

Civil Services Examination, 2010
Examination Notice No. 04/2010-CSP
Dated : 02-01-2010
Last Date : 01.02.2010

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Date : 02 - 01 - 2010

Civil Services Examination, 2010

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The Candidates applying for the examination should ensure that they fulfill all eligibility condition for admission to examination. Their admission at 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 candidature has been finally cleared by the Commission.

Commission take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for interview/Personality Test.

2. APPLICATION FORM :

Candidates must apply in the Common Application Form devised by the Commission for its examination, which can be purchased from the Designated Head Post Offices/Post Offices (specified in Appendix III of the notice) throughout the country against cash payment of **Rs. 20/- (Rupees Twenty only)**. Each such form can be used only once and only for one examination.

In case of any difficulty in obtaining Application Forms from the designated HPOs/POs, the candidates should immediately contact the concerned post Master or UPSC's **"FORMS SUPPLY MONITORING CELL" over Telephone No. 011-23389366/FAX No. 011-23387310.**

Candidates are advised to read carefully the "Instructions for filling up the Application Form" given in Appendix-II of this notice.

3. LAST DATE FOR RECEIPT OF APPLICATIONS :

All applications must reach the "Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi - 110069" either by hand or by Post/Speed Post or by Courier, on or before the **1st February, 2010.**

The candidates should not that applications will be received by hand only one at a time at the designated counter(s) and not in bulk, till 5 PM only.

However, in respect of candidates residing abroad or in certain remote areas specified in para 6 of this Notice the last date for receipt of application by Post/Speed Post only (not by Hand or by Courier) is **8th February, 2010.**

4. **Penalty for wrong answer (In objective type paper).**

Candidates should note that their will be penalty (Negative Marking) answers marked by a candidate in the Objective Question Papers.

5. 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.

6. 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 be bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

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

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F.1/8/2009-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 the 23rd May, 2010 in accordance with the Rules published by the Department of Personnel & Training in the Gazette in India Extraordinary dated the 2nd January, 2010.

Services/posts to which recruitment is to be made through the Examination are :

- (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, 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 Officer, Group 'A' in Railway Protection Force.
- (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 results of the examination is expected to be approximately **965**.
The number of vacancies is liable to alteration.

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.

Note : Services identified suitable for physically disabled category and number of vacancies reserved there against is as under :-

Sl. No.	Name of the Service	Category(s) for which identified	*Functional Classification	*Physical requirements	No. of Reserved Vacancy
1.	Indian Administrative Service	(i)Locomotor disability,	(i) BA, OL, OA, BH, MW	(i) S, ST, W, SE, H, RWT	1
		(ii) Visual impairment and	(ii) PB		1
		(iii)Hearing impairment	(iii) PD		2
2	Indian Foreign Service	(i)Locomotor Disability	OL, OA, OAL	S, ST, W, RW, C, MF, SE	0
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		0
3	Indian Revenue Service (Customs & Central Excise, Gr. `A`)	(i)Locomotor disability,	OL, OA,	S, ST, W, BN, L, SE,MF, RW, H, C	2
		(ii)Hearing impairment	HH		1
4.	Indian P&T Accounts & Finance Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL, BL	S, W, SE, RW, C	0
		(ii) Visual Impairment	LV		1
		(iii)Hearing Impairment	HH		0
5	Indian Audit & Accounts Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL	S, ST, W, BN, SE, RW, H, C	1
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		0
6	Indian Defence Accounts Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL, BL	S, ST, W, BN, SE, RW, C	1
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		0
7	Indian Revenue Service (IT), Gr. `A`	(i)Locomotor disability,	(i) OA, OL, OAL, BL	(i) S, ST, W, SE, RW, C	3
		(ii)Hearing impairment	(ii) HH		2
8	Indian Ordnance Factories Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL	S,ST,W,BN, RW, SE, H, C	0
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		0
9	Indian Postal Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL, BL	S, ST, W, BN, RW, SE, H, C	0
		(ii) Visual Impairment	B, LV		0
		(iii)Hearing Impairment	HH		0
10	Indian Civil Accounts Service, Gr. `A`	(i)Locomotor Disability	OA, OL, OAL, BL	S, ST, W, SE, RW, H,C	0
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		0

11	Indian Railway Accounts Service, Gr. 'A'	(i)Locomotor Disability	OA, OL, OAL, BL	S, ST, W, SE, RW, HC	1
		(ii) Visual Impairment	LV		0
		(iii)Hearing Impairment	HH		1
12	Indian Railway Personnel Service, Gr. 'A'	(i)Locomotor Disability	OA, OL	S, ST, W, BN, SE, RW, H,C	1
		(ii) Visual Impairment	B, LV		1
		(iii)Hearing Impairment	HH		1
13.	Indian Defence Estates Service, Gr. 'A'	(i)Locomotor disability (ii)Blindness or Low Vision (iii) Hearing Impairment	OA, OL LV HH	S, ST, W, BN, MF, PP, KC, SE, RW, H, C	0 0 0
14.	Indian Information Service, Gr. 'A'	(i)Locomotor Disability	OA, OL, OAL, BL	S, ST, W, SE, RW, H,C	0
		(ii) Visual Impairment	B, LV		1
		(iii)Hearing Impairment	HH		0
15.	Indian Trade Service, Gr'A' (Gr.III)	(i)Locomotor disability	OA, OL,OAL, BL	ST, BN, MF, SE, RW, H, C	0
		(ii)Visual Impairment	LV		0
		(iii) Hearing Impairment	HH		0
16.	Indian Corporate Law Service, Gr'A'	(i)Locomotor disability	OA, OL,	ST, RW, SE, S, BN, H	0
		(ii)Visual Impairment	LV		1
		(iii) Hearing Impairment	HH		0
17.	Armed Forces Headquarters Civil Service, Gr. 'B' (Section Officers' Grade)	(i)Locomotor Disability	OA, OL,	S, ST, W, BN,MF, SE, RW, H, C	1
		(ii) Visual Impairment	LV		1
		(iii)Hearing Impairment	HH		0
18.	Delhi , Andaman & Nicobar Islands, Lakshadweep , Daman & Diu and Dadra & Nagar Haveli Civil Service, Gr. 'B'	(i)Locomotor disability,	OA, OL, OAL, BL	S, ST, W, SE, RW, MF, H, C	0
		(ii)Visual impairment			0
		(iii) Hearing impairment	LV HH		0
19.	Delhi , Andaman & Nicobar Islands, Lakshadweep , Daman & Diu and Dadra & Nagar Haveli Police Service, Gr. 'B'	(i)Locomotor disability,	OL	S, ST, W, BN, PP, KC, MF, SE, RW, H, C	0
		(ii)Visual impairment	Not finalised		1
		(iii) Hearing impairment	HH		0
20.	Pondicherry Civil Service, (Group B)	(i)Locomotor disability,	OA, OL, OAL, BL	S, ST, W, SE, RW, H, C	0
		(ii)Hearing impairment and	LV		0
		(iii)Visual impairment	HH		0

* For details about functional classification and Physical Requirements

para 9 of this notice may please be referred.

Above information is tentative

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2. (A) Centre of Examination : The examination will be held at the following centres :

AGARTALA	GANGTOK	PATNA
AHMEDABAD	HYDERABAD	PUDUCHERRY
AIZWAL	IMPHAL	PORT BLAIR
ALIGARH	ITANAGAR	RAIPUR
ALLAHABAD	JAIPUR	RANCHI
AURANGABAD	JAMMU	SAMBALPUR
BANGALORE	JODHPUR	SHILLONG
BAREILLY	JORHAT	SHIMLA
BHOPAL	KOCHI	SRINAGAR
CHANDIGARH	KOHIMA	THIRUVANATHAPURAM
CHENNAI	KOLKATA	TIRUPATI
CUTTACK	LUCKNOW	UDAIPUR
DEHRADUN	MADURAI	VISHAKHAPATNAM
DELHI	MUMBAI	
DHARWAD	NAGPUR	
DISPUR	PANAJI (GOA)	

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The centres and the dates of holding the examination as mentioned above are liable to be changed at the discretion of the commission. While every effort will be made to allot the candidates to the centre of their choice for examination, the commission may, at their discretion allot a different centre to a candidate, when circumstances so warrant. blind candidates will, However, be required to take the Examination at the any one of **seven centres**, viz. Chennai, Delhi, Hyderabad, Kolkata, Lucknow, **Dispur** and Mumbai only. 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 normally be granted. However when a candidate desires a change in centre from the one he had indicated in his Application Form for the Examination, he must send a letter addressed to the Secretary, Union Public Service Commission, giving full justification as to why he desires a change in centre. Such requests will be considered on merits but requests received in the Commission's Office after **3rd March, 2010** will not be entertained under any circumstances nor will such communications be replied to.

B. Plan of Examination :

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

(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 Preliminary Examination only. Candidates who are declared by the Commission to have qualified for admission to the Main Examination will have to apply again in the detailed application form which would be supplied to them. The Main Examination is likely to be held in **October/November, 2010**.

3. Eligibility Conditions :

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(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
 - (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, Srilanka, 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 by the

Government of India.

(ii) Age Limits :

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(a) A candidate must have attained the age of 21 years and must not have attained the age of 30 years on **1st August, 2010**, i.e. he must have been born not earlier than **2nd August, 1980** and not later than **1st August, 1989**.

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

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

(ii) upto 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) upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.

(iv) upto 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) upto 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, 2010** and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from **1st August, 2010**) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidment.

(vi) upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service as on **1st August, 2010** 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 month's notice on selection from the date of receipt of offer of appointment.

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

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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 para 3(ii) (b) above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, blind, deaf-mute and orthopadically 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 para 3(ii) (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 para 3(ii) (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.

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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/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

NOTE 1:- Candidates 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 applications 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 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 column 8 of the 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 :

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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 **July/August, 2010.**

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 has passed examination conducted by the other Institutions, the standard of which in the opinion of the Commission justifies his admission to the examination.

Note III : Candidates possessing professional and technical qualifications which are recognised by 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.

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(iv) Number of attempts :

Every candidate appearing at the Civil Services Examination, who is otherwise eligible, shall be permitted four attempts at the examination.

Provided that this restriction on the number of attempts will not apply in the case of Scheduled Caste and Scheduled Tribe 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 seven. This relaxation will be available to the candidates who are eligible to avail of reservation applicable to such candidates.

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 General Category shall be eligible for seven attempts. 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 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.

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(v) Restrictions on applying for the examination :

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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, 2010** 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, 2010** notwithstanding his/her having qualified in the **Preliminary Examination, 2010**.

Also provided that if such a candidate is appointed to IAS/IFS after the commencement of the **Civil Services (Main) Examination, 2010** 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, 2010**.

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(vi) Physical Standards :

Candidates must be physically fit according to physical standards for admission to **Civil Services Examination, 2010** as per guidelines given in Appendix-III of Rules for Examination published in the Gazette of India Extraordinary dated **2nd January, 2010**.

4. FEE :

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A candidate seeking admission to examination must pay to the Commission a fee of Rs. 50.00 (Rupees Fifty only) through **a single Central Recruitment Fee Stamp of requisite denomination**. Central recruitment Fee Stamp (**NOT** postage stamps) may be obtained from the post office and affixed on the application form in the space provided therein. The stamp must be got cancelled from the issuing Post Office with the date stamp of the post office in such a manner that the impression of the cancellation mark partially overflows on the application form itself but within the space provided on the form. The impression of the cancellation mark should be clear and distinct to facilitate the identification of date and the Post Office of issue.

Candidates residing abroad should deposit the prescribed fee in the office of India's High Commissioner, Ambassador or representative abroad as the case may be for credit to account head "051-Public Service Commission-Examination Fees" and attach the receipt with the application.

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 claim for being physically disabled.

NOTE : Notwithstanding the aforesaid provision for fee exemption, a physically disabled candidate will be considered to be eligible for appointment only if he (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.

'Postage Stamps' will in no case be accepted in lieu of 'Central Recruitment Fee Stamp'.

Candidates should note that the fee sent through **Indian Postal Orders, Bank Draft, Money Order, Crossed Cheque, Currency notes or Treasury Challan etc.** will not be accepted by the Commission and such applications will be treated as without fee and will be summarily rejected.

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Note I : Applications not accompanied by 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 2009** wishes to apply for admission to this examination, he must submit his application so as to reach the Commission's Office by the prescribed date 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. 100/- (Rs.

One hundred only).

5. How to Apply:

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(a) The UPSC have developed an **application form** common for all their examinations which will be processed on computerised machines. This application form alongwith an Information Brochure containing general instructions for filling up the form, an acknowledgment card and an envelope for sending the application is **obtainable from the designated Head Post Offices/Post Offices** throughout the country as **listed in Appendix-III** of Notice against cash **payment of Rs. 20/-** (Rupees twenty only). Form should be purchased from the designated Post Offices only and not from any other agency. This **form can be used only once and for only one examination**. Candidates must use the form supplied with the Information Brochure only and they should in no case use photocopy/reproduction/unauthorisedly printed copy of the Form. Since this form is electronically scannable, due care should be taken to fill up the application form, correctly. While filling up the application form, **please refer to detailed instructions given in Appendix-II of this Notice**. The candidate should also fill up in the relevant places of the **Acknowledgement Card**, their Application Form Number (8-digit) and the name of the examination. **The applicants are required to affix the postage stamp of Rs. 6/- on the Acknowledgement Cards and sent the same along with Application Form to UPSC. If an applicant fails to affix the postage stamp of requisite amount, his Acknowledgment Cards will be not be despatched and Commission will not be responsible for non-receipt of acknowledgement cards by the applicant.** . The duly filled in application form and the acknowledgement card should then be **mailed in the special envelope** supplied with the Information Brochure. The Candidates should also write the name of examination viz. **"Civil Services (Preliminary) Examination, 2010"** on the envelope before despatching it to "Secretary, Union Public Service Commission, Dholpur House, Shahajahan Road, New Delhi-110069".

(b) All candidates, whether already in Government Service, or in Government owned industrial undertakings or other similar organisations or in private employment should submit their applications direct to the Commission. If any candidate forwards his application through his employer and it reaches the Union Public Service Commission late, the application, even if submitted to the employer before the closing date, will not be considered.

Persons already in Government service, whether in a permanent or temporary capacity or as workcharged 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 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 applications will be liable to be rejected/candidature will be liable to be cancelled.

NOTE 1 : While filling in his application form, the candidate should carefully decide about his choice for the centre and optional subject for the Examination. More than one application from A candidate giving Different centres and/or optional subjects will not be accepted in any case. Even if a candidate sends more than one completed application the Commission will accept only one application at their discretion and the Commission's decision in the matter shall be final.

If any candidate appears at a centre/optional subject other than the one indicated by the Commission in his Admission Certificate, the papers of such a candidate will not be valued and his candidature will be liable to cancellation.

NOTE-2 : Since These application forms are to be processed in a computerised system, Due care should

be taken by the candidates to fill up their application form correctly. Necessary instructions for filling up the form may be seen at appendix II. No column of the Application should be left blank. Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

Candidates are not required to submit along with 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, 2010 reproduced below :**

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

- (i) Obtaining support for his 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, 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 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, paper 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 liable to criminal prosecution, be liable

(a) to be disqualified by the Commission from the examination for which he 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 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 may wish to make in that behalf; and

(ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

6. Last date for receipt of applications :

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(i) The completed Application Form must reach the **Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi 110069 on or before 1st February 2010.**

(ii) In respect of applications received only by post (by post/speed post) from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep or abroad, the last date for receipt of applications is **8th February 2010 till 5 PM only**. The benefit of extended time will be available only in respect of applications received by **post/speed post** from the above mentioned areas/regions. In the case of applications received by hand or through courier service, benefit of extended time will not be available regardless of the place of residence of the applicant.

Candidates who are claiming the benefit of extended time should clearly indicate in column 13 (II) of the

application form, the area code of the particular area or region (e.g. Assam, Meghalaya, J&K etc.) where they are residing. In case they fail to do so, the benefit of extended time will not be allowed to them.

NOTE:-(i) Candidates should clearly note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and all the late applications will be summarily rejected. They should therefore, ensure that their applications reach the Commission's Office on or before the prescribed last date.

NOTE:-(ii) Candidates can also deliver their applications personally at the Commission's counter against proper acknowledgement. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

NOTE:-(iii) The candidates should note that applications will be received by hand only one at a time at the designated counter(s) and not in bulk, till 5 PM only.

NOTE:-(iv) Applications received through Couriers or Courier Services of any type shall be treated as having been received "*By hand*" at the Commission's Counter.

7. Acknowledgement of applications :

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Immediately on receipt of an application from a candidate, the Acknowledgement Card submitted by him alongwith the application form will be despatched to him by the Commission's office duly stamped in token of receipt of his Application. If a candidate does not receive the Acknowledgement Card within 30 days, he should at once contact the Commission by quoting his Application Form No. (8-digit) and name & year of examination. Candidates delivering the application form in person at the Commission's Counter will be issued Acknowledgement Card at the Counter itself. The mere fact that a candidate's application has been acknowledged by the Commission does not mean that his candidature for the examination has been accepted by the Commission. Candidates will be informed at the earliest possible about their admission to the examination or rejection of their application.

8. Correspondence with the Commission:

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

- (i) Every candidate for this examination will be informed at the earliest possible date of the result of his application. Admission certificates, indicating the Roll Nos. will be issued to the candidates who are admitted to the examination. The admission certificate will bear the photograph of the candidate. If a candidate does not receive his admission certificate or any other communication regarding his candidature for the examination **three weeks** before the commencement of the examination, he should at once contact the Commission. On receipt of such a communication, Admission certificate or a duplicate copy thereto will be issued to the admitted candidate. 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. **011-23381125/23385271/23098543**. **In case no communication is received in the Commission's office from the candidate regarding**

non-receipt of his admission certificate atleast 3 weeks before the examination, he himself will be solely responsible for non-receipt of his admission certificate. It may be noted that the Admission Certificate will be issued at the address as photocopied from the application form filled in by the candidate. The candidate should, therefore, ensure that address given by him in the application form is correct and complete with pin code.

No candidate will ordinarily be allowed to take the examination unless he holds a certificate of admission for the examination. On the receipt of Admission Certificate, check it carefully and bring discrepancies/erros, 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 candidature has been finally cleared by the Commission or that entries made by the candidate in his 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 receiving more than one admission certificate from the Commission, he should use only one of these admission certificates for appearing in the examination and return the other(s) to the Commission Office.

(iii) A candidate must see that communications sent to him at the address stated in his application are redirected, if necessary. Change in address should be communicated to the Commission at the earliest opportunity. Although the Commission make every effort to take account of such changes, they cannot accept any responsibility in the matter.

(iv) 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.

(v) If a candidate receives an admission certificate in respect of some other candidate on account of handling error, the same should be immediately returned to the Commission with a request to issue the correct AC. Candidates may note that they will not be allowed to take the examination on the strength of an admission certificate issued in respect of another candidate.

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

1. Name and year of the examination.
2. Application Form Number (8-digit)
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 application form number (8 digit) 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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9. Physical Requirements for the Disabled Candidates:- 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.

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

Code	Physical Requirements
MF	1. Work performed by manipulation by Fingers
PP	2. Work performed by pulling & pushing
L	3. Work performed by lifting
KC	4. Work performed by kneeling and crouching
BN	5. Work performed by bending
S	6. Work performed by sitting (on bench or chair)
ST	7. Work performed by standing
W	8. Work performed by walking
SE	9. Work performed by seeing
H	10. Work performed by hearing/speaking
RW	11. Work performed by reading and writing.
C	12. Communication

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Code	Functional Classification
BL	1. both legs affected but not arms
BA	2. both arms affected a. impaired reach b. weakness of grip. c. ataxic
BLA	3. both legs and both arms affected.
OL	4. one leg affected (R or L) a. impaired reach b. weakness of grip c. ataxic
OA	5. one arm affected (R or L) a. impaired reach b. weakness of grip c. ataxic
OAL	6. One arm and One leg affected.
MW	7. muscular weakness
B	8. the blind
LV	9. Low Vision
H	10. Hearing

Note: The above lists is subject to revision.

10. Withdrawal of applications :

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No request for withdrawal of candidature received from a candidate after he has submitted his application will be entertained under any circumstances.

(KUMAR SANJAY BARIAR)
Joint Secretary
Union Public Service Commission

Disclaimer

The contents of this notification are informatory in nature.
Candidates are advised to refer to the notice published in
'Employment News'

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