



UNION PUBLIC SERVICE COMMISSION

EXAMINATION NOTICE NO.07/2011-SCRA

DATED : 26.03.2011

(LAST DATE FOR RECEIPT OF APPLICATIONS : 25.04.2011)

SPECIAL CLASS RAILWAY APPRENTICES' EXAMINATION, 2011

(Commission's website - <http://www.upsc.gov.in>)

No. 5/3/2010-EI(B): An examination for selection of candidates for appointment as Special Class Apprentices in Mechanical Department of Indian Railways will be held by the Union Public Service Commission on **31st July, 2011** in accordance with the Rules published by the Ministry of Railways (Railway Board) in the Gazette of India dated the **26th March, 2011** at the following centres :

AGARTALA	GANGTOK	PANAJI (GOA)
AHMEDABAD	HYDERABAD	PATNA
AIZAWL	IMPHAL	PORT BLAIR
ALLAHABAD	ITANAGAR	RAIPUR
BANGALORE	JAIPUR	RANCHI
BAREILLY	JAMMU	SAMBALPUR
BHOPAL	JORHAT	SHILLONG
CHANDIGARH	KOCHI	SHIMLA
CHENNAI	KOHIMA	SRINAGAR
CUTTACK	KOLKATA	THIRUVANAN
DEHRADUN	LUCKNOW	THAPURAM
DELHI	MADURAI	TIRUPATI
DHARWAR	MUMBAI	UDAIPUR
DISPUR	NAGPUR	VISHAKHA-PATNAM

The centres and the date 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 centres of their choice for examination, the Commission may, at their discretion, allot a different centre to a candidate, when circumstances so warrant. Candidates admitted to the examination will be informed of the time table and place or places of examination.

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/she had indicated in his/her Application form for the Examination, he/she must send a letter addressed to the Controller of Examinations, Union Public Service Commission, giving full justification as to why he/she desires a change in centre. Such requests will be considered on merits but requests received in the Commission's Office after 24th May, 2011 will not be entertained under any circumstances.

2. The approximate number of vacancies, to be filled on the results of the examination is 42.

Note: Four vacancies are reserved for physically challenged candidates belonging to Orthopaedically Handicapped having functional classifications OA, OL.

The number of vacancies mentioned above 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.

3. ELIGIBILITY CONDITIONS :

(I) Nationality

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

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 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/her 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. HOW TO APPLY:

(a) Candidates may apply Online by using the website **<http://www.upsconline.nic.in>** Detailed instructions for filling up online applications are available on the above mentioned website.

(b) **Candidates may also apply Offline in the new Common Application form (Form-E)** devised by the Commission for its examinations, 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 **₹ 30/- (Rupees Thirty 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**.

(c) Candidates are advised to read carefully the "Instructions for filling up the Online Application Form" given in Appendix-II (A) and Instructions for Offline Applications given in Appendix II (B) of this notice.

3. LAST DATE FOR RECEIPT OF APPLICATIONS:

(a) Online:

The online Application can be filled upto **25th April, 2011 till 11.59 PM** after which the link will be disabled.

(b) Offline:

All offline applications must reach the "**Controller of Examinations, 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 **25th April, 2011**.

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.

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 applications by Post/Speed Post only (not by Hand or by Courier) is **2nd May, 2011**.

4. 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.

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 Phone 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 item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping can not be assured.

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

CANDIDATES ARE ENCOURAGED TO APPLY ONLINE

(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 or from Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to cat-

egories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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 neces-

sary eligibility certificate has been issued to him by the Government of India.

(II) Age Limits :

(a) A candidate must have attained the age of 17 years and must not have attained the age of 21 years on 1st August, 2011, i.e. he/she must have been born not earlier than 2nd August, 1990 and not later than 1st August, 1994.

(b) The upper age limit is relaxable as follows :—

- (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, 2011 and have been released (1) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2011) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (2) on account of physical disability attributable to Military Service, or (3) 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 of Military Service as on 1st August, 2011 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.

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 physically 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-em-

Continued

ployment in Civil Services and Posts) Rules, 1979, as amended from time to time.

NOTE III-The age concession under Para 3 (II) (b) (v) to (vi) will not be admissible to Ex-servicemen and Commissioned officers including ECOs/SSCOs, who are released on their own request.

NOTE IV- Notwithstanding the provision of age relaxation under Para 3(II)(b)(vii) above, a physically handicapped candidate will be considered to be eligible for appointment 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 handicapped 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 after the declaration of the result of the written part of the 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 includes the alternative certificates mentioned above.

NOTE 1:- Candidates should note that only the Date of Birth as recorded in the Matriculation/Higher Secondary Examination Certificate or an equivalent certificate as 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 candidates should exercise due care while entering their date of birth in column 3 of the application form for the 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) Educational Qualifications :

For admission to the examination a candidate—

- (a) must have passed in the first or second division, the Intermediate or an equivalent Examination of a University or Board approved by the Government of India with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination.
Graduates with Mathematics and at least one of the subjects Physics and Chemistry as their degree subjects may also apply, or
- (b) must have passed in the first or second division, the Higher Secondary (12 years) Examination under 10 plus 2 pattern of School Education with Mathematics and at least one of the subjects Physics and Chemistry

- (c) as subjects of the examination, or must have passed the first year Examination under the three year degree course of a university or the first examination of the three year diploma course in Rural Service of the National Council for Rural Higher Education or the third year Examination for promotion to the 4th year of the four year B.A./B.Sc. (Evening College) Course of the Madras University with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination provided that before joining the degree/diploma course he/she passed the Higher Secondary examination or the Pre-University or equivalent examination in the first or second division.

Candidates who have passed the first/second year examination under the three-years degree course in the first or second division with Mathematics and either Physics or Chemistry as subjects of the Examination may also apply; provided the first/second year examination is conducted by a University; or

- (d) must have passed in the first or second division the Pre-Engineering Examination of a University, approved by the Government of India; or
- (e) must have passed in the first or second division the Pre-Professional/Pre-Technological Examination of any Indian University or a recognised Board, with Mathematics and at least, one of the subjects Physics and Chemistry as subjects of the examination conducted one year after the Higher Secondary or Pre-University stage; or
- (f) must have passed the first year examination under the five year Engineering Degree Course of a University : Provided that before joining the Degree Course, he/she passed the Higher Secondary Examination or pre-University or equivalent examination in the first or second division. Candidates who have passed the first year Examination of the five-year Engineering Degree Course in the first or second division may also apply provided the first year Examination is conducted by a University; or
- (g) must have passed in the first or second division the Pre-Degree Examination of the Universities of Kerala and Calicut with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination.

Note I : Candidates who are not awarded any specific division by the University/Board either in the intermediate or any other examination mentioned above will be considered educationally eligible provided their aggregate of marks falls within the range of marks for first or second division as prescribed by the University/Board concerned.

Note II : Candidates who have appeared at an examination the passing of which would render them eligible to appear at the examination but have not been informed of the results, may apply for admission to the examination. Candidates who intend to appear at such a qualifying examination may also apply. Such candidates will be admitted to the examination, if otherwise eligible but their admission would be deemed to be provisional and subject to cancellation, if they do not produce proof of having passed the requisite qualifying examination along with the detailed applications which will be required to be submitted by the candidates who qualify on the results of the written part of the examination.

Note III : In exceptional cases, the Commis-

sion may treat a candidate who has not any of the qualifications prescribed in this rule as educationally qualified provided that he/she possesses qualifications the standard of which in the opinion of the Commission, justifies his/her admission to the examination..

Note IV : Diplomas in Engineering awarded by the State Boards of Technical Education are not acceptable for admission to the Special Class Railway Apprentices' Examination.

(IV) Physical Standards :

Candidates must be physically fit according to physical standards for admission to Special Class Railway Apprentices, Examination, 2011 as per Regulations given in Appendix-II of the rules for the Special Class Railway Apprentices, Examination, 2011 published in Gazette of India dated 26th March, 2011.

4. FEE :

(a) Candidates applying **Online** (excepting Female/SC/ST/PH candidates who are exempted from payment of fee) are required to pay a reduced fee of Rs. 50/- (Rupees Fifty Only) either by remitting the money in any Branch of SBI by Cash, or by using net banking facility of SBI or by using Visa/Master Credit/Debit Card.

(b) Candidates applying **Offline** (through Common Application Form) are required to pay a fee of Rs. 100/- (Rupees One Hundred only) through a single Central Recruitment Fee Stamp. Central Recruitment Fee Stamp of the requisite denomination (NOT postage stamps) must be obtained from the post office and affixed on the application form in the space provided therein. The stamp may 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.

Application not complying with the requirement will be summarily rejected. This does not apply to the candidates who are seeking remission of the prescribed fee under the following paragraphs.

All female candidates and Candidates belonging to Scheduled Castes/Scheduled Tribes are not required to pay any fee.

No fee exemption is, However, available to OBC candidates and they are required to pay the full prescribed fee.

Physically handicapped persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Posts (including any concessions specifically extended to the physically handicapped). A physically handicapped candidate claiming age relaxation/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 handicapped.

NOTE: Notwithstanding the aforesaid provision for age relaxation/fee exemption, a physically handicapped 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 Handicapped candidates by the Government.

'Postage Stamp' 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.

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

5. How to Apply:

(a) Candidates may apply Online by using the website <http://www.upsconline.nic.in> Detailed instructions for filling up online applications are available on the above mentioned website.

(b) Candidates may also apply offline in the Common Application Form devised by the Commission for its examinations which can be processed on computerised machines. This application form along with an Information Brochure containing general instructions for filling up the form, an acknowledgement 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. 30/- (Rupees thirty only). Form should be purchased from the designated head Post Offices Post offices only and not from any other agency. **This form can be used only once and for only one examination.** Candidates who wish to apply offline must use the form supplied with the Information Brochure only and they should in no case use photocopy/reproduction/unauthorised 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(B)** of this Notice. The candidates should also fill up in the relevant places of the **Acknowledgement Card**, their Application Form Number and the name of the examination. The applicants are required to affix the postage stamp of Rs. 6/- on the Acknowledgement Card and send the same along with application form to UPSC. If an applicant fails to affix the postage stamp of requisite amount his/her acknowledgement card will not be despatched and Commission will not be responsible for non-receipt of acknowledgement card 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. You should also write the name of examination viz. **"Special Class Railway Apprentices' Examination, 2011"** on the envelope before despatching it to "Controller of Examinations, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069".

(c) 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/her application through his/her 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 work charged employees other than casual or daily rated employees or

those serving under 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/her application form, the candidate should carefully decide about his/her choice for the centre. More than one application from a candidate giving different centres 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 other than the one indicated by the Commission in his/her Admission Certificate, the papers of such a candidate will not be valued and his/her candidature will be liable to cancellation.

NOTE-2 : Since these common 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 common application form may be seen at **Appendix II(B)**. Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

(d) 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 and Other Backward Classes etc. 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. 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 written Examination or 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.

Candidates are requested to keep ready the attested copies of the following documents for submission to the Commission soon after the declaration of the result of the written part of the examination which is likely to be declared in the month of November, 2011.

1. Certificate of Age.
2. Certificate of Educational Qualification indicating the subjects and division secured.
3. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes where applicable.
4. Certificate in support of claim for age/fee concession, where applicable.
5. Certificate in support of being physically handicapped (where applicable).

Immediately after the declaration of the result of the written part of the examination, successful candidates will be sent a detailed application form by the Commission requiring additional information to be furnished. The attested copies of the above mentioned certificates will have to be sent to the Commission at that time. Originals will have to be produced at the time of interview. 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 11 of the rules for the

Special Class Railway Apprentices' examination, 2011 notified in the Gazette of India dated 26th March, 2011 and also 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 any means; 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 any other irregular or improper means in connection with his/her candidature for the examination; or
- (vii) using unfair means during the examination; or
- (viii) writing irrelevant matter, including obscene language or pornographic matter, in the script(s); or
- (ix) misbehaving in any other manner in the examination hall; or
- (x) harassing or doing bodily harm to the Staff employed by the Commission for the conduct of their examination; 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;
 - (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:

(a) ONLINE:

The Online Application can be filled upto 25th April, 2011 till 11.59 P.M. after which the link will be disabled.

(b) OFFLINE:

(i) The completed Offline Application Form must reach the Controller of Examinations, **Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi 110069 on or before 25th April, 2011.**

(ii) In respect of offline applications received only by post (by speed post/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 **2nd May, 2011**. 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 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 candidate 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. No application received after the prescribed last date will be considered.

7. ACKNOWLEDGEMENT OF APPLICATIONS :

Immediately on receipt of an application from a candidate, the Acknowledgement Card submitted by him/her along with the application form will be despatched to him/her by the Commission's office duly stamped in token of receipt of his/her Application. If a candidate does not receive the Acknowledgement Card within 30 days, he/she should at once contact the Commission by quoting his/her Application Form No. 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/her 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:

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/her 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/her admission certificate or any other communication regarding his/**

her candidature for the examination 3 weeks before the commencement of the examination, he/she 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 Telephone 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 admission certificate atleast 3 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her 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/her in the application form is correct and complete with pin code.

No candidate will ordinarily be allowed to take the examination unless he/she holds a certificate of admission for the examination. On the receipt of 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.

- (ii) 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 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 interview for Personality Test on the results of the Written Examination. Unless candidature is formally confirmed by the Commission, it continues to be provisional. The decision of the Commission with regard to the acceptance of the application of the candidate and his/her eligibility or otherwise 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.
- (iii) A candidate must see that communications sent to him/her at the address stated in his/her 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) In the event of a candidate receiving more than one admission certificate from the Commission, he/she should use only one of these admission certificates for appearing in the examination and return the other(s) to the Commission's Office.
- (v) If a candidate receives an admission certificate in respect of some other candidate from the Commission 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.

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

1. Name and year of the examination.
2. Application Form Number.
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) Communications not containing the above particulars may not be attended to.

N.B. : (ii) If a letter/communication is received from a candidate after an examination has been held and it does not give his/her full name and Roll number, it will be ignored and no action will be taken thereon.

N.B. : (iii) Candidates should also note

down their application form number for future reference.

9. For being considered against the vacancies reserved for them, the physically disabled person should have disability of Forty per cent (40%) or more. However, such candidates shall be required to meet one or more of the following physical requirements/abilities which may be necessary for performing the duties in the concerned Services/Posts:-

CODE	PHYSICAL REQUIRMENTS
MF	1. Work performed by manipulating (with Fingers)
PP	2. Work performed by pulling and 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

The functional classification in their case shall be, one or more of the following, consistent with the requirement of the concerned Services/Posts:-

FUNCTIONAL CLASSIFICATION

CODE	FUNCTION
BL	1. both legs affected but not arms.
BA	2. both arms affected a. impaired reach. b. weakness of grip.
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.

- BH 6. stiff back and hips (cannot sit or stoop)
MW 7. muscular weakness and limited physical endurance
B 8. the blind
PB 9. partially blind
D 10. the deaf
PD 11. partially deaf

10. 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.

11. The details regarding scheme and Syllabus of examination, Guidelines for filling up the Application Form, list of Head Post offices/Post offices from which application form can be purchased, Conditions of Apprenticeship, Special Instructions to Candidates for Objective Type Tests. are given in Appendices I, II, III, IV and V respectively.

Kuldeep Kumar Saharawat
Deputy Secretary

Union Public Service Commission

APPENDIX-I SCHEME OF EXAMINATION

Section - I

The examination shall be conducted according to the following plan.

Part I Written examination carrying a maximum of 600 marks in the subjects as shown below.

Part II Personality Test carrying a maximum of 200 marks in respect of only those candidates who are declared qualified on the results of written examination.

2. The subjects of the written examination under Part I, the time allowed and the maximum marks allotted to each subject/paper shall be as follows :

	Subjects	Code No.	Time Allowed	Maximum Marks
Paper-I	General Ability Test (English, General Knowledge and Psychological Test)	01	2 Hours	200
Paper-II	Physical Sciences (Physics and Chemistry)	02	2 Hours	200
Paper-III	Mathematics	03	2 Hours	200
Total Marks				600

3. The papers in all the subjects will consist of Objective (multiple choice answer) Type questions only. The Question Papers (Test Booklets) will be set in English only.
4. In the question papers, wherever required, SI units will be used.
5. Question Papers will be approximately of the Intermediate standard.
6. Candidates must write the answers in their own hand. In no circumstances, will they be allowed the help of a scribe to write the answers for them.
7. The Commission have discretion to fix qualifying marks in any or all the subjects of the examination.
8. Candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They

should not, therefore, bring the same inside the Examination Hall.

Section - II

Syllabus of Examination Paper-I

(I) ENGLISH

The questions will be designed to test the candidates' understanding and command of the language.

(II) GENERAL KNOWLEDGE

The questions will be designed to test a candidate's general awareness of the environment around him/her and its application to society. The standard of answers to questions should be as expected of students of standard 12 or equivalent.

Man and his environment—

Evolution of life, plants and animals, heredity and environment—Genetics, cells, chromosomes, genes.

Knowledge of the human body—nutrition, balanced diet, substitute foods, public health and sanitation including control of epidemics and common diseases. Environmental pollution and its control. Food adulteration, proper storage and preservation of food grains and finished products, population explosion, population control. Production of food and raw materials. Breeding of animals and plants, artificial insemination, manures and fertilizers, crop protection measures, high yielding varieties and green revolution, main cereal and cash crops of India.

Solar system and the earth. Seasons, Climate, Weather, Soil—its formation, erosion. Forests and their uses. Natural calamities cyclones, floods, earthquakes, volcanic eruptions. Mountains and rivers and their role in irrigation in India. Distribution of natural resources and industries in India. Exploration of under—ground minerals including Oil Conservation of natural resources with particular reference to the flora and fauna of India.

History, Politics and Society in India—Vedic, Mahavir, Budhdha, Mauryan, Sunga, Andhra, Kushan. Gupta ages (Mauryan Pillars, Stupa Caves, Sanchi, Mathura and Gandharva Schools, Temple architecture, Ajanta and Ellora).

The rise of new social forces with the coming of Islam and establishment of broader contacts. Transition from feudalism to capitalism. Opening of European contacts. Establishment of British rule in India. Rise of nationalism and national struggle for freedom culminating in Independence.

Constitution of India and its characteristic features—Democracy, Secularism, Socialism, equality of opportunity and Parliamentary form of Government. Major political ideologies—democracy, socialism, communism and Gandhian idea of non-violence. Indian political parties, pressure groups, public opinion and the press, electoral system.

India's foreign policy and non-alignment—Arms race, balance of power. World organisation — political, social, economic and cultural. Important events (including sports and cultural activities) in India and abroad during the past two years.

Broad features of Indian social system — The caste system, hierarchy — recent changes and trends. Minority social institution — marriage, family, religion and acculturation.

Division of labour, co-operation, conflict and competition, Social control — reward and punishment, art, law, customs, propaganda, public opinion, agencies of social control — family, religion, State educational institutions; factors of social change — economic, technological, demographic, cultural; the concept of revolution.

Social disorganisation in India — Casteism, communalism, corruption in public life, youth unrest, beggary, drugs, delinquency and crime, poverty and unemployment.

Social planning and welfare in India, community development and labour welfare; welfare of Scheduled Castes and Backward Classes.

Money — Taxation, price, demographic trends, national income, economic growth. Private and Public Sectors; economic and non-economic factors in planning, balanced versus imbalanced growth, agricultural versus industrial development; inflation and price stabilization, problem of resource mobilisation.

India's Five Year Plans.

(iii) Psychological Test

The questions will be designed to assess the basic intelligence and mechanical aptitude of the candidate.

Paper-II

(I) PHYSICS

Length measurements using vernier, screw gauge, spherometer and optical lever. Measurement of time and mass. Straight line motion and relationships among displacement, velocity and acceleration.

Newton's Laws of Motion, Momentum, impulse, work, energy and power.

Coefficient of friction.

Equilibrium of bodies under action of forces. Moment of a force, couple. Newton's Law of Gravitation. Escape velocity. Acceleration due to gravity.

Mass and Weight; Centre of gravity, Uniform circular motion, centripetal force, simple Harmonic motion. Simple pendulum.

Pressure in a fluid and its variation with depth. Pascal's Law. Principle of Archimedes. Floating bodies, Atmospheric pressure and its measurement.

Temperature and its measurement. Thermal expansion, Gas laws and absolute temperature. Specific heat, latent heats and their measurement. Specific heat of gases. Mechanical equivalent of heat. Internal energy and First law of thermodynamics, Isothermal and adiabatic changes. Transmission of heat; thermal conductivity.

Wave motion; Longitudinal and transverse waves. Progressive and stationary waves, Velocity of sound in gas and its dependence on various factors. Resonance phenomena (air columns and strings).

Reflection and refraction of light. Image formation by curved mirrors and lenses, Microscopes and telescopes. Defects of vision.

Prisms, deviation and dispersion, Minimum deviation. Visible spectrum.

Field due to a bar magnet, Magnetic moment, Elements of Earth's magnetic field. Magnetometers. Dia, para and ferromagnetism.

Electric charge, electric field and potential, Coulomb's Law.

Electric current; electric cells, e.m.f. resistance, ammeters and voltmeters. Ohm's law; resistances in series and parallel, specific resistance and conductivity. Heating effect of current.

Wheatstone's bridge, Potentiometer.

Magnetic effect of current; straight wire, coil and solenoid electromagnet; electric bell.

Force on a current-carrying conductor in magnetic field; moving coil galvanometers; conversion to ammeter or voltmeter.

Chemical effects of current; Primary and storage cells and their functioning, Laws of electrolysis.

Electromagnetic induction; Simple A.C. and D.C. generators. Transformers, Induction coil,

Cathode rays, discovery of the electron, Bohr model of the atom. Diode and its use as a rectifier.

Production, properties and uses of X-rays.

Radioactivity; Alpha, Beta and Gamma rays.

Nuclear energy; fission and fusion, conversion of mass into energy, chain reaction.

(II) CHEMISTRY

Physical Chemistry

1. Atomic structure; Earlier models in brief. Atom as at three dimensional model. Orbital concept. Quantum numbers and their significance, only elementary treatment.

Pauli's Exclusion Principle. Electronic configuration. Aufbau Principle, s.p.d. and f. block elements.

Periodic classification only long form. Periodicity and electronic configuration. Atomic radii, Electro-negativity in period and groups.

2. Chemical Bonding, electro-valent, covalent, coordinate covalent bonds. Bond Properties, sigma and Pi bonds, Shapes of simple molecules like water, hydrogen sulphide, methane and ammonium chloride. Molecular association and hydrogen bonding.

3. Energy changes in a chemical reaction. Exothermic and Endothermic Reactions. Application of First Law of Thermodynamics, Hess's Law of constant heat summation.

4. Chemical Equilibria and rates of reactions. Law of Mass action. Effect of Pressure, Temperature and concentration on the rates of reaction. (Qualitative treatment based on Le Chatelier's Principle). Molecularity; First and Second order reaction. Concept of Energy of activation. Application to manufacture of Ammonia and Sulphur trioxide.

5. Solutions : True solutions, colloidal solutions and suspensions. Colligative properties of dilute solutions and determination of Molecular weights of dissolved substances. Elevation of boiling points. Depressions of freezing point, osmotic pressure. Raoult's Law (non-thermodynamic treatment only).

6. Electro-Chemistry : Solution of Electrolytes, Faraday's Laws of Electrolysis, ionic equilibria, Solubility product.

Strong and weak electrolytes. Acids and Bases (Lewis and Bronstead concept). pH and Buffer solutions.

7. Oxidation — Reduction; Modern, electronics concept and oxidation number.

8. Natural and Artificial Radioactivity: Nuclear Fission and Fusion. Uses of Radioactive isotopes.

Inorganic Chemistry

Brief Treatment of Elements and their industrially important compounds :

1. Hydrogen : Position in the periodic table. Isotopes of hydrogen. Electronegative and electropositive character. Water, hard and soft water, use of water in industries, Heavy water and its uses.

2. Group I Elements : Manufacture of sodium hydroxide, sodium carbonate, sodium bicarbonate and sodium chloride.

3. Group II Elements : Quick and slaked lime. Gypsum, Plaster of Paris. Magnesium sulphate and Magnesia.

4. Group III Elements: Borax, Alumina and Alum.

5. Group IV Elements : Coals, Coke and solid Fuels, Silicates, Zolitis semi-conductors. Glass (Elementary treatment).

6. Group V Elements. Manufacture of ammonia and nitric acid. Rock Phosphates and safety matches.

7. Group VI Elements. Hydrogen peroxide, allotropy of sulphur, sulphuric acid. Oxides of sulphur.

8. Group VII Elements. Manufacture and uses of Fluorine, Chlorine, Bromine and Iodine, Hydrochloric acid. Bleaching powder.

9. Group O. (Noble gases) Helium and its uses.

10. Metallurgical Processes : General Methods of extraction of metals with specific reference to copper, iron, aluminium, silver, gold, zinc and lead. Common alloys of these metals; Nickel and manganese steels.

Organic Chemistry

1. Tetrahedral nature of carbon, Hybridisation and sigma pi bonds and their relative strength. Single and multiple bonds. Shapes of molecules. Geometrical and optical isomerism.

2. General methods of preparation, properties and reaction of alkanes, alkenes and alkynes, Petroleum and its refining. Its uses as fuel.

Aromatic hydrocarbons : Resonance and aromaticity. Benzene and Naphthalene and their analogues. Aromatic substitution reactions.

3. Halogen derivatives : Chloroform, Carbon Tetrachloride, Chlorobenzene, D.D.T. and Gammexane.

4. Hydroxy Compounds : Preparation, properties and uses of Primary, Secondary and Tertiary alcohols, Methanol, Ethanol, Glycerol and Phenol, Substitution reaction at aliphatic carbon atom.

5. Ethers; Diethyl ether.

6. Aldehydes and ketones : Formaldehyde, Acetaldehyde, Benzaldehyde, acetone, acetophenone.

7. Nitro compounds amines: Nitrobenzene TNT, Aniline, Diazonium Compounds, Azodyes.

8. Carboxylic acid : Formic, acetic, denezic and salicylic acids, acetyl salicylic acid.

9. Esters : Ethylacetate, Methyl salicylates, ethylbenzoate.

10. Polymers : Polythene, Teflon, Perpex, Artificial Rubber, Nylon and Polyester fibers.

11. Nonstructural treatment of Carbohydrates, Fats and Lipids, amino acids and proteins - Vitamins and hormones.

Paper-III

MATHEMATICS

1. Algebra :

Concept of a set, Union and Intersection of sets, Complement of a set, Null set, Universal set and Power set, Venn diagrams and simple applications. Cartesian product of two sets, relation and mapping — examples, Binary operation on a set — examples.

Representation of real numbers on a line. Complex numbers: Modulus, Argument, Algebraic operations on complex numbers. Cube roots of unity. Binary system of numbers, Conversion of a decimal number to a binary number and vice-versa. Arithmetic, Geometric and Harmonic progressions. Summation of series involving A.P., G.P., and H.P.. Quadratic equations with real co-efficients. Quadratic expressions: extreme values. Permutation and Combination, Binomial theorem and its applications.

Matrices and Determinants: Types of matrices, equality, matrix addition and scalar multiplication - properties. Matrix multiplication — non-commutative and distributive property over addition. Transpose of a matrix, Determinant of a matrix. Minors and Co-factors. Properties of determinants. Singular and non-singular matrices. Adjoint and Inverse of a square-matrix, Solution of a system of linear equations in two and three variables-elimination method, Cramers rule and Matrix inversion method (Matrices with m rows and n columns where m, n ≤ to 3 are to be considered).

Idea of a Group, Order of a Group, Abelian group. Identity and inverse elements-Illustration by simple examples.

2. Trigonometry :

Addition and subtraction formulae, multiple and sub-multiple angles. Product and factoring formulae. Inverse trigonometric functions — Domains, Ranges and Graphs. DeMoivre's theorem, expansion of Sin nθ and Cos nθ in a series of multiples of Sines and Cosines. Solution of simple trigonometric equations. Applications: Heights and Distance.

3. Analytic Geometry (two dimensions):

Rectangular Cartesian. Coordinate system, distance between two points, equation of a straight line in various forms, angle between two lines, distance of a point from a line. Transformation of axes. Pair of straight lines, general equation of second degree in x and y — condition to represent a pair of straight lines, point of intersection, angle between two lines. Equation of a circle in standard and in general form, equations of tangent and normal at a point, orthogonality of two circles. Standard equations of parabola, ellipse and hyperbola — parametric equations, equations of tangent and normal at a point in both cartesian and parametric forms.

4. Differential Calculus:

Concept of a real valued function — domain, range and graph. Composite functions, one to one, onto and inverse functions, algebra of real functions, examples of polynomial, rational, trigonometric, exponential and logarithmic functions. Notion of limit, Standard limits - examples. Continuity of functions - examples, algebraic operations on continuous functions. Derivative of a function at a point, geometrical and physical interpretation of a derivative - applications. Derivative of sum, product and quotient of func-

tions, derivative of a function with respect to another function, derivative of a composite function, chain rule. Second order derivatives. Rolle's theorem (statement only), increasing and decreasing functions. Application of derivatives in problems of maxima, minima, greatest and least values of a function.

5. Integral Calculus and Differential equations :

Integral Calculus : Integration as inverse of differential, integration by substitution and by parts, standard integrals involving algebraic expression, trigonometric, exponential and hyperbolic functions. Evaluation of definite integrals-determination of areas of plane regions bounded by curves - applications.

Differential equations : Definition of order and degree of a differential equation, formation of a differential equation by examples. General and particular solution of a differential equation, solution of first order and first degree differential equation of various types - examples. Solution of second order homogeneous differential equation with constant co-efficients.

6. Vectors and its applications :

Magnitude and direction of a vector, equal vectors, unit vector, zero vector, vectors in two and three dimensions, position vector. Multiplication of a vector by a scalar, sum and difference of two vectors, Parallelogram law and triangle law of addition. Multiplication of vectors — scalar product or dot product of two vectors, perpendicularity, commutative and distributive properties. Vector product or cross product of two vectors. Scalar and vector triple products. Equations of a line, plane and sphere in vector form - simple problems. Area of a triangle, parallelogram and problems of plane geometry and trigonometry using vector methods. Work done by a force and moment of a force.

7. Statistics and probability :

Statistics : Frequency distribution, cumulative frequency distribution - examples. Graphical representation - Histogram, frequency polygon - examples. Measure of central tendency - mean, median and mode. Variance and standard deviation - determination and comparison. Correlation and regression.

Probability : Random experiment, outcomes and associated sample space, events, mutually exclusive and exhaustive events, impossible and certain events. Union and Intersection of events. Complementary, elementary and composite events. Definition of probability : classical and statistical - examples. Elementary theorems on probability - simple problems. Conditional probability, Bayes' theorem - simple problems. Random variable as function on a sample space. Binomial distribution, examples of random experiments giving rise to Binomial distribution.

Personality Test

Each candidate will be interviewed by a Board who will have before them a record of his career both academic and extramural. They will be asked questions on matters of general interest. Special attention will be paid to assessing their potential qualities of leadership, initiative and intellectual curiosity, tact and other social qualities, mental and physical energy, power of practical application and integrity of character.

APPENDIX – II (A)

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

Candidates may apply Online using the Website <http://www.upsconline.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 applying Online are required to pay a reduced fee of **Rs.50/- (Rupees Fifty only)** [excepting Female/SC/ST/ Physically Handicapped candidates who are exempted from payment of fee] either by remitting the

money in any branch of SBI by cash, or by using net banking facility of SBI 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 .png or .jpg format** in such a manner that each file size should not exceed 40 KB each.
- The Online Application (Part I and II) can be filled from **26th March, 2011 to 25th April, 2011 till 11.59 p.m.**, after which link will be disabled.
- **Candidates wanting to apply online are strongly advised to do so well in time without waiting for last date for submission of online application.**

APPENDIX – II(B)

GENERAL INSTRUCTIONS/GUIDELINES FOR FILLING UP THE OFFLINE APPLICATION FORM

1. Candidates must **use only the new Common Application Form (Form-E) for UPSC examinations (cost Rs. 30/-)** based on OMR entries supplied with the information Brochure purchased from any of the designated **Head Post Offices/ Post Offices listed in Appendix III. They should in no case use photocopy/ reproduction/ unauthorised printed copy of the Form.** The form will NOT be supplied by the Commission's office.
2. The application form must be filled in by the candidates in their own handwriting. Since this form will be processed on computerised machines, candidates should **exercise due care in handling and filling up the application form.** They should use **black ball point pen only to darken the circles. For writing also, they should use black ball point pen only.**
Since the entries made by the candidates by darkening the circle only will be taken into account while processing the applications on computerised machines, they should make these entries very carefully and accurately.
3. Candidates should ensure that the signatures appended by them in all the places viz. in their application form, Attendance List etc. and in all the correspondence with the Commission, should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him at different places, his candidature will be liable to be cancelled by the Commission.
4. No change in the entries made in original application form will be allowed under any circumstances.
5. The candidates are advised in their own interest to **ensure that the applications reach the Commission's Office on or before the closing date.** Applications received in the Commission's Office after the closing date will not be considered.
6. While filling in his/her application form, the candidate should carefully decide about his/her choice for the centre of the examination(s).
7. **On the Acknowledgement Card, the candidates should write their application form No. and the name of examination viz. Special Class Railway Apprentices' Examination, 2011.** They should also write clearly and legibly their mailing address on the Acknowledgement Card and a **postage stamp** of Rs.6/- should be affixed on the card. **The Acknowledgement Card should not be stapled or pinned or tagged or pasted with the Application Form.**

Eligibility Conditions (in brief)

- (i) **Age limits :**
17-21 years as on 1.8.2011. {Upper age limit relaxable for SCs/STs, OBCs and certain other categories as specified in Para 3(ii) of Notice}.
- (ii) **Educational Qualifications :**
Please refer Para 3(iii) of Notice.
- (iii) **Fee :**
Rs. 100/- (Rupees one hundred only) (No fee for Females/SCs/STs/Physically disabled).

Instructions to candidates for filing up the Application Form (Form-E) for the SPECIAL CLASS RAILWAY APPRENTICES' EXAMINATION, 2011.

Important: Only black ball-point pen shall be used for filling up this form.

Side 1 of Application Form

Column 1: Examination for which applying (if eligible)

Write the name of Examination as **SPECIAL CLASS RAILWAY APPRENTICES' EXAMINATION, 2011** (in English capital letters only).

Write the year of Exam as **2011**

Darken the circles **07** as the examination code

Column 2: Name of the candidate

For filling up this column, first write in the boxes your full name (in English capital letters) exactly as recorded in your Matriculation/High School/ Secondary or equivalent examination certificate. Write a single letter in a box. Leave a box blank between any two parts of the name. Then darken the corresponding circle below each letter. Do not darken a circle below a blank box. Do not use any prefix such as Shri, Kum., Dr. etc with your name.

Column 3: Date of Birth

Darken the appropriate circles for the day, month and the last two digits of the year of your birth as recorded in your Matriculation/High School/ Secondary or equivalent examination certificate.

Column 4: Gender

Darken appropriate circle applicable in your case.

Column 5: Nationality

Darken appropriate circle applicable in your case.

Column 6: Marital Status

Darken appropriate circle applicable in your case.

Column 7: Central Recruitment Fee Stamp

Fee to be paid for the Special Class Railway Apprentices' Examination, 2011 is Rs.100/- (Rupees One Hundred only). Female/SC/ST/PH candidates are not required to pay any fee.

Fee is payable **only** through **Central Recruitment Fee Stamp** (Not postage stamps). No other mode of payment is acceptable. Obtain **only one** single CRF Stamp of requisite denomination from the post office and paste it firmly within the box. After pasting the CRF Stamp on the form, get it cancelled from the post office of purchase in the space provided. **Do not staple the CRF Stamp.**

Column 8: Father's Name

Write your father's name (in English capital letters). Write a single letter in each box, leave a box blank between any two parts of the name. Do not use any prefix such as Mr, Shri, Dr. etc.

Column 9: Mother's Name

Write your mother's name (in English capital letters). Write a single letter in each box, Leave a box blank between any two parts of the name. Do not use any prefix such as Mrs, Smt, Dr. etc.

Column 10: Examination Centre Codes

Choose the Correct Examination Centre code from the list given below where you wish to appear in Special Class Railway Apprentices' Examination, 2011. And then darken the appropriate circles.

List of Centres for Special Class Railway Apprentices' Examination, 2011 and their codes

Centre	Code	Centre	Code	Centre	Code
AGARTALA	45	GANGTOK	42	PANAJI (GOA)	36
AHMEDABAD	01	HYDERABAD	10	PATNA	15
AIZAWL	47	IMPHAL	44	PORT BLAIR	37
ALLAHABAD	02	ITANAGAR	48	RAIPUR	49
BANGALORE	03	JAIPUR	11	RANCHI	41
BAREILLY	54	JAMMU	34	SAMBALPUR	53
BHOPAL	04	JORHAT	46	SHILLONG	16
CHANDIGARH	35	KOCHI	24	SHIMLA	17
CHENNAI	12	KOHIMA	43	SRINAGAR	18
CUTTACK	07	KOLKATA	06	THIRUVANANTHAPURAM	19
DEHRADUN	14	LUCKNOW	26	TIRUPATI	50
DELHI	08	MADURAI	40	UDAIPUR	52
DHARWAD	39	MUMBAI	05	VISHAKHAPATNAM	51
DISPUR	09	NAGPUR	13		

Column 11: Educational Qualification Code

Choose the Correct Educational Qualification code given below and then darken the appropriate circles applicable in your case.

Code	Educational qualification
1	If you have already passed the requisite qualifying examination.
2	If you have appeared/appearing at the requisite qualifying examination.

Column 12: Age Relaxation Code

If claiming age relaxation, choose the appropriate category code from the table given below and darken the appropriate circles applicable in your case.

Code No.	Category	Extent of Age Relaxation Permissible
01	SC and ST	5 years
02	OBC	3 years
03	Blind, deaf-mute and Orthopaedically Handicapped persons.	10 years
04	Blind, deaf-mute and Orthopaedically Handicapped persons+ SC/ST	15 years
05	Blind, deaf-mute and Orthopaedically Handicapped persons+ OBC	13 years
06	Defence Services Personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
07	Defence Services Personnel (as against Code No. 06) + SC/ST	8 years
08	Defence Services Personnel (as against Code No. 06) + OBC	6 years
09	Ex-Servicemen including Commissioned Officers and ECOs/ SSCOs who have rendered at least five years Military Service as on 1st August, 2011 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2011) 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.	5 years
10	Ex-Servicemen including Commissioned Officers and ECOs/SSCOs(as against Code No. 09) + SC/ST	10 years
11	Ex-Servicemen including Commissioned Officers and ECOs/SSCOs(as against Code No. 09) + OBC	8 years
12	ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 1st August, 2011 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.	5 years
13	ECOs/SSCOs (as against Code No. 12) + SC/ST	10 years
14	ECOs/SSCOs (as against Code No. 12) + OBC	8 years
15	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to 31st December, 1989.	5 years
16	Candidates who had ordinarily been domiciled in the State of J & K (as against Code No. 15) + SC/ST	10 years
17	Candidates who had ordinarily been domiciled in the State of J & K (as against Code No. 15) + OBC	8 years

Column 13: Remote Area/Abroad Codes

If you are posting your application from remote areas or abroad, choose the relevant code from the table given below and darken the appropriate circles.

CODE FOR REMOTE AREAS AND ABROAD

Area	Code	Area	Code
Assam	01	Jammu & Kashmir	09
Meghalaya	02	Lahaul and Spiti District and Pangj	10
Arunachal Pradesh	03	Sub-Division of Chamba District	
Mizoram	04	of Himachal Pradesh	
Manipur	05		
Nagaland	06	Andaman & Nicobar Islands	11
Tripura	07	Lakshadweep	12
Sikkim	08	Abroad	13

N.B.: Candidates residing in a remote area/abroad specified in the Notice of the Examination are entitled to one week's additional time for submission of application form by post only.

Column 14: Amount of Fee paid

If you have paid the requisite fee, darken circle against the relevant denomination; or If you have not paid the fee and are claiming fee exemption as female, SC, ST or Physically Challenged, darken circle against 'Fee exempted'.

N.B.: Fee is payable only in the form of Central Recruitment Fee Stamp, as per

instructions against Column 7.

Column 15: Community

Darken the appropriate circle against the community to which you belong.

Note 1: Candidates belonging to OBCs but coming in the Creamy Layer and thus not being entitled to OBC reservation should indicate their community as General Category.

Note 2: Candidates not belonging to SC, ST, OBC communities should darken circle against General Category and **not** leave it blank.

Note 3: No change in the community status indicated by a candidate in his/her application form for the examination will ordinarily be allowed by the Commission at a subsequent stage.

Column 16: Minority status

If you belong to any of the specified minorities (Muslim /Christian / Sikh /Buddhist / Zoroastrian), darken the appropriate circle applicable in your case.

Column 17: Physically Challenged

If you belong to any of the specified PH category (Orthopaedically Challenged / Visually Impaired / Hearing Impaired), darken the appropriate circle.

Column 18: Address

Write your complete mailing address including your name in English capital letters very clearly and legibly within the box provided for the purpose. Also write the PIN Code in the box provided. Write with **black ball point pen** only. Do not write outside the box.

Column 19: Photograph and signature

Paste firmly in the space provided your recent photograph of 3.5 cm. x 4.5 cm. size with **your Name and Date of Birth printed on it. Do not staple the photograph. Photograph should neither be signed by you nor should it be got attested. Also append your signature in black ball point pen within the box provided below space for photograph.**

Side 2 of Application form

Columns 20 to 27:

Candidates applying for Special Class Apprentices' Examination are not required to fill any of these columns. They should, therefore, leave these columns blank.

Column 28: Declaration

The candidate must read the declaration carefully before signing.

Column 29: Write your name in English Capital letters in the box provided for the purpose.

Column 30: Signature of candidate

Make your usual signature in **black ball point pen** within the box provided. Your signature must not overflow or touch the border of the box provided. **Do not merely write your name in capital letters in place of signature. Unsigned applications will be summarily rejected.**

Also write the place and date of signing the form in the space provided for these purposes.

Column 31: Write your telephone number with STD code in the box provided.

Column 32: Write your mobile number in the box provided.

Column 33: Write your e-mail ID in the box provided.

VERIFY THE FOLLOWING BEFORE MAILING THE APPLICATION

1. That you have used the new Common Application form for UPSC Examinations (Form-E) purchased from the designated Head Post Offices/Post Offices only costing Rs. 30/-.
2. That you have filled in all the **relevant columns** of the application form by blackening the appropriate circles.
3. That you have affixed your recent photograph with your name and date of birth printed on it (unsigned and unattested) in column 19 of the application form.
4. That in case you are required to pay fee, you have pasted a Central Recruitment Fee Stamp of requisite denomination in column 7 of the application form and have got it cancelled from the Post Office of issue.
5. That you have signed in box provided below column 19 and in the space provided in column 30 of the application form.
6. That you have filled the Acknowledgement Card i.e. written your application form number in the space provided and written your address legibly.
7. That you have affixed a Rs. 6/- (Rupees six only) postage stamp on the Acknowledgement Card.
8. That only one application form and one Acknowledgement Card is being mailed in the envelope supplied to you with the Brochure and **no other enclosure is attached therewith.**
9. That you have written the name of the examination viz., **"Special Class Railway Apprentices' Examination, 2011"** on the envelope meant for despatch of application form and Acknowledgement Card.

APPENDIX-III

List of Head Post Offices/Post Offices where UPSC Application Forms are available

Andhra Pradesh Circle : Hyderabad GPO, Hyderabad Jubilee, Kachiguda Stn., Khairatabad, Secunderabad, Trimulgherry, Adilabad, Anantapur, Arundelpet (Guntur), Chittoor, Cuddapah, Eluru, Kakinada, Karimnagar, Khammam, Kurnool, Machilipatnam, Mahboobnagar, Medak, Nalgonda, Nellore, Nizamabad, Ongole, Srikakulam, Vizianagaram, Vijayawada, Vikarabad, Visakhapatnam, Warangal.

Assam Circle : Guwahati, Barpeta, Dhubri, Dibrugarh, Diphu, Golaghat, Hailakandi, Jorhat, Karimganj, Kokrajhar, Mangaldoi, Nagaon, Nalbari, North Lakhimpur, Sibsagar, Silchar, Tezpur, Tinsukia.

Bihar Circle : Patna, GPO, Bankipur, Arrah, Aurangabad, B. Deoghar, Bokaro Steel City, Banka, Battiah, Begusarai, Bhagalpur, Biharsharif, Buxar, Chaibasa, Chapra, Daltonganj, Darbhanga, Dhanbad, Dumka, Gaya, Giridih, Gopalganj, Gumla, Hajipur, Hazaribagh, Jamshedpur, Katihar, Madhubani, Motihari, Munger, Muzaffarpur, Nawada, Purnea, Ranchi, Saharsa, Samastipur, Sasaram, Sitamarhi, Siwan.

Delhi Circle : Delhi GPO, New Delhi, Indra Prastha, Ramesh Nagar, Sarojini Nagar, Lodi Road, Krishna Nagar, Ashok Vihar, Parliament Street, UPSC PO.

Gujarat Circle : Gandhinagar, Ahmedabad, Amreli Anand, Bharuch, Bhavnagar, Bhuj, Dahod, Godhra, Himatnagar, Jamnagar, Junagadh, Kheda, Mehesana, Navrangpura, Navsari, Palanpur, Patan, Porbandar, Rajkot, Revdi Bazar, Surat, Surendranagar, Valsad, Vadodara.

Haryana Circle : Ambala GPO, Ambala City, Bahadurgarh, Bhiwani, Faridabad, Gurgaon, Hissar, Jind, Karnal, Kurukshetra, Narnaul, Panipat, Rohtak, Sirsa, Sonapat.

Himachal Pradesh Circle : Shimla, Bilaspur, Chamba, Hamirpur, Kangra, Keylong, Kulu, Mandi, Nahan, Recong, Peo, Solan, Una.

Jammu & Kashmir Circle : Srinagar, Anantnag, Baramulla, Jammu, Kathua, Leh, Rajouri, Udhampur, Gandhi Nagar H.Q., Janipur, Jammu Cantt, Samba.

Karnataka Circle : Bangalore GPO, Bangalore City, Basavangudi, HAL II Stage, Jayanagar, R.T. Nagar, Bagalkot, Raichur, Rajajinagar, Belgaum Bellary, Bidar, Bijapur, Chikmagalur, Chitradurga, Davengere, Dharwad, Gadag, Gulbarga, Hassan, Haveri, Hubli, Karwar, Kolar, Madikere, Mandya, Mangalore, Manipal, Mysore, Nanjagud, Shimoga, Sirsi, Tumkur, Udupi.

Kerala Circle : Trivandrum, Alleppey (Alappuzha), Calicut, Cannanore, Ernakulam, Kalpetta, Kasargod, Kattappana, Kottayam, Malappuram, Palghat, Pathanamthitta, Quilon, Trichur, Kavaratti, (Lakshadweep).

Madhya Pradesh Circle : Bhopal GPO, Bilaspur, Ambikapur, Balaghat, Betul, Bhind, Chhatarpur, Chhindwara, Damoh, Dewas, Dhar, Durg, Guna, Hoshangabad, Indore, Jabalpur, Jagdalpur, Jhabua, Khandwa, Khargone, Lashkar, Mandla, Mandasaur, Morena, Narsinghpur, Neemuch, Raigarh, Raipur, Raisen, Rajgarh (Biora), Rajnandgaon, Ratlam, Rewa, Sagar Cantt., Satna, Sehore, Seoni, Shahdol, Shajapur, Shivpuri, Sidhi, Tikamgarh, Ujjain, Vidisha.

Maharashtra Circle : Mumbai GPO, Andheri, Borivili, Chembur, Chinchbunder, Dadar,

Girgaon, Kalbadevi, Mahim, Mandvi, Mumbai Central, Ahmednagar, Akola, Alibag, Amravati, Aurangabad, Beed, Bhandara, Buldhana, Chandrapur, Dhule, Jalagaon, Jalna, Karad, Kolhapur, Latur, Nagpur GPO, Nanded, Nasik, Osmanabad, Parbhani, Pune, Ratnagiri, Sangli, Satara, Sawantwadi, Solapur, Thane, Wardha, Yeotmal, Margaon (Goa), Panaji (Goa).

North East Circle : Agartala, Aizwal, Dharmanagar, Imphal, Itanagar, Kohima, Radhakishorepur, Shillong, Tura.

Orissa Circle : Bhubaneswar GPO, Angul, Bolangir, Balasore, Bargarh, Baripada, Berhampur, Bhadrak, Bhawanipatna, Cuttack GPO, Dhenkanal, Jagatsinghpur, Jajpur, Jeypore (K), Jharsuguda, Kendrapara, Keonjhar, Koraput, Nayagarh, Parlakhemundi, Phulbani, Puri, Rayagada, Sambalpur, Sundargarh.

Punjab Circle : Amritsar, Bhatinda, Faridkot, Ferozepur, Gurdaspur, Hoshiarpur, Jalandhar City, Kapurthala, Ludhiana, Moga, Patiala, Ropar, Sangrur, Chandigarh.

Rajasthan Circle : Jaipur GPO, Jawahar Nagar, Shastri Nagar, Ajmer, Alwar, Banswara, Baran, Barmer, Bharatpur, Bhilwara, Bikaner, Bundi, Chittorgarh, Churu, Dausa, Dholpur, Dungarpur, Hanumangarh, Hindaun, Jaisalmer, Jalore, Jhalawar, Jhunjhunu, Jodhpur, Kankroli, Kota, Nagaur, Pali Marwar, Sawaimadhupur, Shastri Circle Udaipur, Sikar, Sirohi, Sriganganagar, Tonk.

Tamil Nadu Circle : Chennai GPO, Anna Road, St. Thomas Mount, T. Nagar, Bodinayakanur, Chengalpattu, Chidambaram, Coimbatore, Cuddalore, Dharmapuri, Dindigul, Erode, Kanchipuram, Karur, Madurai, Nagapattinam, Nagercoil, Namakkal, Pudukottai, Ramanathapuram, Salem, Sivagangai, Tambaram, Thanjavur, Thiruvannamalai, Tiruchirappalli, Tirunelveli, Tiruvallur, Tiruvayur, Turaiyur, Tuticorin, Udhamandalam, Vellore, Villupuram, Virudhunagar, Puducherry.

Uttar Pradesh Circle : Lucknow, Lucknow Chowk, Agra, Akbarpur, Aligarh, Allahabad, Allahabad Katchery, Almora, Auraiya, Azamgarh, Bahraich, Ballia, Balrampur, Banda, Bansi, Barabanki, Bareilly, Basti, Bijnor, Budaun, Bulandshahr, Dehradun, Deoria, Dhampur, Etah, Etawah, Faizabad, Fatehgarh, Fatehpur, Firozabad, Ghaziabad, Ghazipur, Gonda, Gopeshwar, Gorakhpur, Haldwani, Hamirpur, Hardoi, Jaunpur, Jhansi, Kanpur, Kheri, Lalitpur, Mainpuri, Mathura, Mau, Meerut, Mirzapur, Moradabad, Muzaffarnagar, Nainital, Orai, Pauri, Padrauna, Pilibhit, Pithoragarh, Pratapgarh, Rai Bareilly, Rampur, Roorkee, Saharanpur, Shahajahanpur, Sitapur, Sultanpur, Tehri, Unnao, Varanasi.

West Bengal Circle : Kolkata (Calcutta) GPO, Alipore, Barabazar, Belegata, Belghoria, Cassipore, Park Street, Tollygunge, Balurghat, Bankura, Barasat, Berhampore, Burdwan, Chinsurah, Cooch Behar, Darjeeling, Howrah, Jalpaiguri, Krishnagar, Malda, Midnapore, Purulia, Suri, Siliguri, Port Blair (Andaman & Nicobar Islands), Gangtok (Sikkim).

Selected Field Post Offices through

1 Central Base Post Office (CBPO), 56 APO;

2 Central Base Post Office (CBPO) 99 APO.

APPENDIX-IV

Conditions of Apprenticeship for Special Class Apprentices Selected through the Examination

The terms and conditions of Apprenticeship will be as set out in the form of agreement prescribed in the Indian Railway Establishment Manual, brief particulars of which are given below :

1. A candidate offered appointment as a Special Class Railway Apprentice shall execute an agreement in the prescribed form binding himself/herself and one surety jointly and severally, to refund, in the event of his/her failing to complete training as a Special Class Railway Apprentices or to accept the service as an officer on probation in the Indian Railway Service of Mechanical Engineers, if offered to him/her to the satisfaction of the Government, any money paid to him/her and any other money expended by Government on him/her, the Government being the exclusive judge of the quantum of such expense.

The apprentices will be liable to undergo practical and theoretical training for 4 years in the first instance under an indenture binding them, to serve on the Indian Railways on the completion of their training, if their services are required. The continuance of apprenticeship from year to year will depend on satisfactory reports being received from the authorities under whom the apprentices may be working. If at any time during his/her apprenticeship; any apprentice does not satisfy the superior authorities that he/she is making good progress, he/she will be liable to be discharged from the apprenticeship.

Note : The Government of India may at their discretion alter or modify the periods and courses of training.

2. The practical and theoretical training referred to above will be given in a Railway Workshop for four years of their apprenticeship. Special Class Railway Apprentice must pass within this period the Bachelor of Engineering in Mechanical Engineering from from Birla Institute of Technology, Mesra (Ranchi). The apprentices will be granted a stipend of Rs. 9100/- per month during the 1st and 2nd years and Rs. 9400/- per month during the 3rd year and first six months of 4th year and Rs 9700 for last six months of 4th year. During the apprenticeship, the candidates will be required to undergo both theoretical and practical training. There will be in all Eight Semester Examinations passing each of which is compulsory. If unsuccessful at any of these examination, they will be depending on their performance, be asked to sit for and pass in supplementary examination or reverted to the next lower batch or removed from apprenticeship.

Note : Except as provided for in paragraph 4 below or in cases of discharge or dismissal due to insubordination, intemperance or other misconduct or breach of agreement a

week's notice of discharge from apprenticeship will be given.

3. After the completion of 4th year of training referred to in paragraph 2 above, the apprentices will be listed in order of merit on the results of the examination held and the reports of the apprentices received during the period of apprenticeship. Successful apprentices will be appointed on probation for 18 months in the Indian Railway Service of Mechanical Engineers.

Note : An apprentice will be considered to have obtained the qualifying standard if he/she obtains a minimum of 40 per cent marks in the aggregate in all the examinations held during the Eight Semester Examination of his/her training and 60 percent marks in the reports of the Director Indian Railways Institute of Mechanical and Electrical Engineers, Jamalpur and of the Chief Works Manager, Jamalpur Workshop provided that in each of the Eight Semester Examination he/she has obtained a minimum of 40 percent marks in the aggregate and minimum of 40 percent marks in all the subjects.

4. Unsuccessful apprentices will be discharged from their apprenticeship, one month's notice of discharge being given along with the intimation that the apprentice has been unsuccessful.

5. After successful completion of 4 years apprenticeship, the apprentices will be appointed as probationers in the Indian Railway Service of Mechanical Engineers subject to the proviso given below in Para 6. Particulars as to pay and general conditions of service of officers of Indian Railway Service of Mechanical Engineers have been given in Appendix-IV of the Rules published in Gazette of India.

6. The period of probation will be 18 months. The appointment and pay as probationers will commence from (a) the date of completion of 4 years of the apprenticeship or (b) the actual date of completion of training whichever is later :

Provided however, that those Special Class Apprentices who could not pass Bachelor of Engineering from Birla Institute of Technology, Mesra (Ranchi) within 4 years of their apprenticeship will be deemed to have been appointed as probationers only from the date when they pass in full in all the Eight Semester.

Note : (i) The retention in service of probationers and their grant of annual increments are subject to satisfactory reports on their work being received at the end of each year of probation.

(ii) The services of probationer may be terminated on three months notice on either side.

APPENDIX-V

Special Instructions to Candidates for objective type tests

1. Articles permitted inside Examination Hall

Clip board or hard board (on which nothing is written), a good quality H.B. pencil for making responses on the Answer Sheet, eraser, pencil sharpener and a pen containing blue or black ink. Answer Sheet and sheet for rough work will be supplied by the Invigilator.

2. Articles not permitted inside Examination Hall

Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s), etc.

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.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping can not be assured.

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.

3. Penalty for Wrong Answers

THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.

- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answer happens to be correct and there will be same penalty as above for that question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no **penalty** for that question.

4. Unfair means strictly prohibited

No candidates shall copy from the papers of any other candidate nor permit his/her papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

5. Conduct in Examination Hall

No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.

6. Answer Sheet particulars

- (i) Write in ink or ball point pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode (in pencil) your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
- (ii) All corrections and changes in writing the roll number must be initialed by the candidates as well as by the Invigilator and countersigned by the Supervisor.
- (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.

- 7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
- 8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
- 9. Since the answer sheets will be evaluated on computerised machines, candidates should exercise due care in handling and filling up the answer sheets. **They should use HB pencil only to darken the circles. For writing in boxes, they should use blue or black pen.** Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerised machines, they should make these entries very carefully and accurately.

10. Method of marking answers

In the "Objective Type" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.

The question paper will be in the Form of **Test Booklet**. The booklet will contain item bearing numbers 1, 2, 3 etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.

In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best,

you have to mark your response by completely blackening with HB pencil to indicate your response. Ink should not be used for blackening the circle on the Answer Sheet.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with pencil as shown below :-

Example : (a) ● (c) (d)

To change a wrong marking, erase it completely and re-mark the new choice.

11. Signature on Attendance List

You are required to write the serial number of the Answer Sheet and Test Booklet and Series of Test Booklet issued to you on the Attendance List and to sign in appropriate column against your name. Any change or correction in these particulars should be authenticated by the candidate by putting his/her signatures.

12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he/she will render himself/herself liable for disciplinary action and/or imposition of a penalty as the Commission may deem fit.

Annexure

How to fill in the Answer Sheet of objective type tests in the Examination Hall

Please follow these instructions very carefully. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

As soon as the candidates receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered he/she should at once get it replaced by a numbered one.

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus :

Write in Ink

केंद्र	विषय	विषय कोड	अनुक्रमांक
Centre	Subject	S. Code	Roll Number

If you are, say, appearing for the examination in Delhi Centre for the General Studies Paper* and your Roll No. is 081276, and your Test Booklet series is 'A' you should fill in thus, using ink or ball point pen.

*This is just illustrative and may not be relevant to the Examination concerned.

Write in Ink/स्याही से लिखें

केंद्र	विषय	Paper I	विषय कोड	अनुक्रमांक
Centre	Delhi	Subject	General	S. Code
			Ability	01
			Test(A)	Roll Number
				081276

You should write in ink or ball point pen the name of the centre and subject in English or Hindi.

The test Booklet Series is indicated by Alphabets A, B, C, or D at the top right hand corner of the Booklet.

Write your Roll Numbers exactly as it is in your Admission Certificate in ink in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with H.B. Pencil. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For General Ability Test* subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:

पुस्तिका क्रम (ए)	विषय	0	1
Booklet Series (A)	Subject	0	1
●		●	⊙
ⓑ		ⓑ	●
ⓒ		ⓒ	●
ⓓ		ⓓ	●
		④	④
		⑤	⑤
		⑥	⑥
		⑦	⑦
		⑧	⑧
		⑨	⑨

All that is required is to blacken completely the circle marked 'A' below the Booklet Series and below the subject code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 081276. Do it thus similarly :

Important : Please ensure that you have carefully encoded your subject, Test Booklet Series and Roll Number. If you make any mistake, erase it completely and re-mark correctly.

*This is just illustrative and may not be relevant to your Examination.

अनुक्रमांक
Roll Numbers

0	8	1	2	7	6
●	ⓐ	ⓑ	ⓒ	ⓓ	ⓔ
ⓐ	ⓑ	●	ⓓ	ⓔ	ⓕ
ⓑ	ⓒ	ⓓ	●	ⓔ	ⓕ
ⓒ	ⓓ	ⓔ	ⓕ	●	ⓖ
ⓓ	ⓔ	ⓕ	ⓖ	ⓗ	●
ⓔ	ⓕ	ⓖ	ⓗ	ⓘ	ⓙ
ⓕ	ⓖ	ⓗ	ⓘ	ⓙ	ⓚ
ⓖ	ⓗ	ⓘ	ⓙ	ⓚ	ⓛ
ⓗ	ⓘ	ⓙ	ⓚ	ⓛ	ⓜ
ⓘ	ⓙ	ⓚ	ⓛ	ⓜ	ⓝ