** (i) A recognized MBBS degree qualification included in the First Schedule or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in Part II of the Third Schedule should also fulfill the conditions specified in sub-section(3) of section 13 of the Indian Medical Council Act, 1956(102 of 1956). (ii) Post- Graduate degree in the concerned specialty or Super-speciality mentioned in Section-A of Schedule VI i.e. Magister Chirurgie (Plastic Surgery); or Magister of Chirurgie (Plastic and Constructive Surgery). **NOTE-I:** Any Post Graduate Degree or Diploma awarded by any Indian Universities, included in or excluded from the schedule to the Indian Medical Council Act, 1956 (102 of 1956) consequent to recognition granted or withdrawn by Government of India as per provisions of the said Act shall be deemed to have been included or excluded accordingly from the Schedule-VI. **NOTE:-II:** The Post Graduation Medical qualifications awarded by any Indian Universities, must have been included in the Schedules to Indian Medical Council Act, 1956 (102 of 1956) for the purpose of

Schedule VI. **NOTE-III:** In the case of holders of Doctorate of Medicine (DM) or Magister Chirurgiae (M. Ch.) qualification of five years duration, the period of Senior Post Graduate residency rendered in the last part of the said of Doctorate of Medicine (DM) or Magister Chirurgiae (M. Ch.) shall be counted towards requirement of teaching experience. **NOTE-IV:** The candidates holding DNB qualifications need to get their qualification verified by NBE as to whether their DNB qualification is equivalent with MD/MS or DM/M.Ch as per the requirement of the Gazette notification No.MCI-12(2)/2010-Med. Misc. dated 11.6.2012 and submit a certificate in this regard from NBE. **NOTE-V:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. **NOTE-VI:** The qualifications are relaxable at the discretion of the commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified. **NOTE-VII:** The qualification regarding experience is relaxable at discretion of the Commission, for reason to be recorded in writing, in the case of candidates belonging to Scheduled Castes and the Schedule Tribes if, at any stage of selection, the 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. **NOTE-VIII:** The teaching experience in any other post like the post of GDMO/MO shall not be considered for eligibility purpose for recruitment to the Teaching posts. **(B) EXPERIENCE:** At least three years' teaching experience as Senior Resident or Tutor or Demonstrator or Registrar in the concerned Specialty or Super-speciality in a recognized teaching institution after obtaining the first Post graduate degree. **DUTIES:** (i) To impart theoretical and practical instructions to under-graduate/post-graduate medical students; (ii) To conduct and guide research work in the speciality; (iii) To render patient care in the speciality; (iv) Any other duties that may be assigned by the authorities from time to time. **HQ:** Anywhere in India. **ANY OTHER CONDITIONS:** (i) The other conditions of service will be laid down in the CHS Rules, 2014, and other rules in force from time to time. (ii) Private practice of any kind what so ever shall not be allowed including any consultation and laboratory practice. (iii) The candidate selected will, If so required shall be liable to serve in any Defence service or post connected with the Defence of India, for a period not less than four years including the period spent in training, if any : Provided that such officer shall not (a) be required to serve as aforesaid after the expiry of ten years from the date of appointment or from the date of joining the service, (b) Ordinarily be required to serve as aforesaid after attaining the age of 45 years.

4. (Vacancy No. 18040704514) One Assistant Professor (Fire/Civil Engineering), National Fire Service College, Nagpur, Ministry of Home Affairs(UR-01). The post is permanent. **Pay Scale:** Rs. 15,600 - 39,100 (PB-3) + Rs. 6,000 (Academic Grade Pay). General Central Service, Group `A', Gazetted Non-Ministerial. **Age:** 35 years. **QUALIFICATIONS: ESSENTIAL (A) EDUCATIONAL:** First Class Master Degree in Fire/Civil Engineering. **NOTE-I:** The qualifications are relaxable at Commission's discretion in case of candidates otherwise well qualified. **DESIRABLE: (i)** Teaching, research, industrial or professional experience in Fire/Civil Engineering and Technology in the recognised Research Institutions or Universities or

Semi-Government or Autonomous Bodies or Statutory Organisations or Institutions under the direct control of the Central Government or State Government or Union Territories administration or Public Sector Undertakings. (ii) Papers presented at Conferences or in referred journals. **DUTIES:** He/She will be required to conduct classes, develop curriculum, prepare teaching resources material, student guidance and counselling and to assist students in Laboratory work. Besides, he/she will be required to work in the area of research and consultancy as well as administrative duties as required by the Director/Head of Department. **HQ:** National Fire Service College, Nagpur.

5. (Vacancy No. 18040705614) Seventy-Five Assistant Geologist, Geological Survey of India, Ministry of Mines (SC-12, ST-03, OBC-20, UR-40). Of the seventy-five posts, six posts are reserved and suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability / Cerebral Palsy with disability i.e. One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or Hearing Impairment with disability i.e. Partially Deaf **(PD)**. The posts are permanent. **Pay Scale:** Level-8 in the pay matrix as per 7th CPC. General Central Service, Group- 'B' Gazetted, Non-Ministerial. **Age:** 30 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Master's Degree in Geology or Applied Geology or Geo-exploration or Mineral Exploration or Engineering Geology or Geo-chemistry or Marine Geology or Earth Science & Resource Management or Oceanography and Coastal Area Studies (Coastal Geology) or Environmental Geology or Geo-informatics from a recognized University or Institution. **NOTE-1:** Qualification are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in 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, in case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, 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 posts reserved for them. **DUTIES:** Geological work in the field and laboratory, collection and interpretation of data, preparation of reports and scientific papers. **HQ:** Kolkata with All India service liability. **ANY OTHER CONDITION:** Every appointee on his/her 1st appointment in Geological Survey of India shall have to successfully complete the induction or orientation training conducted by Geological Survey of India Training Institute.

6. (Vacancy No. 18040706414) Sixteen Administrative Officer, Geological Survey of India, Ministry of Mines (SC-03, OBC-04, UR-09). Of the sixteen posts, one post is reserved and suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability / Cerebral Palsy with disability i.e.

Both Legs effected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)**. The post is also suitable for Physically Challenged Persons viz. Orthopaedically Handicapped/Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or Blindness or Low Vision with disability i.e. Partially Blind **(PB)** or Hearing Impairment with disability i.e. Partially Deaf **(PD)**. The posts are permanent. **Pay Scale:** Rs. 9,300 - 34,800 with Grade Pay of Rs. 4,600/- in PB-2. General Central Service, Group 'B' Gazetted, Ministerial. **Age:** 30 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Bachelor's degree of a recognized University. **(B) EXPERIENCE:** Two years experience in Administration, Accounts and establishment, Legal or Vigilance matters in Central or State or Union Territory Government or Government Autonomous or Statutory Organisation or Central or State Public Sector Corporation or University. **NOTE-I:** Qualifications are relaxable at the discretion of the Union Public Service Commission for reason to be recorded in writing in case of candidates otherwise well qualified. **NOTE-II:** The qualification regarding experience is also relaxable at the discretion of the Union Public Service Commission for reason to be recorded in writing in 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 posts reserved for them. **DESIREABLE:** Degree in Law or Personnel Management from recognized University. Knowledge of Govt. rules and regulations relating to administration, accounts and establishment. **DUTIES:** To look after the work of Administration, accounts and establishment, Legal or vigilance matters and other allied duties. **HQ:** 27, Jawaharlal Nehru Road, Kolkata – 700016.

7. (Vacancy No. 18040707614) One Assistant Director Grade-I (Technical), Office of the Textile Commissioner, Mumbai, Ministry of Textiles (SC-01). The post is suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability / Cerebral Palsy with disability i.e. One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or Hearing Impairment with disability i.e. Partially Deaf **(PD)**. The post is permanent. **Pay Scale:** Level-10 in the pay matrix as per 7th CPC. General Central Service, Group 'A' Gazetted, Non-Ministerial. **Age:** 40* years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Degree in Textile Manufacture/Textile Technology/Textile Engineering of a recognized University or equivalent. Equivalent means "Graduation in Textile Engineering awarded by the Institution of Engineers (India)". **(B) EXPERIENCE:** Three years experience of work connected with management/running of textile units of which 1(one) year should be in the Spinning and Weaving department. OR Three years experience of work in a

Government or a Semi Government Organization with duties relating to development of textile industry including one year practical experience in Spinning and Weaving department of textile. **DESIRABLE:** Experience of working in a Power loom factory, Woolen or Art, Silk mills. **NOTE-I:** Qualification are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in 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, in case of candidates belonging to the Scheduled Castes, if at any stage of selection, 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 posts reserved for them. **DUTIES:** To promote/facilitate for technology up gradation, development of all sectors of textile industry. Associate in project preparation, appraisal and escorting it to the financial institution development of thrust areas, textiles & technical textile industry. **HQ:** Mumbai.

8. (Vacancy No. 18040708114) Seven Drugs Inspector, Department of Drugs Control under the Health & Family Welfare Department, Government of NCT of Delhi (SC-01, ST-01, UR-05). The posts are permanent. **Pay Scale:** Level 8 in the Pay Matrix as per 7th CPC. General Central Services Group 'B' Gazetted, Non- Ministerial. **Age:** 30 years. **QUALIFICATIONS: ESSENTIAL (A) EDUCATIONAL:** Degree in Pharmacy or Pharmaceutical Science or in Medicine with specialization in Clinical Pharmacology or Microbiology from a University established in India by law. **Provided that only those inspectors:-** (i) Who have not less than eighteen months' experience in the manufacture of at least one of the substances specified in Schedule "C". OR (ii) Who have not less than eighteen months' experience in the testing of at least one of the substances specified in Schedule "C" in a Laboratory approved for this purpose by the licensing authority. OR (iii) Who have gained experience of not less than three years' in the inspection of firms manufacturing any of the substances specified in schedule 'C' during the tenure of their services as Drugs Inspector; shall be authorized to inspect the manufacture of the substances mentioned in Schedule 'C'. **(B) EXPERIENCE: Not Mandatory.** **NOTE-I:** Provided that the requirement as to the academic qualification shall not apply to those who were appointed as inspectors on or before the 18th day of October, 1993. **NOTE-II:** The crucial date for determining the age limit shall be the closing date for receipt of applications. **NOTE-III:** The Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified. **NOTE-IV:** The Qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reason to be recorded in writing, in case of candidates belonging to the Scheduled Castes or 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 posts reserved for them. **DUTIES:** The duties and functions of Drugs Inspector, specified in the Rule 51 and Rule 52 of Drugs and Cosmetics Rules, 1945, includes inspections of all licensed Drugs and Cosmetics manufacturer, licensed Sales Units, Blood Banks etc. drawing of samples of

Drugs and Cosmetics from the manufacture/dealers for analysis, to ascertain quality aspects, investigation of cases of spurious, misbranded and adulterated drugs/cosmetics, related complaints and launching of prosecution of violation for any breaches of drugs and cosmetics Acts, 1940, Drugs and Magic Remedies Act and Drug (Price Control) Order. **HQ:** Government of NCT of Delhi.

9. (Vacancy No. 18040709214) One Legal Advisor-cum-Standing Counsel, Department of Land & Building, Govt. of NCT of Delhi (UR-01). The post is permanent. **Pay Scale:** Level 13 in the Pay Matrix as per 7th CPC. General Central Service, Group-A (Gazetted). **Age:** 50 years. **QUALIFICATIONS: ESSENTIAL (A) EDUCATIONAL:** Degree in Law of a recognized University or equivalent*. ***NOTE:-** LLB Degree from recognized University is equivalent to Degree in Law. **(B) EXPERIENCE:** Twelve years experience as an advocate or as a member of a state judicial Service or equivalent experience in the legal department of the Central/State Government/UTs. **DESIRABLE:** (i) Experience of Land acquisition cases. (ii) Experience in Handling Revenue Lands and Acts. **NOTE-I:** Qualification are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified. **DUTIES:** (i) To conduct litigation work on behalf of Department in relation to Land Acquisition cases before District Court, RFAs and the Writ Petitions before the High Court and the cases before Supreme Court of India. (ii) Impart legal advice in Land Acquisition and related statute. (iii) To supervise the legal branches of the Land & Building and also the work assigned by the Government of Delhi. **HQ:** Delhi.

10. (Vacancy No. 18040710514) One Head of Department (Information Technology), Government Polytechnic, Daman, Department of Technical Education, Union Territory Administration of Daman & Diu (UR-01). The post is suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or One Leg and One Arm Affected **(OLA)**. The post is permanent. **Pay Scale:** Rs.37400-67000 + Rs. 9000 (Academic Grade Pay) in PB-4. General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age:** 40 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** (i) Bachelor's and Master's degree in Information Technology with first class in Bachelor's or Master's level from a recognized university. (ii) Minimum of ten years relevant experience in Teaching / Research/Industry. OR (i) Bachelor's and Master's degree in Information Technology with first class or equivalent either in Bachelor's or Master's level and Ph.D or equivalent in appropriate discipline in Engineering/Technology from a recognised university. (ii) Minimum five years experience in Information Technology in Teaching/Research/Industry. **NOTE-I:**

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:** Equivalence for Ph.D is based on publication of five International Journal Papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all five publications being in the Author's area of specialisation. **NOTE-III:** Ph.D shall be from a recognised university. **NOTE-IV:** In case of Research Experience, good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the Expert Members of the Selection Committee. If the experience in industry is considered, the same shall be at Managerial level equivalent to Head of the Department with active participation record in Designing, Planning, Executing, Analyzing, Quality Control, Innovating, Training Technical Books/Research Paper Publications/IPR/Patents, etc. As deemed fit by the Expert Members of the Selection Committee. For the post of Head of Department, flair for management and leadership is essential as deemed fit by the Expert Members to the Selection Committee. **NOTE-V:** If a class/division is not awarded, minimum of 60 % aggregate shall be considered equivalent to first class/division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as below:

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25 | 55% |
| 6.75 | 60% |
| 7.25 | 65% |
| 7.75 | 70% |
| 8.25 | 75% |

NOTE-VI: The exact requirement of the subject/discipline will be indicated at the time of each requirement. **DUTIES:** Controlling departmental faculty/Other staff. Teaching Diploma courses including lectures, laboratory & tutorials. Students Assessment & Evaluation work. Planning & imolementation of instruction in class rooms & laboratories. Developing Resource Material & Curricula and Co-Curricular activities. Students guidance & Counselling for their character development & Leadership Innovation in technical education. **HQ:** Government Polytechnic, Daman.

11. (Vacancy No. 18040711514) One Principal, Government Polytechnic, Daman, Department of Technical Education, Union Territory Administration of Daman & Diu (UR-01). The post is suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or One Leg and One Arm Affected **(OLA)** or Blindness or Low Vision with disability i.e. partially blind **(PB)**. The post is permanent. **Pay Scale:** Rs.37400-67000 (PB-4) + Rs. 10000 (Academic Grade Pay) in PB-4. General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age:** 50 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** (i) Bachelor's and Master's degree in appropriate branch of Engineering/Technology (i.e. Civil/Mechanical /Chemical/Electrical/Computer Engineering and Information Technology) with first class or equivalent either in Bachelor's or Master's level and Ph.D in Engineering from a recognized university. (ii) Minimum of ten years relevant experience in Teaching/Research/Industry out of which at least three years shall be at the level of Head of Department or equivalent. **NOTE-I:** Equivalence for Ph.D is based on publication of five International Journal Papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all five publications being in the Author's area of specialisation. **NOTE-II:** Ph.D shall from a recognised university. **NOTE-III:** In case of Research Experience, good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the Expert Members of the Selection Committee. If the experience in industry is considered, the same shall be at Managerial level equivalent to Head of the Department with active participation record in Designing, Planning, Executing, Analyzing, Quality Control, Innovating, Training Technical Books/Research Paper Publications/IPR/Patents, etc. As deemed fit by the Expert Members of the Selection Committee. For the post of Principal, flair for management and leadership is essential as deemed fit by the Expert Members for the Selection Committee. **Note-IV:** If a class/division is not awarded, minimum of 60 % aggregate shall be considered equivalent to first class/division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as below:

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25 | 55% |
| 6.75 | 60% |

| | |
|------|-----|
| 7.25 | 65% |
| 7.75 | 70% |
| 8.25 | 75% |

DUTIES: Controlling staff & students in the institute and performing Administrative work. Teaching Diploma courses including lectures/laboratory & tutorials. Students Assessment & Evaluation work. Assisting in Technical extension services to the industry people. Promotion of entrepreneurship & job creation in Industries/Other organisation. Technical support to social projects and corresponding work with the University. **HQ:** Government Polytechnic, Daman.

12. (Vacancy No. 18040712514) One Training & Placement Officer, Government Polytechnic, Daman, Department of Technical Education, Union Territory Administration of Daman & Diu. (UR-01). The post is suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms (**BL**) or One leg affected (Right or Left) (**OL**) or One arm affected (Right or Left) (**OA**) or One Leg and One Arm Affected (**OLA**). The post is permanent. **Pay Scale:** Rs.15600-39100 + Rs. 5400 (Academic Grade Pay) in PB-3. General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age:** 35 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Bachelor's degree in Engineering/Technology in the relevant branch (i.e. Civil Engineering, Mechanical Engineering, Chemical Engineering, Computer Engineering, Electrical Engineering and Information Technology) with first class from a recognized university and three years experience in Teaching or Research. **NOTE-I:** If the candidate has a Master's degree in Engineering/Technology, first class is required at Bachelor's or Master's level. **NOTE-II:** If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as below:

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25 | 55% |
| 6.75 | 60% |
| 7.25 | 65% |

| | |
|------|-----|
| 7.75 | 70% |
| 8.25 | 75% |

NOTE-III: 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. **DUTIES:** Placement of the students in the Industries/Other Organisations & increase interaction between industry and Institute peoples. Arranging for the placement of the students through campus interviews during their study and after completing of study. Planning for training program of teachers to update their knowledge. Arranging entrepreneurship camps and motivate students for self employment. **HQ:** Government Polytechnic, Daman.

13. (Vacancy No. 18040713514) One Workshop Superintendent, Government Polytechnic, Daman, Department of Technical Education, Union Territory Administration of Daman & Diu (UR-01). The post is also suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms (**BL**) or One leg affected (Right or Left) (**OL**) or One arm affected (Right or Left) (**OA**) or One Leg and One Arm Affected (**OLA**). The post is permanent. **Pay Scale:** Rs.15600-39100 + Rs. 5400 (Academic Grade Pay) in PB-3. General Central Service, Group 'A', Gazetted, Non-Ministerial. **Age:** 35 years. **QUALIFICATIONS: ESSENTIAL: (A) EDUCATIONAL:** Bachelor's degree in Mechanical Engineering/Technology with first class from a recognised University and three years experience in Teaching or Research. **NOTE-I:** If the candidate has a Master's degree in Mechanical Engineering/Technology, first class is required at Bachelor's or Master's level. **NOTE-II:** If a class/division is not awarded, minimum of 60 % aggregate shall be considered equivalent to first class/division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as below:

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25 | 55% |
| 6.75 | 60% |

| | |
|------|-----|
| 7.25 | 65% |
| 7.75 | 70% |
| 8.25 | 75% |

NOTE-III: 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. **DUTIES:** Monitoring the training of students in various sections of workshop in the institution and arrange training for workshop staff as per curriculum and ensure the availability of machines and equipment's in the workshop are in working condition as per the curriculum. Planning for the future development of the workshop such as repairing, maintenance of electrical appliances, furniture, machinery in the workshop. Maintaining dead stock and consumer registers of workshop in the institute. **HQ:** Government Polytechnic, Daman.

14. (Vacancy No. 18040714214) One Assistant Public Prosecutor, Directorate of Prosecution, Department of Home, Union Territory Administration of Daman & Diu (OBC-01). The post is also suitable for Physically Challenged Persons viz. Orthopaedically Handicapped / Locomotor Disability/ Cerebral Palsy with disability i.e. Both legs affected but not arms **(BL)** or One leg affected (Right or Left) **(OL)** or One arm affected (Right or Left) **(OA)** or One Leg and One Arm Affected **(OLA)** or Blindness or Low Vision with disability i.e. Blind **(B)** or Partially Blind **(PB)**. The post is permanent. **Pay Scale:** Level-7 in the Pay Matrix as per 7th CPC. General Central Service, Group 'B', Gazetted, Non-Ministerial. **Age:** 33* years. **QUALIFICATIONS:** **ESSENTIAL: (A) EDUCATIONAL:** Degree in Law from a recognized University. **(B) EXPERIENCE:** three years experience at a Bar. **DESIRABLE:** (i) Experience as a Public Prosecutor/Government Advocate. (ii) Knowledge of local language i.e. speaking, reading, understanding and explaining in Gujarati. **NOTE-I:** The qualification(s) are relaxable at the discretion of Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. **NOTE-II:** The qualification(s) are relaxable at the discretion of Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. **DUTIES:** The duties of the Assistant Public Prosecutor is to conduct prosecution in the Court of Magistrate on behalf of UTs of Daman & Diu. **HQ:** Union Territory of Daman & Diu.

| IMPORTANT |
|---|
| CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS 23:59 HRS ON 03.05.2018. |
| THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO 23:59 HRS ON 04.05.2018. |
| DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION 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 CANDIDATE IS REQUIRED TO BRING THE PRINTOUT OF HIS/HER ONLINE APPLICATION ALONGWITH OTHER DOCUMENTS AT UPSC SHALL BE INTIMATED SEPARATELY. |

NOTES:

- a) 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>.
- b) *The age limit shown against item No(s). *7 & 14* (item Nos.*7 and 14* posts are reserved for Scheduled Caste and Other Backward Class candidates respectively) is the relaxed age limit. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST 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".
- 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) 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 :

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 PH 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 PH candidates.

iii) In regard to the Medical posts pertaining to the Ministry of Health & Family Welfare and Indicated at Item(s) No. 2 & 3 above, **the percentage of the disability/disabilities** for the posts identified as being suitable to be manned by persons with disability/disabilities, **has been defined as not less than 40% and not more than 70%.**

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

f) **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) 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:

- (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.

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-50 marks, OBC-45 marks, SC/ST/PH-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 both stages i.e. 'Recruitment Test' as well as 'Interview'. The minimum level of suitability in case of RT shall be decided by the Commission on case to case basis. |

4. APPLICATION FEE:

- (a) 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.
- (b) 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.
- (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:

(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 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.

(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. 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 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 31.12.2019.

(f) Age relaxation to Physically Handicapped (PH) persons:

i) Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy, 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 DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005.

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) Candidates must upload the following documents/certificates relating to educational qualification, Date of Birth, Experience (preferably in prescribed format), Desirable Qualification(s) or any other information, as claimed in the online application, in a single pdf file in such a way that the file size does not exceed 2 MB and is legible when a printout taken. For that purpose, the applicant may scan the following 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.

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) 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 COMMISSION THROUGH E-MAIL ONLY. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES 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”:

CANDIDATES WILL BE SHORT-LISTED 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/Kumari of 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

Signature.....

**Designation.....

(With Seal of Office)

State/Union Territory*

Place:

Date:

*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.

Signature.....

**Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

*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/city.....district.....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/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:

Date:

Signature, Name and Designation of the
Competent Authority**

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:

Date:

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:

Date:

Signature, Name and Designation of the

Competent Authority**

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

Form-II

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size Attested

Photograph (Showing face

only) of the person

with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum.....

son/wife/ daughter of Shri..... Date of Birth

(DD/ MM/ YY)

Age years, male/female

Registration No. permanent resident of House No.

Ward/Village/Street Post Office District

..... State

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

= locomotor disability

= blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has% (in figure)..... percent (in words)
permanent physical impairment/blindness in relation to his/her (part of
body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence;-

Nature of Document Date of Issue Details of authority
issuing certificate

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

Form-III

Disability Certificate

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

(See rule 4)

Recent PP size Attested
Photograph (Showing face
only) of the person
with disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/
Smt/Kum. /son/wife/daughter of Shri Date of
Birth..... Ageyears, male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....
 Ward/Village/Street..... Post Office
 District.....State whose photograph is affixed above, and
 are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

| S. No. | Disability of Body disability (in %) | Affected Part | Diagnosis | Permanent physical impairment/ mental |
|--------|--------------------------------------|---------------|-----------|---------------------------------------|
| 1 | Locomotor disability @ | | | |
| 2 | Low vision # | | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment £ | | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:-percent

In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|---|
|--------------------|---------------|---|

5. Signature and seal of the Medical Authority,

| Name and seal of Member of Member | Name and seal Chairperson | Name and seal of the |
|--------------------------------------|------------------------------|----------------------|
|--------------------------------------|------------------------------|----------------------|

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

Form-IV

Disability Certificate

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

(See rule 4)

Recent PP size Attested

Photograph (Showing face

only) of the person
with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
son/wife/daughter of Shri Date of Birth.....

(DD) (MM) (YY)

Age years, male/female.....

Registration No. permanent resident of House No..... Ward/Village/Street
..... Post Office District..... State

whose photograph is affixed above, and am satisfied that he/she is a case of
..... disability. His/her extent of percentage physical impairment/disability has
been evaluated as per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

| S. No. | Disability of Body disability (in %) | Affected Part | Diagnosis | Permanent physical impairment/ mental |
|--------|--------------------------------------|---------------|-----------|---------------------------------------|
| 1 | Locomotor disability @ | | | |
| 2 | Low vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment | £ | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after years months, and therefore this certificate shall be valid till

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document Date of Issue Details of authority
issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb

impression of the

person in whose

favour disability

certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.

Proforma-VI

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 n 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 ofin 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 ofin the

Office/Department.....with effect from

Signature.....

Name.....

Designation

.....

Ministry/Office.....

Address.....

Office SEAL.....

Place:

Date:

Proforma-VII

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 experience of |
|-------------------|---------------|-------------|-----------------------|---|---|
| (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:

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