



# UNION PUBLIC SERVICE COMMISSION

**SPECIAL RECRUITMENT ADVERTISEMENT NO. 51/2012**  
**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. 12045101814)

**Fifty Public Prosecutors in the Central Bureau of Investigation (CBI).** Of the fifty (50) posts, seven (7) posts are reserved for Scheduled Castes Candidates, three (3) posts are reserved for Scheduled Tribes Candidates, thirteen (13) posts are reserved for Other Backward Classes Candidates and the remaining twenty seven (27) posts are Unreserved. Of the fifty posts, one post is reserved for Physically Handicapped Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (with Both Arms Working) or One Arm Affected (OA) (with Both Legs Working) from any community. The posts are also suitable for Physically Handicapped Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (with Both Arms Working) or One Arm Affected (OA) (with Both Legs Working). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Degree in Law of a recognized University or equivalent. **B. EXPERIENCE:** Seven years' practice at the Bar in conducting criminal cases. **DUTIES:** Responsible for conducting the prosecution of cases in the courts. Attend to matters arising of or pertaining to court cases/references. To give legal advice in respect of cases investigated by the Branch. To attend to other works as prescribed by the Department from time-to-time. **HQ:** Any of the CBI Branches in India.

### 2. (Vacancy No. 12045102714)

**One Hundred Thirty Airworthiness Officers in the Office of Director General of Civil Aviation (DGCA), Ministry of Civil Aviation.** Of the one hundred thirty (130) posts, nineteen (19) posts are reserved for Scheduled Castes Candidates, nine (9) posts are reserved for Scheduled Tribes Candidates, thirty six (36) posts are reserved for Other Backward Classes Candidates and the remaining sixty six (66) posts are Unreserved. The posts are neither identified as suitable nor reserved for Physically Challenged persons. **QUALIFICATIONS: ESSENTIAL: A. i)** Bachelor's Degree with Physics or Mathematics as one of the subjects from a recognized University or equivalent; and **A. ii)** Two years' experience in the field of Aircraft Maintenance (Engineering) **OR B.** Degree in Mechanical/ Electrical/ Electronics/ Aeronautical Engineering from a recognized University or equivalent. **DESIRABLE:** i) Aircraft Maintenance Engineer's License in any of the categories viz. A, B, C, D and X, ii) Practical experience on multiengine aircrafts or power plant or equipment installed on such aircrafts. **DUTIES:** Sectional supervision of manufacture, repair and maintenance of aircraft, aero-engines, spare parts and accessories. Sectional supervision of the operation of aircraft and engineering personnel employed therein. Inspection of aircraft and engines for issue and renewal of certificates of Airworthiness. Preliminary investigation of aircraft accidents, mechanical delays and forced landings. **NOTE I:** Passing of Associate Membership examination of Section A & B conducted by the Institute of Engineers in the branches of Mechanical, Electrical, Electronics and Telecommunication engineering shall be considered as equivalent to degree in engineering in appropriate branches. **NOTE II:** Passing of Section A & B of Associate Membership Examination conducted by the Aeronautical Society of India, Indraprastha Estate, New Delhi shall be considered as equivalent to degree in Aeronautical Engineering.

### 3. (Vacancy No. 12045103714)

**Two Hundred Fifty Three Assistant Public Provident Fund Commissioners in the Employees' Provident Fund Organisation (EPFO), Ministry of Labour & Employment.** Of the two hundred fifty three (253) posts, thirty-seven (37) posts are reserved for Scheduled Castes candidates, eighteen (18) posts are reserved for Scheduled Tribes candidates, sixty-three (63) posts are reserved for Other Backward Classes candidates and the remaining one hundred thirty five (135) posts are Unreserved. Of the two hundred fifty three (253) posts, ten (10) posts are reserved for Physically Handicapped Persons from any community. Of the ten (10) posts reserved for Physically Handicapped Persons, six (06) posts are reserved for Physically Handicapped Persons with disability viz. Hearing Handicapped/ Hearing Impairment (HH) and remaining four (04) posts are reserved for Physically Handicapped Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA) or One Leg Affected (OL) or Both Legs Affected (BL) from any community. The posts are also suitable for Physically Handicapped Persons with disability viz. Hearing Handicapped/ Hearing Impairment (HH) or Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Arm Affected (OA) or One Leg Affected (OL) or Both Legs Affected (BL). **QUALIFICATIONS: ESSENTIAL:** Degree of a recognised University or equivalent. **DESIRABLE:** Diploma in Company Law/ Labour Laws/ Public Administration. **ANY OTHER CONDITIONS:** i) Employees' Provident Fund Organisation is a statutory body and service under it will not be treated as Govt. Service. ii) In respect of permanent Government Servant appointed as APFC, the EPFO can pay leave salary and pension contribution as admissible under the rules for two years if a demand is made by the parent department for the same for maintaining lien. If he/ she ultimately chooses to go back to his/ her parent department, the amount remitted is liable to be refunded to the organisation before the officer is relieved. **DUTIES:** Look after the work of Enforcement, Recovery, Accounts, Administration, Cash, Legal, Pension and Computer which includes the statutory and administrative functions like conducting inquiry, settlement of claims, general administration, maintenance of Cash Book/ Reconciliation of Bank Statement, MIS returns etc. **HQ:** Anywhere in India excluding the state of Jammu & Kashmir.

IMPORTANT	
CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS <b>23:59 HRS ON 03.05.2012</b>	CANDIDATES ARE NOT REQUIRED TO SEND ANY DOCUMENT OR CERTIFICATE OR PRINTOUT OF APPLICATION INITIALLY TO THE COMMISSION
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA)	

### NOTES:

- Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <http://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <http://www.upsconline.nic.in>.
- NATURE OF POST:**
  - Posts at **Item Nos. 1, 2 & 3** are permanent.
- PAY SCALE & CLASSIFICATION:** (Figures in bracket at the end of the pay scale indicate the approx Total Emoluments (per month) (T.E.) excluding TA and HRA at the minimum of the scale).
  - Rs.15,600-39,100 (PB-3) + Rs.5,400 (Grade pay) (T.E. Rs.34,650/-), General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at **Item Nos. 1 & 2.**
  - Rs.15,600-39,100 (PB-3) + Rs.5,400 (Grade pay) (T.E. Rs.34,650/-), Group 'A', Non-Ministerial for the posts at **Item No. 3.**
- AGE LIMIT AS ON CLOSING DATE i.e. 03.05.2012:**
  - Not exceeding **35 years** for the posts at **Item Nos. 1, 2 & 3.**
- The age limit shown against all the 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". **Age relaxation for Central Government employees would be available additionally to EPFO employees also in respect of posts pertaining to EPFO (Item No. 3).**
- A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of:
  - Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
  - Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.
- HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.
- PROBATION:** The persons selected will be appointed on probation as per rule.
- A Written Objective Type Recruitment Test with multiple choice questions shall be conducted, followed by Interview for selection of candidates to the post(s) mentioned above at Item Nos. 1, 2, & 3.
- SCHEME AND SYLLABUS FOR THE RECRUITMENT TEST**
- SCHEME FOR THE TEST (Item Nos. 1, 2 & 3)**
  - The test will be of two hours' duration and will carry a maximum of 100 marks.
  - The test will be objective type questions with multiple choices of answers.
  - There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.
- SYLLABUS FOR THE TEST**
- A)** The syllabus of the question paper for the post of **Public Prosecutor (Item No. 1)** comprises the following major topics/broad areas. The level of the question paper will be that of L.L.B. programme of recognized Indian Universities. The medium of the test will be English only.
  - Criminal Law including IPC and Cr. PC
  - Constitutional Law
  - Evidence Law
  - Prevention of Corruption Act
  - Delhi Special Police Establishment Act
  - Information Technology Act (IT Act)
  - Central Vigilance Commission Act (CVC Act)
- B)** The syllabus of the question paper for the post of **Airworthiness Officer (Item No. 2)** comprises the following major topics/ broad areas. The medium of the test will be English only.
  - Thermodynamics & IC Engines
  - Refrigeration & Air Conditioning
  - Fluid Mechanics & Fluid Machinery

Continued

- iv) Theory of Machines & Machine Design
- v) Strength of Materials & Machine Design
- vi) Production Engineering & Industrial Engineering
- vii) Electromagnetic Theory & Network Theory
- viii) Electrical Materials & Components
- ix) Electrical Circuits & Electrical Machines
- x) Measurements & Instrumentation
- xi) Control Systems & Signal Systems
- xii) Analog & Digital Circuits
- xiii) Communication Systems
- xiv) Computer Engineering

**C) The syllabus of the question paper for the post of Assistant Provident Fund Commissioner (APFC) (Item No. 3) comprises the following major topics/ broad areas. The medium of the test will be both English and Hindi.**

- i) The questions in **General English** component of the test will be designed to evaluate candidate's understanding of English language and workman-like use of the words.
- ii) The questions in **General Studies** component will broadly cover areas like Current Events, Indian Culture, Heritage and Freedom Movements, Population, Development and Globalization, Governance and Constitution of India, Present Trends in Indian Economy, Accountancy and Auditing, Industrial Relations & Labour Laws, Insurance, Basic Knowledge of Computer Applications, General Science, Elementary Maths & Statistics, General Mental Abilities.

### III) WEIGHTAGE (Item Nos. 1, 2 & 3)

RESPECTIVE WEIGHTAGE OF THE RECRUITMENT TEST AND INTERVIEWS SHALL BE DECIDED BY THE COMMISSION.

#### I) Date of Recruitment Test

The Recruitment Test shall be held as per details given below:

- i) **Sunday, the 24<sup>th</sup> June 2012 in the Forenoon Session** for the Posts at **Item No. 1 (Public Prosecutors in CBI)**
- ii) **Sunday, the 29<sup>th</sup> July, 2012 in the Forenoon Session** for the Posts at **Item No. 2 (Airworthiness Officers in DGCA)**
- iii) **Sunday, the 23<sup>rd</sup> September, 2012 in the Forenoon Session** for the Posts at **Item No. 3 (Assistant Provident Fund Commissioners in EPFO)**
- m) **Centre for Recruitment Test**
  - i) Applicants are required to indicate their choice of centres (**CENTRE CODES**) in the Online Recruitment Application (ORA) system.
  - ii) However, if any of the Centres registers less than 10 candidates, the same shall not be operated for Recruitment Test. Candidates opting for that Centre shall be allotted some other Centre. The Commission reserves the right to allot any other centre than the centre opted for at its discretion.
  - iii) The candidates should note that no request for change of Centre will be entertained under any circumstances.
  - iv) The candidates are cautioned that if any candidate appears at a Centre other than the one allotted by the Commission in his/ her Admission Certificate, his/her answer sheets will not be evaluated and his/ her candidature will be liable to cancellation.

### 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 1<sup>st</sup> 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.

#### 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 the length of Military Service increased by three years subject to the conditions that on the closing date of receipt of applications** (i) the continuous service rendered in the Armed Forces

by an Ex-Serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond 5 years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

**(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 for Meritorious Sports persons:

The relaxation in upper age limit upto a maximum of 5 years (10 years for persons belonging to SC/ST Communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of Games/Sports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para would be required to produce a certificate issued by the competent authority in the prescribed proforma. For others, age limit will be strictly adhered to save in exceptional circumstances, and in no case be relaxed beyond a limit of three years.

#### (e) Age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands:

The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

- (i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
- (ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

#### (f) Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> 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 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2013.

#### (g) Age relaxation to Physically Handicapped (PH) persons:

Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled by Direct Recruitment by Selection.

#### 6. HOW TO APPLY:

- a) 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.

- b) 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.
- c) After submitting the Online Recruitment Application (ORA), the candidates are not required to send any Document or Certificate or Printout of Application initially to the Commission. Any Document or Certificate or Printout of Application submitted initially by the candidate would be summarily ignored. However, he/she should essentially retain the Printout of the Online Recruitment Application (ORA) finally submitted for submission to the Commission along with relevant Documents/ Certificates on demand, in case he/she qualifies in the Recruitment Test.
- d) 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".
- e) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

#### 7. DOCUMENTS/ CERTIFICATES:

**A) Initially the candidates are not required to send any Document or Certificate or Printout of Application to the Commission. Subsequently the candidates who qualify in the Recruitment Test shall be asked to submit only the following Documents/ Certificates along with the Printout of the Online Recruitment Application (ORA):**

- a) Self attested copies of Degree/Diploma certificate along with mark statements 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.
- b) Self attested copy of 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.
- c) Self attested copies of 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 in the 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.
- d) Self attested copy of Physically Handicapped certificate in prescribed proforma by the competent authority from 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.

**B) Following Original Documents/ Certificates are to be produced along with self attested copies at the time of Interview, including other items specified in the Summon letter for Interview, failing which the candidate would not be allowed to appear in the Interview:**

- a) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> 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:-

- 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;
- 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
- In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- 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:
- Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
  - Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
  - Meritorious Sports persons in prescribed proforma from competent authority.
  - Widows/Divorced Women/Women Judicially separated from Husbands.
  - Persons who had ordinarily been domiciled in the State of J & K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December, 1989.
  - 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: ORIGINAL CERTIFICATES ARE TO BE PRODUCED ONLY AT THE TIME OF INTERVIEW.**

**NOTE II:** 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 III:** 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 IV:** 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:

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

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING  
THE ONLINE RECRUITMENT APPLICATION**

- a) That no column is wrongly filled or kept blank in the Online Recruitment Application as the information furnished therein would be used to determine the eligibility of candidates to be called for Recruitment Test/ Interviews.
- b) That after submitting the Online Recruitment Application (ORA), the candidates are not required to send any Document or Certificate or Printout of Application initially to the Commission. Any Document or Certificate or Printout of Application submitted initially by the candidate would be summarily ignored. However, he/she should essentially retain the Printout of the Online Recruitment Application (ORA) for submission to the Commission along with relevant Documents/ Certificates on demand, in case he/she qualifies in the Recruitment Test.

**IMPORTANT**

- a) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**
- b) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- c) 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 the ..... Community 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

The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. ....

Date: .....

DISABILITY CERTIFICATE

Recent Photograph ofthe candidate showingthe disability dulyattested by theChairperson of theMedical Board

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

A. Locomotor or Cerebral Palsy:

- (i) BL—Both legs affected but not arms
- (ii) BA—Both arms affected
- (a) Impaired reach
- (b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left)
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic
- (v) OA—One arm affected
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

(vi) BH—Stiff back and hips (cannot sit or stoop)

(vii) MW—Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B—Blind
- (ii) PB—Partially blind

C. Hearing impairment:

- (i) D—Deaf
- (ii) PD—Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of .....years ..... months.\*

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

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

- (i) F—Can perform work by manipulating with fingers.
- Yes/No

Recent Photograph of

the candidate showing

the disability duly

attested by the

Chairperson of the

Medical Board

(ii) PP—Can perform work by pulling and pushing.

Yes/No

(iii) L—Can perform work by lifting.

Yes/No

(iv) KC—Can perform work by kneeling and crouching.

Yes/No

(v) B—Can perform work by bending.

Yes/No

(vi) S—Can perform work by sitting.

Yes/No

(vii) ST—Can perform work by standing.

Yes/No

(viii) W—Can perform work by walking.

Yes/No

(ix) SE—Can perform work by seeing.

Yes/No

(x) H—Can perform work by hearing/speaking.

Yes/No

(xi) RW—Can perform work by reading and writing.

Yes/No

(Dr.....)

Member

Medical Board

(Dr.....)

Member

Medical Board

(Dr.....)

Chairman

Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (With seal)

\* Strike out whichever is not applicable.

Proforma-VI

The form of certificate to be produced by Meritorious Sportsperson for claiming Age concession for appointment to posts under the Government of India

FORM-I

(For representing India in an International Competition in one of the recognized Games/ Sports)

NATIONAL FEDERFATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shri .....resident of .....(Complete address) represented the Country in the game/event of.....in.....competition/tournament held at ..... from .....to.....The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

2. The Certificate is being given on the basis of record available in the office of National Federation/ National Association of .....

Place:.....

Signature.....

Date:.....

Name.....

Designation .....

Name of the Federation/National Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM-II

(For representing a State in India in a National competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF \_\_\_\_\_IN THE GAME OF \_\_\_\_\_

Certified that Shri/Smt/Kumari.....son/wife/daughter of Shri..... Resident of .....(Complete Address) represented the State of \_\_\_\_\_ in the game/event of .....in the National Competition/Tournament held at..... from.....to.....

2. The certificate is being given on the basis of record available in the office of the State Association of .....

Place:.....

Signature.....

Date:.....

Name.....

Designation .....

Name of the State Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary to the State Association

Proforma-VII

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....is a regularly appointed in employee of this Organization/Department/Ministry and duties performed by him/ her during the period(s) are as under

Certified that:

\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\*(b) Shri/Smt./Kum. .... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department.....with effect from .....

Signature.....

Name.....

Designation .....

Ministry/Office.....

Address.....

Office SEAL.....

Place: .....

Date: .....

Proforma-VIII

The form of certificate to be produced by Candidates for claiming experience

FORM-I

Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment-Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	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	Worked at supervisory level/middle management level/head of branch	
(7)	(8)	(9)		(10)	

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 cmpetent 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 Chirugiae (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

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