

## PART I

### Union Public Service Commission

Dholpur House, Shahjahan Road, New Delhi - 110011

Union Public Service Commission (UPSC) are a body constituted under Article 315 of Constitution of India. One of the functions of the Commission as laid down in Article 320 of the Constitution is to conduct examinations for appointment to various services of the Union and the All India Services.

2. In order to streamline processing of applications, UPSC have developed an application form which can be processed on computerised machines. The application form supplied alongwith this brochure can be used for the following examinations:-

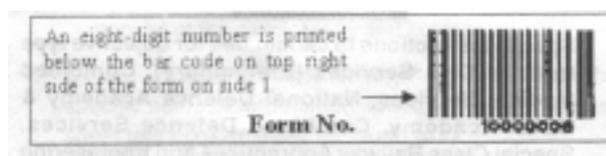
- I) Combined Medical Services Examination [CMS]
- II) National Defence Academy & Naval Academy Examination [NDA]
- iii) Indian Forest Service Examination [IFS]
- iv) Special Class Railway Apprentices Examination [SCRA]
- v) Geologists' Examination [GEOL]
- vi) Civil Services (Preliminary) Examination [CSP]
- vii) Combined Defence Services Examination [CDS]
- viii) Indian Economic Service Examination [IES]
- ix) Indian Statistical Service Examination [ISS]
- x) Engineering Services Examination [ENGG]

(NDA and CDS exams are held twice a year, the first one being indicated as NDA-1 & CDS-1 and the second one being shown as NDA-II & CDS-II.)

3. **The candidates must use only the form supplied with the brochure. A photocopied or typed form will not be accepted. Each form is applicable for only one examination. You should purchase the form from the post office only and from no other agency.**

#### GENERAL INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

1. Please note the application form number for your record to be quoted in future references. Also write the application form number or the acknowledgement card supplied with the Brochure before mailing the Application. **Each form bears a unique eight-digit bar-coded application form number as shown below.**

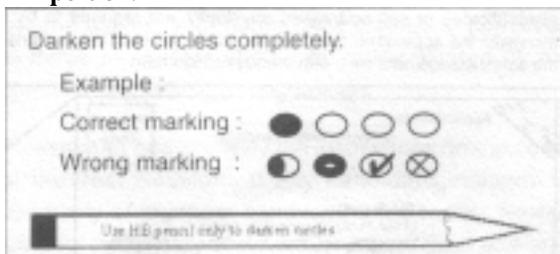


5. The application form is in a single sheet of paper printed on both sides. It contains 24 columns. Columns 1 to 16 and 23 and 24 are compulsorily to be filled by candidates for all the examinations. It would be sufficient if candidates of SCRA, CMS, IES

and ISS Exams fill up columns 1 to 16 and 23 and 24 only. For other exams, i.e., NDA, Geologists', CS(P), IFS, Engineering Services and CDS, candidates must also fill up the relevant column out of columns 17 to 22.

#### Important Instructions for filling up the form

1. **Do not use photocopy of the Form.**
2. **To change responses, erase darkened circles completely.**
3. **Do not make any stray marks on the Form.**
4. **Do not staple, pin, mutilate, scribble, tear, or wet the Form.**
6. Do not leave any relevant column blank. **INCOMPLETE APPLICATION WILL BE REJECTED.**
7. Candidates should use only international form of Indian numerals in filling up of the form and writing the code, i.e., - 1, 2, 3, 4, 5 etc. Code numbers written otherwise will not be considered.
8. This form is to be processed by machines Therefore, you should exercise due care in handling and filling up this form. **FOLD THE FORM ONLY AT THE PLACES INDICATED ON THE FORM.** You should use HB pencil only to darken the circles which are shown thus (○). If you wish to change any entry, erase the pencil mark thoroughly and then darken the relevant circle. There are small boxes as shown  provided above the circles to write with blue or black ball pen the numeral(s) corresponding to the darkened circle. This is only for confirmatory purposes. There should be no over-writing in these boxes. Neatly score out mistakes and write the correct ones. Please note that if any columns are unfilled by not darkening the circles or more than one circle is darkened in a column, the application will be rejected. Please ensure that the entries made with pen in the boxes are the same as shaded in the circles. **An application will be rejected if there is any variation in the entries in the same column between the shaded and the written portion.**



9. **Detailed instructions for filling up various columns of the application form, including the eligibility**





IF 'YES' FURNISH DETAILS UNDER THE RELEVANT CATEGORY/CATEGORIES GIVEN BELOW:

(See Instruction-I)

- (A) GOVERNMENT SERVANT (As on closing date)
- (B) SPORTSPERSON
- (C) ORDINARILY DOMICILED IN THE STATE OF J&K
- (D) WIDOW/DIVORCEE/JUDICIALLY SEPARATED
- (E) EX-SERVICEMAN
- (IF ANSWER TO 8(E) IS 'YES' TOTAL NO. OF YEARS OF ELIGIBLE SERVICE IN THE ARMED FORCES.    
YEARS

9. DO YOU POSSESS THE ESSENTIAL EDUCATIONAL QUALIFICATIONS AS MENTIONED IN THE ADVERTISEMENT? (Write '1' for Yes, '2' for No)

10. (A) DO YOU POSSESS RELEVANT EXPERIENCE FOR THE POST (Write '1' for Yes, '2' for No) (See Instruction – II)

(B) IF YES, INDICATE THE LENGTH OF EXPERIENCE IN YEARS, MONTHS AND DAYS AS ON CLOSING DATE.      
YEARS MONTHS DAYS

11. (A) DO YOU POSSESS HIGHER EDUCATIONAL QUALIFICATIONS (OVER AND ABOVE THE ESSENTIAL EDUCATIONAL QUALIFICATIONS) LIKE Ph. D., M. Phil., M. Tech./ M.E., M.D./M.S., Etc. (Write '1' for Yes, '2' for No).

(B) IF "YES" Write '1' IN THE RELEVANT BOX/BOXES       
Ph.D. M.Phil. M.E./ M.D./MS Others  
M.Tech.

12. DO YOU POSSESS ANY OF THE DESIRABLE QUALIFICATIONS (Write '1' for Yes, '2' for No, '3' for Not Applicable).

13.(A) MODE OF SUBMISSION OF APPLICATION (Write '1' if Submitted by Hand/ Courier, '2' if submitted by Post/Speed Post).

(B) IF ANSWER TO 13 (A) IS '2' INDICATE REGION CODE

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Deptt. in writing that I am applying for this selection.

Date:

Place:

(Candidate must fill detailed particulars in Part-II of form)

Signature of the candidate

(NB. Employees of Central/State Public Sector Undertakings do not fall within this category)

For column 8(B) to (E) Write '1' for Yes '2' for No

Instruction-II (For column 10)

Even if experience is not prescribed for the post applied for, do indicate relevant experience if you have any, in this column.

REGION CODES:

'1' for ABROAD, '2' for NORTH EASTERN STATES, '3' for JAMMU & KASHMIR, '4' for LAHAUL & SPITI DISTRICTS OF HIMACHAL PRADESH, '5' for SIKKIM, '6' for PANGI SUB-DIVISION OF CHAMBA, '7' for ANDAMAN AND NICOBAR ISLANDS, '8' for LAKSHADWEEP, '9' for Any Other REGION of INDIA.

\* Fee amount is Rs. 50/- payable in the shape of Central Recruitment Fee Stamp Only. No other mode of payment is acceptable.

For details of Recruitment Fee Concessions to specified categories of applications, kindly refer to Instruction No. 4 in the "Instructions and Additional Information to Candidates for Recruitment by Selection" published in Employment News.



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), pager, cellular phone etc.

## 3. Unfair means strictly prohibited

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

## 4. 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.

## 5. 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 Appendix. 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.

(i i) All corrections and changes in writing the roll number must be initialled by the candidate 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.

6. 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.

7. 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.

8. Use HB pencil to mark answers

The candidate must mark responses in the answer sheet with good quality HB pencil.

9. 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 items 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, Sl. Nos. from 1 to 160 are printed. Against each number, 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 responses given is correct or the best, you have to mark your response by completely blackening with 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: 

To change a wrong marking, erase it completely and remark the new choice.

10. 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 signatures.

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

## **PART II (B)**

**Special instructions for Conventional type of papers in Indian Forest Service, Engineering Services, Geologists', Indian Economic Service and Indian Statistical Service Examinations.**

### **1. Articles permitted inside Examination Hall**

Battery-operated pocket calculators of "non-programmable" type only, mathematical/ engineering/ drawing instruments, including a flat rule divided on the edges into inches and tens of an inch and into centimeters and millimeters, a slide rule, set squares, a protractor and a pair of compasses, pencils, coloured pencils, mapping pens, eraser, T-square and drawing board for use wherever necessary. Candidates are not allowed to bring with them any "Tables or Charts" for use in the Examination Hall.

### **2. Tables to be supplied by UPSC**

The Commission will, where necessary, supply the following for reference purpose only:-

- (i) Mathematical/Physical, Chemical and Engineering Tables (including Logarithmic Tables):
- (ii) Steam Table (including Mollier Diagrams for Temperature up to 800° C and Pressure up to 500 Kgf/Cm<sup>2</sup>);
- (iii) National Building Code of India 1970 or 1983 Group 2 Part VI.
- (iv) Any other special articles as may be necessary for the candidates to answer the questions set in the question paper.

After conclusion of the exam, return the above items to the Invigilator.

### **3. Answers to be written in own hand**

Write the answers in your own hand in ink. Pencil may be used for maps, mathematical drawings or rough work.

### **4. Check Answer Book**

The candidate must write his roll number (and not his name) only in the space provided for the purpose on every answer book used by him. Before writing in the answer book, please see that it is complete. In case there are any missing pages, it should be got replaced.

Do not tear out any pages from the Answer Book. If you use more than one Answer Book, indicate on the cover of first Answer Book the total number of Answer Books used. Do not leave any blank, unused spaces between answers. If such spaces are left, score them out.

### **5. Answers in excess of prescribed number will be ignored**

The candidate must attempt questions strictly in accordance with the directions given on each question paper. If questions are attempted in excess of the prescribed number, only the questions attempted first up to the prescribed number shall be valued and the remaining answers will be ignored.

6. Questions relating to graph/precis should be attempted only on graph/precis sheets to be supplied on demand by the Invigilators. All loose sheets such as precis sheet, drawing papers, graph sheets etc. whether used or not, should be placed inside the answer books and fastened along with the additional answer book(s), if any. Candidates who fail to observe this instruction will be penalised. Do not write your roll number on these sheets.

### **7. Unfair means strictly prohibited**

Do not copy from the papers of any other candidate nor allow your papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be the responsibility of every candidate to ensure that his answers are not copied by another candidate. Failure to do so will invite penalty, as may be awarded by the Commission for adoption of unfair means.

### **8. Conduct in Examination Hall**

Do not misbehave in any manner or create disorderly scene in the examination hall or harass or bodily harm the staff deployed for the conduct of examination. You will be severely penalised if you attempt to do so.

9. Please read carefully and abide by the instructions printed on the Question Paper and on the Answer Book supplied in the Examination Hall

## Appendix

### 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 candidate receives the Answer Sheet, he should check that it is numbered at the bottom. If it is found un-numbered he 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 :

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WRITE IN INK/क्याही से लिखें

केन्द्र	विषय	विषय कोड		अनुक्रमांक	
CENTRE	SUBJECT	S. CODE	□ □	ROLL NUMBER	□ □ □ □ □ □ □ □

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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.

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WRITE IN INK/क्याही से लिखें

केन्द्र	विषय	विषय कोड		अनुक्रमांक	
CENTRE	DELHI	SUBJECT	GENERAL STUDIES(A)	S. CODE	9 9
				ROLL NUMBER	0 8 1 2 7 6

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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 Number 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 Studies subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 99. Do it thus.

पुस्तिका क्रम (ए)	विषय	9	9	
BOOKLET SERIES (A)	Subject	9	9	
●		(0)	(0)	
(B)		(1)	(1)	
(C)		(2)	(2)	
(D)		(3)	(3)	
		(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 "9" (in the first vertical column) and "9" (in the second vertical column). You should then encode the Roll No. 081276. Do it thus similarly:

