



EXAMINATION NOTICE NO. 08/2016-CSP

DATE :27/04/2016

(LAST DATE FOR RECEIPT OF APPLICATIONS: 27/05/2016) of CIVIL SERVICES EXAMINATION, 2016

(The Commission's Website: www.upsc.gov.in)

IMPORTANT

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview/Personality Test.
2. **HOW TO APPLY:**
Candidates are required to apply Online by using the website <http://www.upsonline.nic.in>. Detailed instructions for filling up online applications are available on the above mentioned website. Brief Instructions for filling up the "Online Application Form" given in Appendix-II.
3. **LAST DATE FOR RECEIPT OF APPLICATIONS :**
The online Applications can be filled up to 27th May, 2016 till 11:59 PM after which the link will be disabled.
4. **The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e- Admission Certificate will be made available in the UPSC website [www.upsc.gov.in] for downloading by candidates. No Admission Certificate will be sent by post.**
5. **PENALTY FOR WRONG ANSWERS:**
Candidates should note that there will be penalty (negative marking) for wrong answers marked by a candidate in the Objective Type Question Papers.
6. **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:**
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.



7. MOBILE PHONES BANNED:

- (a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

8. Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



F. No. 1/8/2015-E.I(B) : Preliminary Examination of the Civil Services Examination for recruitment to the Services and Posts mentioned below will be held by the Union Public Service Commission on 7th August, 2016 in accordance with the Rules published by the Department of Personnel & Training in the Gazette of India Extraordinary dated 27th April, 2016.

- (i) Indian Administrative Service.
- (ii) Indian Foreign Service.
- (iii) Indian Police Service.
- (iv) Indian P & T Accounts & Finance Service, Group 'A'.
- (v) Indian Audit and Accounts Service, Group 'A'.
- (vi) Indian Revenue Service (Customs and Central Excise), Group 'A'.
- (vii) Indian Defence Accounts Service, Group 'A'.
- (viii) Indian Revenue Service (I.T.), Group 'A'.
- (ix) Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration).
- (x) Indian Postal Service, Group 'A'.
- (xi) Indian Civil Accounts Service, Group 'A'.
- (xii) Indian Railway Traffic Service, Group 'A'.
- (xiii) Indian Railway Accounts Service, Group 'A'.
- (xiv) Indian Railway Personnel Service, Group 'A'.
- (xv) Post of Assistant Security Commissioner in Railway Protection Force, Group 'A'.
- (xvi) Indian Defence Estates Service, Group 'A'.
- (xvii) Indian Information Service (Junior Grade), Group 'A'.
- (xviii) Indian Trade Service, Group 'A' (Gr. III).
- (xix) Indian Corporate Law Service, Group "A".
- (xx) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade).
- (xxi) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'.
- (xxii) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'.
- (xxiii) Pondicherry Civil Service, Group 'B'.
- (xxiv) Pondicherry Police Service, Group 'B'.

The number of vacancies to be filled on the result of the examination is expected to be approximately **1079** which include **34** vacancies reserved for P.H. Category, i.e. **14** vacancies for LDCP, **7** Vacancies for B/LV and **13** Vacancies for H.I. The final number of



vacancies may undergo change after getting firm number of vacancies from Cadre Controlling Authorities. Reservation will be made for candidates belonging to Scheduled Castes. Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.

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A list of Services Identified suitable for Physical Disabled Category along with the Physical Requirements and Functional Classifications:

S1	Name of the Service	Category(ies) for which identified	*Functional Classification	*Physical requirements
1	Indian Administrative Service	(i) Locomotor disability	BA, OL, OA, BH, MW, BL, OAL, BLA, BLOA	S, ST, W, SE, H, RW, C
		(ii) Visual impairment	LV, B	MF, PP, L, KC, BN, ST, W, H, RW, C
		(iii) Hearing impairment	PD, FD	MF, PP, L, KC, BN, ST, W, H, RW, C
2	Indian Foreign Service	(i) Locomotor disability	OA, OL, OAL	S, ST, W, RW, C, MF, SE
		(ii) Visual impairment	LV	RW, SE
		(iii) Hearing impairment	HH	H
3	Indian Revenue Service (Customs & Central Excise, Gr. 'A')	(i) Locomotor disability	OL, OA	S, ST, W, BN, L, SE, ME, RW, H, C
		(ii) Hearing impairment	HH	S, ST, W BN, L, SE, ME, RW, H, C
4	Indian P&T Accounts & Finance Service, Gr. 'A'	(i) Locomotor disability	OA, OL, OAL, BL, MW, BA, BH	S, W, SE, RW, C, BN, ST, H, L, KC, MF, PP
		(ii) Visual impairment	B, LV(PB)	As above.
		(iii) Hearing impairment	PD, D	As above.
5	Indian Audit & Accounts Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S, ST, W, BN, SE, RW, C
		(iii) Hearing impairment	HH	As above



6	Indian Defence Accounts Service, Gr. 'A'	(i) Locomotor disability	OL, OA	S, ST, W, BN,
				SE, RW, C
		(ii) Visual impairment	LV	As above
		(iii)Hearing impairment	HH	As above

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7	Indian Revenue Service (I.T.), Gr. 'A'	(i) Locomotor disability	OA, OL, OAL, BL	S,ST,W,SE,RW,C
		(ii) Visual impairment	LV, B	MF, PP, L, KC, BN, ST, W, H, RW, C
		(ii) Hearing impairment	PD, FD	MF,PP,L,KC,BN, ST, W,H,RW,C
8	Indian Ordnance Factories Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S,ST,W,BN,RW, SE,H,C
		(ii) Visual impairment	LV(PB)	As above
		(iii) Hearing impairment	PD	As above
9	Indian Postal Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S, ST, W, BN, RW, SE, H, C
		(ii) Visual impairment	LV	As above
		(ii) Hearing impairment	HH	As above
10	Indian Civil Accounts Service, Gr. 'A'	(i) Locomotor disability	OA, OL, OAL, BL	S,ST,W,SE, RW,H,C
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above
	Indian Railway	(i) Locomotor disability	OA, OL, OAL,	S,BN, RW, MF,



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	Service, Gr. 'A'		BL, BLOA	SE,C
		(ii) Hearing impairment	HH	As above
12	Indian Railway Personnel Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S,ST,W,RW, SE,
				HC
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	PD	As above

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13	Indian Railways Traffic Service Gr. 'A'	Locomotor disability	OA, OL	S,ST, W, SE, RW
				H, C
14	Indian Defence Estates Service Gr. 'A'	(i) Locomotor disability	OA, OL, BL	S,ST, BL,
				MF,SE,RW,H,C
		(ii) Hearing impairment	HH	S, ST, W, BN,MF
				PP,KC,SE,RW,H, C
15	Indian Information Service, Gr. 'A'	(i) Locomotor disability	BA, OL, OA, BH	S,ST,W,SE
			MW, BL, OAL, BLA	H, RW, C
			BLOA	
		(ii) Visual impairment	LV, B	MF, PP,L,KC,BN
				ST,W,H,RW,C
		(iii) Hearing impairment	PD, FD	MF,PP,L,KC,BN
				ST,W,H,RW,C
16	Indian Trade Service Gr. 'A' (Gr.III)	(i) Locomotor disability	BA, OL, OA, BH, MW,	S,ST,W,SE, H,
			BL, OAL, BLA,BLOA	RW, C
		(ii) Visual impairment	LV, B	MF, PP, L, KC,BN,
				ST, W, H, RW, C
		(iii) Hearing impairment	PD, FD	MF,PP,L,KC, BN,
				ST, W, H,RW, C
17	Indian Corporate Law Service	(i) Locomotor disability	OA,OL, OAL, BL	ST, RW, SE
				S,BN,H
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above
18	Armed Forces Headquarters Civil Service,	(i) Locomotor disability	OA, OL, BL	S,ST,W,BN, MF, SE, RW, C
		(ii) Visual		



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	Gr.'B' (Section Officers' Grade)	impairment	LV, B	As above
		(iii) Hearing impairment	HH	As above
19	Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Gr. 'B'	(i) Locomotor disability	BA, OL, OA, BH, MW	S,ST,W,SE, H
			BL, OAL, BLA, BLOA	RW, C
		(ii) Visual impairment	LV, B	MF,PP,L,KC,BN,
				ST,W,H,RW,C
		(iii) Hearing impairment	PD, FD	MF,PP,L,KC,BN,
				ST, W,H,RW,C

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20	Pondicherry Civil Service, (Group B)	(i) Locomotor disability	OA, OL, OAL,	S,ST,W,SE,
			BL	RW,HC
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above

*For details about Functional Classification and Physical Requirements, para 8 of this Notice may please be referred.

2. (A) (i) CENTRES OF Civil Services (Preliminary) EXAMINATION: The Examination will be held at the following Centres:

AGARTALA	GHAZIABAD	GAUTAM BUDDH NAGAR
AGRA	GORAKHPUR	PANAJI (GOA)
AJMER	GURGAON	PATNA
AHMEDABAD	GWALIOR	PORT BLAIR
AIZAWL	HYDERABAD	PUDUCHERRY
ALIGARH	IMPHAL	PUNE
ALLAHABAD	INDORE	RAIPUR
ANANTPUR (ANDHRA PRADESH)	ITANAGAR	RAJKOT
AURANGABAD	JABALPUR	RANCHI
BANGALORE	JAIPUR	SAMBALPUR
BAREILLY	JAMMU	SHILLONG
BHOPAL	JODHPUR	SHIMLA
BILASPUR	JORHAT	SILIGUDI
CHANDIGARH	KOCHI	SRINAGAR
CHENNAI	KOHIMA	THANE
COIMBATORE	KOLKATA	THIRUVANANTHAPURAM
CUTTACK	KOZHIKODE (CALICUT)	TIRUCHIRAPALLI



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DEHRADUN	LUCKNOW	TIRUPATI
DELHI	LUDHIANA	UDAIPUR
DHARWAD	MADURAI	VARANASI
DISPUR	MUMBAI	VELLORE
FARIDABAD	MYSORE	VIJAYAVADA
GANGTOK	NAGPUR	VISHAKHAPATNAM
GAYA	NAVI MUMBAI	WARANGAL

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(A) (ii) CENTRES OF Civil Services (Mains) EXAMINATION:-

AHMEDABAD	DEHRADUN	MUMBAI
AIZAWL	DELHI	PATNA
ALLAHABAD	DISPUR (GUWAHATI)	RAIPUR
BANGALURU	HYDERABAD	RANCHI
BHOPAL	JAIPUR	SHILLONG
CHANDIGARH	JAMMU	SHIMLA
CHENNAI	KOLKATA	THIRUVANANTHAPURAM
CUTTAK	LUCKNOW	VIJAYAWADA

The centres and the date of holding the examination as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres, except Chennai, Dispur, Kolkata and Nagpur. Allotment of Centres will be on the "**first-apply-first allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice. **NB: Notwithstanding the aforesaid provision, the Commission reserves the right to change the Centres at their discretion if the situation demands.** All the Examination Centres for CS (P) 2016 Examination will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

(B) Plan of Examination:

The Civil Services Examination will consist of two successive stages (vide Appendix I Section-I)

(i) Civil Services (Preliminary) Examination (Objective type) for the selection of candidates for the Main Examination; and

(ii) Civil Services (Main) Examination (Written and Interview) for the selection of candidates for the various Services and posts noted above.

Applications are now invited for the Civil Services (Preliminary) Examination only.



Candidates who are declared by the Commission to have qualified for admission to the Civil Services (Main) Examination will have to apply online again, in the Detailed Application Form which would be made available to them. The Main Examination is likely to be held in December, 2016.

3. Eligibility Conditions:

(i) Nationality

(1) For the Indian Administrative Service and the Indian Police Service, a candidate must be a citizen of India.

(2) For other services, a candidate must be either:—

(a) a citizen of India, or

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- (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, East African countries of Kenya, Uganda, the United Republic of Tanzania, 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) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

(ii) Age Limits:

(a) A candidate must have attained the age of 21 years and must not have attained the age of 32 years on the 1st of August, 2016 i.e., he must have been born not earlier than 2nd August, 1984 and not later than 1st August, 1995. Necessary action to make corresponding changes in respective Rules/Regulations pertaining to various services is being taken separately.

(b) The upper age-limit prescribed above will be relaxable:

(i) up to a maximum of five years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe;

(ii) up to a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates;

(iii) up to a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989;

(iv) up to a maximum of three years in the case of Defence Services Personnel, disabled



in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof;

(v) up to a maximum of five years in the case of ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 1st August, 2016 and have been released;

- (a) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2016 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- (b) on account of physical disability attributable to Military Service; or
- (c) on invalidment.

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(vi) up to a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 1st August, 2016 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.

(vii) up to a maximum of 10 years in the case of blind, deaf-mute and Orthopaedically handicapped persons.

Note I:—Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of Rule 6(b) above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, blind, deaf-mute and orthopaedically handicapped etc. will be eligible for grant of cumulative age-relaxation under both the categories.

Note II:—The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

Note III:—The age concession under Rule 6(b)(v) and (vi) will not be admissible to Ex-servicemen and Commissioned Officers including ECOs/SSCOs, who are released on own request.

Note IV:—Notwithstanding the provision of age relaxation under Rule 6(b)(vii) above, a physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Government.

Save as provided above, the age-limits prescribed can in no case be relaxed.

The date of birth, accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. These certificates are



required to be submitted only at the time of applying for the Civil Services (Main) Examination. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted.

The expression Matriculation/Higher Secondary Examination Certificate in this part of the Instruction include the alternative certificates mentioned above.

Note 1:—Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Commission, and no subsequent request for its change will be considered or granted.

Note 2:—Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an Examination, no Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



change will be allowed subsequently or at any other Examination of the Commission on any grounds whatsoever.

Note 3:- The candidate should exercise due care while entering their date of birth in the online Application Form for the Preliminary Examination. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent Examination certificate, disciplinary action will be taken against them by the Commission under the Rules.

(iii) Minimum Educational Qualifications : The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification.

Note I: Candidates who have appeared at an examination the passing of which would render them educationally qualified for the Commission's examination but have not been informed of the results as also the candidates who intend to appear at such a qualifying examination will also be eligible for admission to the Preliminary Examination. All candidates who are declared qualified by the Commission for taking the Civil Services (Main)

Examination will be required to produce proof of passing the requisite examination with their application for the Main Examination failing which such candidates will not be admitted to the Main Examination. The applications for the Main Examination will be called sometime in the month of October/November, 2016.

Note II: In exceptional cases the Union Public Service Commission may treat a candidate who has not any of the foregoing qualifications as a qualified candidate provided that he/she has passed examination conducted by the other Institutions, the standard of which in the opinion of the Commission justifies his/her admission to the examination.

Note III: Candidates possessing professional and technical qualifications which are recognised by the Government as equivalent to professional and technical degree would also be eligible for admission to the examination.

Note IV: Candidates who have passed the final professional M.B.B.S. or any other Medical Examination but have not completed their internship by the time of submission of their applications for the Civil Services (Main) Examination, will be provisionally admitted to the Examination provided they submit along with their application a copy of certificate from the concerned authority of the University/Institution that they had passed the requisite final professional medical examination. In such cases, the candidates will be required to produce



at the time of their interview original Degree or a certificate from the concerned competent authority of the University/Institution that they had completed all requirements (including completion of internship) for the award of the Degree.

(iv) Number of attempts: (a) Every candidate appearing at the examination who is otherwise eligible, shall be permitted six attempts at the examination. Provided that this restriction on the number of attempts will not apply in the case of Scheduled Castes and Scheduled Tribes candidates who are otherwise eligible.

Provided further that the number of attempts permissible to candidates belonging to Other Backward Classes, who are otherwise eligible shall be nine. The relaxation will be available to the candidates who are eligible to avail of reservation applicable to such candidates.

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Provided further that a physically handicapped will get as many attempts as are available to other non-physically handicapped candidates of his or her community, subject to the condition that a physically handicapped candidate belonging to the General Category shall be eligible for nine attempts. Necessary action to make Corresponding Changes in respective Rules/Regulations Pertaining to various services is being taken separately. The relaxation will be available to the physically handicapped candidates who are eligible to avail of reservation applicable to such candidates.

Note: (i) An attempt at a Preliminary Examination shall be deemed to be an attempt at the Civil Services Examination.

(ii) If a candidate actually appears in any one paper in the Preliminary Examination, he/she shall be deemed to have made an attempt at the Examination.

(iii) Notwithstanding the disqualification/ cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt

(v) Restrictions on applying for the examination: A candidate who is appointed to the Indian Administrative Service or the Indian Foreign Service on the results of an earlier examination and continues to be a member of that service will not be eligible to compete at this examination. In case such a candidate is appointed to the IAS/IFS after the Preliminary Examination of Civil Services Examination, 2016 is over and he/she continues to be a member of that service, he/she shall not be eligible to appear in the Civil Services (Main) Examination, 2016 notwithstanding his/her having qualified in the Preliminary Examination, 2016.

Also provided that if such a candidate is appointed to IAS/IFS after the commencement of the Civil Services (Main) Examination, 2016 but before the result thereof and continues to be a member of that service, he/she shall not be considered for appointment to any service/post on the basis of the result of this examination viz. Civil Services Examination, 2016.

(vi) Physical Standards: Candidates must be physically fit according to physical standards for admission to Civil Services Examination, 2016 as per guidelines given in Appendix-III of Rules for Examination published in the Gazette of India Extraordinary dated 27th April, 2016.

4. FEE:

Candidates (excepting Female/SC/ST/PH Candidates who are exempted from payment of fee) are required to pay fee of Rs. 100/- (Rupees One Hundred only) either by remitting the money in any Branch of SBI by Cash, or by using net banking facility of State Bank of India/ State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/ State Bank of Patiala /State Bank of Travancore or by using Visa/Master Credit/Debit



Card. Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only. "Pay by Cash" mode will be deactivated at 23.59 hours of 26.05.2016 i.e. one day before the closing date; however applicants who have generated their Pay-in- Slip before it is deactivated may pay at the counter of SBI Branch during banking hours on the closing date. Such applicants who are unable to pay by cash on the closing date i.e during banking hours at SBI Branch, for reasons whatsoever, even if holding valid pay-in-slip will have no other offline option but to opt for available online Debit/Credit Card or Internet Banking payment mode on the closing date i.e. till 23.59 hours of 27.05.2016.

For the applicants in whose case payments details have not been received from the bank they will be treated as fictitious payment cases and a list of all such applicants shall be made

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available on the Commission website within two weeks after the last day of submission of online application.

These applicants shall also be intimated through e-mail to submit copy of proof of their payment to the Commission at the address mentioned in the e-mail. The applicant shall be required to submit the proof within 10 days from the date of such communication either by hand or by speed post to the Commission. In case, no response is received from the applicants their applications shall be summarily rejected and no further correspondence shall be entertained in this regard.

All female candidates and candidates belonging to Scheduled Caste/ Scheduled Tribe/ Physically Handicapped categories are exempted from payment of fee. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full. Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Services/Posts (including any concessions specifically extended to the physically disabled). A physically disabled candidate claiming fee concession will be required by the Commission to submit along with their Detailed Application Form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his/her claim for being physically disabled.

NB: Notwithstanding, the aforesaid provision for fee exemption, a physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or the Appointing Authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to physically disabled candidates by the Government.

Note I: Applications without the prescribed Fee (Unless remission of Fee is claimed) shall be summarily rejected.

Note II: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note III: If any candidate who took the Civil Services Examination held in 2015 wishes to apply for admission to this examination, he/she must submit his/her application without waiting for the results or an offer of appointment.

Note IV: Candidates admitted to the Main Examination will be required to pay a further fee of Rs. 200/- (Rupees Two hundreds only).

5. How to Apply:

(a) Candidates are required to apply online using the website <http://www.upsconline.nic.in>



Detailed instructions for filling up online applications are available on the above mentioned website. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher RID is complete in all respects like applicants' details, examination centre, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

(b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations or in private employment should submit their applications direct to the Commission.

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Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

NOTE 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Commission in his/her Admission Certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

NOTE-2: Suitable provisions for information regarding use of scribes by the blind candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) have been made in the online application at the time of the initial online application itself.

NOTE-3: Candidates appearing in CS (P) Examination, 2016 will be required to indicate information such as (a) detail of centres for Civil Services (Main) Examination and Indian Forest Service (Main) Examination (b) Optional subject to be selected for the examination, (c) medium of examination for Civil Services (Main) Examination and (d) compulsory Indian Language for Civil Services (Main) Examination at the time of the filling up online application itself.

NOTE 4: Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Main examination only. The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Preliminary Examination, Main (written) Examination and Interview Test, it is found that they do not fulfil any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render



themselves liable to disciplinary action by the Commission in terms of Rule 14 of the Rules for the Civil Services

Examination, 2016 reproduced below:

A candidate who is or has been declared by the Commission to be guilty of:

(i) Obtaining support for his/her candidature by the following means, namely:–

(a) offering illegal gratification to, or

(b) applying pressure on, or

(c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

(ii) impersonating, or

(iii) procuring impersonation by any person,

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or

(iv) submitting fabricated documents or documents which have been tampered with, or
(v) making statements which are incorrect or false or suppressing material information, or
(vi) resorting to the following means in connection with his/her candidature for the examination, namely

(a) obtaining copy of question paper through improper means,

(b) finding out the particulars of the persons connected with secret work relating to the examination.

(c) influencing the examiners, or

(vii) using unfair means during the examination, or

(viii) writing obscene matter or drawing obscene sketches in the scripts, or

(ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

(x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or

(xi) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or

(xii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

(xiii) 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.

(a) to be disqualified by the Commission from the examination for which he/she is a candidate and/or

(b) to be debarred either permanently or for a specified period

(i) by the Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(c) if he/she is already in service under Government to disciplinary action under the appropriate Rules.

Provided that no penalty under this Rules shall be imposed except after

(i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and

(ii) taking the representation, if any, submitted by the candidate within the period allowed



to him/her into consideration.

6. Last date for receipt of applications: The Online Applications can be filled up to 27th May, 2016 till 11.59 pm after which the link will be disabled.

7. Correspondence with the Commission:

The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:

(i) The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available on the UPSC website [www.upsc.gov.in] for downloading by candidates. No Admission Certificate will be sent by post. If a candidate does not receive his e-Admission Certificate or any other communication regarding his/her candidature for the examination three weeks before the

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commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained from the Facilitation Counter located in the Commission's Office either in person or over phone Nos. 011-23381125/011-23385271/011-23098543. In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admission Certificate at least 3 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e- Admission Certificate. No candidate will ordinarily be allowed to take the examination unless he/she holds a certificate of admission for the examination. On downloading of e- Admission Certificate, check it carefully and bring discrepancies/errors, if any, to the notice of UPSC immediately.

The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the UPSC.

The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Commission or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by the Commission as true and correct. Candidates may note that the Commission takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for Civil Services (Main) Examination. Unless candidature is formally confirmed by the Commission, it continues to be provisional.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

Candidates should note that the name in the Admission Certificate in some cases, may be abbreviated due to technical reasons.

(ii) In the event of a candidate downloading more than one Admission Certificate from the Commission's website, he/she should use only one of these Admission Certificates for appearing in the examination and report about the other(s) to the Commission's Office.

(iii) Candidates are informed that as the Preliminary Examination is only a screening test, no marks sheets will be supplied to successful or unsuccessful candidates and no correspondence will be entertained by the Commission, in this regard.

(iv) Candidates must ensure that their emails IDs given in their online application are valid and active.

Important: All communications to the Commission should invariably contain the following



particulars.

1. Name and year of the examination.
2. Registration ID (RID)
3. Roll Number (if received)
4. Name of candidate (in full and in block letters)
5. Complete postal address as given in the application.

N.B. I. Communication not containing the above particulars may not be attended to.

N.B. II. Candidates should also note down their RID number for future reference. They may be required to indicate the same in connection with their candidature for the Civil Services (Main) Examination.

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8. The eligibility for availing reservation against the vacancies reserved for the physically disabled persons shall be the same as prescribed in "The Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995." Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority at note-II of Para-1 of this Notice.

The physical requirement and functional classification can for example be one or more of the following:

Code	Physical Requirements	Code	Functional Classification
S	Sitting	OH	Orthopaedically Handicapped
ST	Standing	VH	Visually Handicapped
W	Walking	HH	Hearing Handicapped
SE	Seeing	OA	One Arm
H	Hearing/Speaking	OL	One Leg
RW	Reading and Writing	BA	Both Arm
C	Communication	BH	Both Hands
MF	Manipulation by Finger	MW	Muscular Weakness
PP	Pushing & Pulling	OAL	One Arm One Leg
L	Lifting	BLA	Both Legs and Arms
KC	Kneeling and Crouching	BLOA	Both Legs One Arm
BN	Bending	LV	Low Vision
		B	Blind
		PD	Partially Deaf
		FD	Fully Deaf

Note: The above list is subject to revision.

9. 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 for Civil Services (Preliminary) Examination that he/she belongs to General category but subsequently writes to the Commission to change his/her category to a reserved one, such request shall not be entertained by the Commission. Similar principle will be followed for physically disabled categories also. While the above principle will be



followed in general, there may be a few cases where there was a little gap (say 2-3 months) between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the request of change of community from general to reserved may be considered by the Commission on merit. In case of a candidate unfortunately becoming physically disabled during the course of the examination, the candidate should produce valid documents to enable the Commission to take a decision in the matter on merit.

10. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PH/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the

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Rules/ Notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application for Civil Services (Prelims) Examination, 2016.

11. Withdrawal of applications: NO request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

(SANJAY MEHRISHI)
JOINT SECRETARY

UNION PUBLIC SERVICE COMMISSION

APPENDIX –I containing Scheme of Examination is available on the Website of the Commission. It may be downloaded from the same.

Appendix-II

Instructions to the Candidates for filling online applications

Candidates are required to apply Online using the website **www.upscon- line.nic.in**.

Salient features of the system of Online Application Form are given hereunder:

Detailed instructions for filling up online applications are available on the above mentioned website.

Candidates will be required to complete the Online Application Form containing two stages viz. Part-I and Part-II as per the instructions available in the above mentioned site through drop down menus.

The candidates are required to pay a fee of Rs.100/- Rupees One Hundred only) [excepting SC/ST/ Female/Physically Handicapped candidates who are exempted from payment of fee] either by depositing the money in any branch of SBI by cash, or by using net banking facility of State Bank of India/State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/ State Bank of Patiala/State Bank of Travancore or by using any Visa/Master Credit/ Debit Card.

Before start filling up of Online Application, a candidate must have his/her photograph and signature duly scanned in the **jpg** format in such a manner that each file should not exceed 40 KB and must not be less than 3 KB in size for the photograph and 1 KB for the signature.



The Online applications(Part I and II) can be filled from **27th April, 2016 to 27th May, 2016 till 11.59 p.m.**, after which link will be disabled.

Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the applications with higher RID is complete in all respects.

In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.

The applicants are advised to check their emails at regular intervals and ensure that the Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



email addresses ending with @ nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.

Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.



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