

**UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi-110069**

Dated: 8.2.2012

To

**Subject:-RECRUITMENT TO 11 POSTS OF DEPUTY LEGAL ADVISER,
DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW & JUSTICE**

Dear candidate,

With reference to your application for the above-mentioned post, I am directed to state that on the basis of the results of the Recruitment Test, held on **27.11.11**, you have qualified to be called for Interview for the post of **DEPUTY LEGAL ADVISER, DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW & JUSTICE . THE EXACT +DATE OF YOUR INTERVIEW WILL BE INTIMATED SEPARATELY.**

2. To substantiate claims in your application, you are required to furnish detailed information as per "**Detailed Application Form**" enclosed herewith. You are requested to forward the Detailed Application Form duly filled along with required enclosures to be returned to the Commission by **28.2.2012** failing which your candidature is liable to be cancelled. The **DETAILED APPLICATION FORM**, duly filled and signed, should be addressed to the **Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110069** and the envelope containing the Detailed Application **Form should be super scribed DEPUTY LEGAL ADVISER, DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW & JUSTICE. Unsigned DAF will be summarily rejected.**

Yours faithfully,

Encl: **As above.**

(N. MUKHERJEE)
Under Secretary
Ph: 2338 7296(O)

**No.F.1/383(86)/2010-R-II/SPC-II
UNION PUBLIC SERVICE COMMISSION
Detailed Application Form**

For

Recruitment Test to 11 posts of Deputy Legal Adviser,(Grade III of Indian Legal Service cadre of Legal Advisers in the Main Secretariat and Branch Secretariats at Mumbai, Kolkata, Chennai and Bengaluru), Ministry of Law & Justice, Department of Legal Affairs.

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Roll Number

PASTE HERE FIRMLY A COPY OF YOUR RECENT PASSPORT SIZE PHOTOGRAPH (approx. 4 cm * 5 cm) DULY ATTESTED BY A GAZETTED OFFICER/ PRINCIPAL OF COLLEGE /INSTITUTION LAST ATTENDED
--

1. Name (as recorded in Matriculation/Higher _____
Secondary or equivalent Examination Certificate in
BLOCK LETTERS)

Note: Candidates filling application form in Hindi should
Repeat Name in English BLOCK LETTERS also. _____

*In case any change in name, candidates are
Required to furnish documents as mentioned
In Col.9 of Important Instructions.

2.(a) Address for correspondence (including candidate's _____
name) in English BLOCK LETTERS to which
communications is to be sent _____

PIN CODE

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(Please use abbreviations to the extent possible)

(b) Telephone No. (if any) with STD Code _____

(c) Fax No. (if any) _____

(d) E-mail address (if any) _____

(e) Permanent Postal Address (if any)
(in BLOCK LETTERS in English) _____

PIN code:

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(f) If you are a candidate from Assam/Meghalaya/Arunachal Pradesh/Mizoram/Manipur/Nagaland/Tripura/Sikkim/J&K/Lahual & Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh/Andaman & Nicobar Island/Lakshadweep, indicate clearly the name of the Area or region e.g. Assam, Meghalaya, J&K etc. where you are residing.

3. **Gender** : write 1 if male, 2 if female

4. **Marital Status**: write 1 if unmarried, 2 for others

5. (a) **Community**: write
 Schedule Caste..... 1
 Schedule Tribe..... 2
 Other Backward Classes... 3
 General Category(Others)... 4

Community (In words)	Code

Note 1: Candidate's belonging to OBCs but coming in the Creamy Layer and thus not being entitled to OBC reservation should indicate their Community as General Category (Others) Code No. 4.

Note 2: Candidate's belonging to neither SC, ST nor OBC communities should write Code No. 4 (General Category) against the column for Community and not leave it blank.

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

(b) State your religion if you belong to a Scheduled Caste _____

6. Date of Birth (in Christian Era) as recorded in Matric/Xth standard or equivalent certificate OR **Matriculation or equivalent marksheet issued** by **Central/State Boards** Indicating date of birth.
 (Enclose proof) * Please see SI.No.7 of Important Instructions.

D D
M M
Y Y Y Y

Day
Month
Year

7. Whether you claimed Age Relaxation:
 Write 1 if 'Yes', 2 if 'No'

Write the clause(s) of the Notice under which you Had claimed age relaxation, enclose documentary Evidence in support of your claim. _____

8. Residence Status:

(a) Citizenship Code (Please refer to 'Guidelines' enclosed to Instructions)

(a) Write State of Domicile Code (Please refer to 'Guidelines' enclosed to Instructions)

:3::

(c) Place of Birth Town/Village* _____
 District _____
 State _____

* Strike off whichever is not applicable

9. Educational Qualifications: Commencing with Matriculation or Equivalent Examinations:

Examination	Division	% Marks	Year of Passing	Subjects	School/College	Board/ University/ Institution

Note: Please enclose attested copies of all certificates regarding education. If original degree has not been awarded, furnish provisional degree certificates along with marks statements pertaining to all the academic years as proof of educational qualifications claimed.

10. (a) Status of Employment : Present Employment:
 Central Government Service-1, State Government Service-2, Others-3

10.(b) Details of employment in chronological order:

Post held	Organization	From	To	Pay Scale	Permanent/ Temporary/ Ad-hoc

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11. Language(s) Known:

	Language	Speak *	Read/ Write *	Can translate into	
				Level *	Name of Language
Mother Tongue					
Medium of Instructions in School					
Other Languages					

* Write: 1 if fluent, 2 if otherwise

12. Details of other applications for Examinations/Recruitment held/to be held by UPSC:

Name of Examination/Post	Date of Examination/Interview of Post	Roll No.	Whether you appeared in the Examination/ interview for Post	Whether you were recommended for appointment

13 (a) Are you a Physically Challenged candidate. Write Yes or No

13.(b) Had you claimed age relaxation/fee exemption as Physically Challenged candidate? Write Yes or No (If yes, enclose a copy of prescribed certificate in support of your claim)

- (i) Age-relaxation [c.f para 13 (v) of instructions to candidate]
- (ii) Fee-exemption

14. Debarment: Write 1 if 'yes', 2 if 'No' in case you have ever been debarred by a Public Service Commission/Staff Selection Commission from appearing at their Examinations/Selections or dismissed /removed from service.

If 'Yes' give details

15. (a) Name of Father

(b) Name of Mother

(c) Nationality of Father

(d) Nationality of Mother

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(e) Father's present postal Address _____
(if deceased give last address) _____

(f) Mother's present postal Address _____
(if deceased give last address) _____

(g) Father's Profession: _____

(h) Mother's Profession: _____

(i) If your father is in service, indicate the post held
by him (if retired, indicate the post held by him
at the time of his retirement) _____

(j) If your Mother is in service, indicate the post held
by her (if retired, indicate the post held by her
at the time of her retirement) _____

(k) Annual income of your Father _____

(l) Annual income of your Mother _____

(m) District and State to which your Father originally belongs: _____

(n) District and State to which your Mother originally belongs: _____

16. Please give particulars of:

(a) Prizes, Medals, Scholarships etc. won by you at
the University or Institution _____

(b) Team/Games/Sports/Boy Scouts/N.C.C/Hitch-hiking/
Mountaineering etc. in which you took part in
School/College _____

(c) Position(s) of authority held by you in School/College: _____

(d) Other extra-curricular activities and interests (such
as hobbies, painting, music and dancing etc.) : _____
(Candidates may use additional sheet of paper,
if necessary).

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17. List of Enclosures:
- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

NOTE/ATTENTION FOR THE CANDIDATE

NOTE-(I) CERTIFIED PHOTO COPIES OF CERTIFICATES, PARTICULARLY ABOUT DATE OF BIRTH, COMMUNITY, QUALIFICATIONS AND EXPERIENCE ETC. SHOULD BE ATTACHED ALONG WITH THIS PROFORMA OTHERWISE THE APPLICATION IS LIABLE TO BE REJECTED. IF DEGREE HAS NOT BEEN AWARDED THEN ENCLOSE PROVISIONAL DEGREE CERTIFICATES ALONG WITH MARKS STATEMENTS PERTAINING TO ALL THE ACADEMIC YEARS AS PROOF OF EDUCATIONAL QUALIFICATIONS CLAIMED.

NOTE-(II) DOCUMENTARY SUPPORTS FOR WHATSOEVER CLAIMS MADE IN THE APPLICATION SHOULD BE FURNISHED ALONG WITH APPLICATION, FAILING WHICH THE APPLICATION IS LIABLE TO BE REJECTED. ANY APPEAL AGAINST ITS REJECTION WILL NOT BE ENTERTAINED.

NOTE - (III) DATE OF BIRTH RECORDED ON MATRICULATION/Xth STANDARD OR EQUIVALENT CERTIFICATE INDICATING DATE OF BIRTH OR MATRICULATION/Xth STANDARD OR EQUIVALENT MARK SHEET ISSUED BY CENTRAL/STATE BOARD INDICATING DATE OF BIRTH, IS ONLY ACCEPTABLE. THE COMMISSION WILL NOT ACCEPT ADMIT CARD, IN LIEU OF MATRICULATION OR EQUIVALENT EXAMINATION, HOROSCOPE, AFFIDAVIT, BIRTH EXTRACTS FROM MUNICIPAL CORPORATION, SERVICE RECORDS AND THE LIKE, FOR THE PURPOSE OF DATE OF BIRTH, AND THE CANDIDATURE IS LIABLE TO BE REJECTED IF THESE ARE SUBMITTED AS PROOF OF DATE OF BIRTH.

NOTE: (iv) IN CASE AGE RELAXATION IS CLAIMED BEING GOVT. SERVANT – CERTIFICATE ISSUED AFTER THE DATE OF ADVERTISEMENT FROM THE EMPLOYER ON OFFICE’S LETTER HEAD TO THE EFFECT THAT HE/SHE IS A REGULARLY APPOINTED CENTRAL GOVERNMENT/UT GOVERNMENT SERVANT AND NOT ON AD-HOC/DAILY WAGES/HOURLY /CONTRACT BASIS EMPLOYEE ETC. SHOULD BE FURNISHED.

NOTE: (v) THE PROVISIONAL CLAIM WHATSOEVER IN REGARD TO ELIGIBILITY TO THE POST WILL NOT BE ACCEPTED BY THE COMMISSION.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby declare that all statements/entries made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Commission.

Place.....

** Signature of Candidate.....

Date.....

Name of Candidate _____

(In Block letters)

**** Application form not signed by candidate is liable to be rejected.**

UNION PUBLIC SERVICE COMMISSION

Recruitment Test to 11 posts of Deputy Legal Adviser (Grade III of Indian Legal Service Cadre of Legal Advisers in the Main Secretariat and Branch Secretariats at Mumbai, Chennai, Kolkata and Bengaluru), Ministry of Law and Justice, Department of Legal Affairs.

IMPORTANT INSTRUCTIONS

1. Candidates are advised to read carefully conditions of eligibility etc. as published in the Employment News dated 03.09.2011 vide Advertisement No/SPL/50/2011 (Vacancy No. 11095001803). Candidates are also advised to read the enclosed "Instructions for filling up the Detailed Application Form".
2. Candidates should ensure that all columns of the Detailed Application Form are filled in correctly in their own hand in ink or with Ball Point Pen. No correspondence will be entertained by the Commission from candidates to change any of the entries made in the Detailed Application Form.
3. Copies of all relevant certificates relating to educational qualifications, age, community etc. should be enclosed with the Detailed Application Form.
4. The completed Detailed Application Form must reach the **Under Secretary (SPC), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi – 110069** on or before the Date specified in the forwarding letter. The envelope containing the Detailed Application Form should be superscribed "**Detailed Application Form for Recruitment Test for 11 posts of Deputy Legal Adviser, Department of Legal Affairs, Ministry of Law and Justice.**" Applications can also be delivered at Union Public Service Commission counter by hand. The Commission will not be responsible for the Detailed Applications Form delivered to any other functionary of the Commission.
5. 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 Nos.011-23385271/ 011-23381125/011-23098543 on working days between 10.00 Hours and 17.00 Hours. **CANDIDATES CAN ALSO OBTAIN INFORMATION ABOUT THEIR RESULTS ETC. ON THE COMMISSION'S WEBSITE AT THE ADDRESS: <http://www.upsc.gov.in>**
6. Documentary supports for whatsoever claims made in the Detailed Application Form should be furnished along with Detailed Application Form, failing which the candidature is liable to be rejected. Any appeal against its rejection of the candidature will not be entertained.
7. For the purpose of date of birth, candidate should furnish copies of Matriculation/Xth standard or equivalent certificate indicating Date of Birth OR Mark Sheet of Matriculation/Xth standard or equivalent, issued by Central/State Board indicating Date of Birth. Where date of birth is not available in Certificate/Mark Sheets, issued by the concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).The commission will not accept admit card, (in lieu of matriculation OR equivalent examination), horoscope, affidavit, birth extracts from municipal corporation, service records and the like, for the purpose of date of birth.
8. Copies of certificates of Degree/Diploma certificate along with mark statements pertaining to all the academic years as proof of educational qualifications claimed should be attached with the Detailed Application Form. In the absence of Degree/Diploma certificate, Provisional Degree certificate along with mark sheets pertaining to all the academic years should be furnished as proof of educational qualifications.
- 8 (a) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and copy of the same enclosed with the Detailed Application form.

Contd.....2.

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9. In case of claims regarding change in name after matriculation on Marriage or Re-marriage; divorce etc., the following documents shall be submitted:
 - a. In case of marriage of women _ Photocopy of the Husband's passport showing name of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage OR an affidavit from the husband and wife along with a joint photograph duly sworn before the Oath Commissioner,
 - b. In case of re-marriage of women – Divorce Deed/Death certificate as the case may be in respect of first spouse ; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage OR an affidavit from the husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - c. In case of divorce of Women – Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner;
 - d. In other circumstance for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cutting of two leading daily newspapers in original (one daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
10. A candidates who claims to belong to one of the Scheduled Castes or Scheduled Tribes category has to submit, in support of his/her claim, an attested copy of a certificate in the prescribed form issued by the Competent Authority.
11. A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his/her claim an attested copy of a certificate in the prescribed form issued by the Competent Authority specified by the Govt. in their O.M. No.36012/22/93-Estt.(SC) dated 22.10.93. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the closing date for receipt of application for the post is to be treated as crucial date.

NOTE: ORIGINAL CERTIFICATES SHOULD NOT BE SENT WITH THE DETAILED APPLICATION FORM . THESE SHOULD BE PRODUCED AT THE TIME OF INTERIVEW.

12. In case of age relaxation being government servant – certificate issued after the date of advertisement from his/her employer on office's letter (in the prescribed format at **Appendix-III**) to the effect that he/she is a regularly appointed Central Government/UT Government servant and not on ad-hoc/ daily wages/hourly paid/contract basis employee etc. should be furnished. No candidate will be accorded age relaxation unless he/she produces the requisite certificate from the employer in the prescribed format.
13. In case of age relaxation being a Meritorious Sportsperson, a candidate should produce a certified copy of Certificate issued by the Competent Authority in the proforma given in **Appendix-IV**.
14. A candidate who claims fee exemption being Physically Handicapped (eligible for appointment to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a Medical Certificate issued by the Surgeon/Medical Officer of the Government Hospital/Medical Board in the prescribed form (Appendix-V). the candidate claiming fee concession under this para should produce a certificate in prescribed proforma.

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Recruitment Test to 11 posts of Deputy Legal Adviser (Grade III of Indian Legal Service Cadre of Legal Advisers in the Main Secretariat and Branch Secretariats at Mumbai, Chennai, Kolkata and Bengaluru), Ministry of Law and Justice, Department of Legal Affairs.

INSTRUCTIONS TO CANDIDATES FOR FILLING IN THE DETAILED APPLICATION FORM

1. The candidates should read these instructions carefully before filling in the Detailed Application Form.

2. The completed Detailed Application Form must reach the **Under Secretary (SPC), Union Public Service Commission, Dholpur House, New Delhi – 110069** on or before the date specified in the forwarding letter. The envelope containing the Detailed Application Form should be superscribed as **'Detailed Application Form for Recruitment Test to 11 posts of Deputy Legal Adviser (Grade III of Indian Legal Service Cadre of Legal Advisers in the Main Secretariat and Branch Secretariats at Mumbai, Chennai, Kolkata and Bengaluru), Ministry of Law and Justice, Department of Legal Affairs**. Detailed Application Form can also be delivered at Union Public Service Commission counter by hand. The Commission will not be responsible for the applications delivered to any other functionary of the Commission.

3. Before filling up this Detailed Application Form, candidates are advised to read carefully conditions of eligibility etc. as published in the Employment News vide Advt. No./SPL/50/2011 Vacancy No.11095001803 dated 03.09.2011. They should note that no correspondence will be entertained by the Commission from candidates to change any of the entries made in the Detailed Application Form. They should, therefore, take special care to fill up the Detailed Application Form correctly in their own hand writing in ink or with ball point pen.

4. Candidates must use only International form of Indian numerals in filling in the application form, e.g. 1, 2, 3, 4, 5, 6 etc. They should take special care that the entries made in the Detailed Application Form should be clear and legible. In case there are any illegible or misleading entries, the candidates will be responsible for the consequences for the confusions and the ambiguity caused in interpreting such entries. Corrections, if any should be legible and attested by the candidate.

5. The information earlier given by candidates in the application form for the Recruitment will be cross-checked with the information given by them in this Detailed Application Form. If there are any serious discrepancies, their candidature will be cancelled.

6. The candidates should paste a recent passport size photograph in the space provided for it in the Detailed Application Form. The photograph should be duly attested by a Gazetted Officer/Principal of the College/Institution last attended.

7. A candidate who claims to belong to any of the Schedule Castes or Schedule Tribes should submit in support of his/her claim an attested/certified copy of the certificate issued by the Competent Authority in the form given in **Appendix-I** from the District Officer or the Sub-Divisional Officer or any other officer as indicated in **Appendix-I** of the District in which his/her parents (or surviving parent) ordinarily reside. Such an officer should have been designated by the State Government concerned as competent to issue such a certificate. If both his/her parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself ordinarily resides other-wise than for the purpose of his/her own education.

8. A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his/her claim an attested copy of a certificate in the prescribed form (**Appendix-I**) issued by the Competent Authority specified by the govt. in their O.M. No.36012/22/93-Est.(SC) dated 22.10.93. Candidate seeking reservation as OBC has to submit a declaration in the prescribed format that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC) . Unless specified otherwise, the closing date for receipt of application for the post is to be treated as crucial date.

9. A candidate must submit alongwith this Detailed Application Form an attested/certified copy of the certificate Degree/Diploma along with Mark Statements pertaining to all the academic years as proof of his/her educational qualification as prescribed in the Advertisement **No.SPL/ 50/2011** published in the Employment News dated **03.09.2011** . The certificate submitted must be issued by the authority (i.e. University or other examining body) awarding the particular qualification. **If degree has not been awarded then provisional degree certificate along with marks statements pertaining to all the academic years should be furnished as proof of educational qualifications.**

10. A candidate must enclose with his/her Detailed Application Form an attested/certified copies of **Matriculation/Xth standard or equivalent certificate indicating date of birth OR Mark sheet of Matriculation/Xth standard or equivalent by Central/State Board indicating date of birth in support of their claim of age.** Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School Leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).

11. No other document relating to age like **Admit Card of Matriculation/Higher Secondary examination**, 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 instructions includes the alternative certificate mentioned above. Sometimes the Matriculation/Higher Secondary Examination Certificate does not show the date of birth or only shows the age by completed years or completed years and months. In such cases a candidate must send in addition to the Matriculation/Higher Secondary Examination Certificate an attested/certified copy of the certificate from the Headmaster/ Principal of the Institution from where he/she passed the Matriculation/Higher Secondary Examination showing date of his/her birth or his/her exact age as recorded in the Admission Register of the Institution.

12. Candidates are warned that unless complete proof of age as laid down in these instructions is sent with the application, the candidature of the candidate will be rejected.

Note1: A CANDIDATE WHO HOLDS A COMPLETED SECONDARY SCHOOL CERTIFICATE NEED SUBMIT AN ATTESTED/ CERTIFIED COPY OF THE PAGE CONTAINING ENTRIES RELATING TO AGE ONLY.

Note 2: CANDIDATES SHOULD NOTE THAT MATRICULATION/Xth STANDARD OR EQUIVALENT CERTIFICATE INDICATING DATE OF BIRTH OR MATRICULATION/ Xth STANDARD OR EQUIVALENT MARK SHEET ISSUED BY CENTRAL/STATE BOARD INDICATING DATE OF BIRTH WILL BE ACCEPTED BY THE COMMISSION AND NO SUBSEQUENT REQUEST FOR ITS CHANGE WILL BE CONSIDERED OR GRANTED. THE COMMISSION WILL NOT ACCEPT ADMIT CARD, IN LIEU OF MATRICULATION OR EQUIVALENT EXAMINATION, HOROSCOPE, AFFIDAVIT, BIRTH EXTRACTS FROM MUNICIPAL CORPORATION, SERVICE RECORDS AND THE LIKE, FOR THE PURPOSE OF DATE OF BIRTH.

Note 3 : CANDIDATES SHOULD ALSO NOTE THAT ONCE 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 A SUBSEQUENT EXAMINATION ON ANY GROUND WHATSOEVER.

13 (i) A candidate claiming age-relaxation as a domicile of the State of Jammu and Kashmir should produce an attested/certified copy of a certificate from the District Magistrate in the State of Jammu & Kashmir within whose jurisdiction he/she had ordinarily resided or from any other authority designated in that behalf by the Government of Jammu and Kashmir to the effect that he/she had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.

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13. (ii) Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession should produce an attested/ certified copy of the certificate as applicable to them, in the form given in **Appendix-II** from the authorities concerned.

13 (iii) In case of age relaxation being Government Servant - certificate issued after the date of advertisement from his/her employer on office's letter head (in the prescribed format at **Appendix-III**) to the effect that he/she is a regularly appointed Central Government/UT Government servant and not on ad-hoc/daily wages/hourly paid/contract basis employee etc. should be furnished. No candidate will be accorded age relaxation under this para, unless he/she produces the requisite certificate from the employer in the prescribed format.

13. (iv) In case of age relaxation as a Meritorious Sportsman, a candidate should produce a certified copy of Certificate issued by the Competent Authority in the proforma given in **Appendix-IV**

13. (v) A candidate who has claims fee exemption being Physically Handicapped (eligible for appointment to the post on the basis of prescribed standards of Medical Fitness) has to submit an attested copy of a Medical certificate issued by the surgeon/Medical Officer of the government Hospital /Medical Board in the prescribed form (**Appendix-V**). The candidate claiming fee concession under this para should produce a certificate in prescribed proforma

14. The candidate should not that their candidature will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the examination it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the commission.

15. Enclosures to the Detailed Application form to be sent to the Commission by the candidates are as follows :-

- (i) **An attested/certified copy of the certificate of age.**
- (ii) **An attested/certified copy of the certificate of educational qualification indicating the subjects.**
- (iii) **An attested/certified copy of the certificate in support of claim to belong to Scheduled Castes/ Scheduled Tribes / Other Backward Classes (wherever applicable, in the prescribed format only with seal of office**
- (iv) **An attested/certified copy of the certificate in support of claim for age concession, wherever applicable.**
- (v) **An attested/certified copy of certificate Physically Handicapped (wherever applicable, in the prescribed format only with seal of office).**
- (vi) **Two self addressed and unstamped envelopes of 11.5 x 27.5 cms. size. Candidates should write neatly his complete postal address i.e. his Name, House No., Ward No., Mohalla etc. on the envelopes. In case where House No., is not there, the candidate should write his own full name, followed by his father's name with postal address on the envelopes.**
- (vii) **One passport size photograph duly pasted on the first page of the Detailed Application Form.**

Important:

Originals of the above certificates are required to be produced at the time of interview.

Candidates are required to sign the attested/certified copies of all certificates sent along with the Detailed Application Form and also to put the date.

16. Any Detailed Application Form received without all or some of the enclosures will entail cancellation of candidature. Any missing enclosures sent subsequently by the candidate will not be entertained. The candidates must ensure that the Detailed Application Form is properly filled in and is accompanied by all the relevant enclosures. No column of Detailed Application Form should be left blank.

17. In all communications with the Commission regarding this Detailed Application Form, the candidate should mention the name of the Examination, his full name, Roll Number and date of birth.

18. Code Numbers to be filled in by the candidates in various columns of the Detailed Application Form are given in the Guidelines (Annexure). Wherever information is required to be given in Code Nos., appropriate Code Nos. may be filled in. Information given in such columns otherwise than in codes will not be taken into consideration.

GUIDELINES FOR FILLING UP THE APPLICATION FORM

(a) Read the Instructions carefully before filling the Detailed Application Form. No column should be left unfilled. In case any column is not applicable in your case write "N.A." or "No".

(b) Detailed Application form must be filled by the candidate in his/her own handwriting in ink or with ballpoint pen. Corrections, if any, should be legible and attested by the candidate.

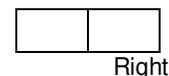
(c) Candidates should use only International form of Indian numerals in filling the Detailed Application Form and writing the codes e.g. 1, 2, 3, 4, 5, 6, etc. Only the Code Numbers as thus filled in will be taken into account. Any further description will be ignored.

(d) Enclosures as mentioned at column No.12 above, must be enclosed with this Detailed Application Form.

Candidates are requested to carefully follow the following directions in filling in the application form as it has been designed for computer processing and most of the information has to be given in code form. ONE SHOULD BE SURE OF GIVING THE RIGHT CODE. Whenever one or more boxes like

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 have been provided for the answer, care has to be exercised that not more than one numeral is entered in one box. If the code requires two or more digits then as many boxes have been provided. Further, whenever a code reads like 01 or 02 i.e. there is a '0' on the left, one should take care to enter the code with the 0. The code should not be entered without 0 as illustrated below :-



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Explanation to Codes pertaining to different columns in the application form are mentioned

below :-

Column 8(a) : CITIZENSHIP STATUS

Code	Description
01	a citizen of India
02	a subject of Nepal
03	a subject of Bhutan
04	a Tibetan refugee who came over to India before the 1 st January, 1962 with the intention of permanently settling in India
05	a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda and the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India.

Column 8 (b) : STATE OF DOMICILE

Code	State or Union Territory	Code	State or Union Territory	Code	State or Union Territory
01	Andhra Pradesh	13	Kerala	25	Tripura
02	Arunachal Pradesh	14	Madhya Pradesh	26	Uttarakhand
03	Assam	15	Maharashtra	27	Uttar Pradesh
04	Bihar	16	Manipur	28	West Bengal
05	Chhatisgarh	17	Meghalaya	29	Andaman & Nicobar Islands
06	Goa	18	Mizoram	30	Chandigarh
07	Gujarat	19	Nagaland	31	Dadra and Nagar Haveli
08	Haryana	20	Orissa	32	Daman & Diu
09	Himachal Pradesh	21	Punjab	33	Delhi
10	Jammu & Kashmir	22	Rajasthan	34	Lakshadweep
11	Jharkhand	23	Sikkim	35	Puducherry
12	Karnataka	24	Tamil Nadu		

:8:

UNION PUBLIC SERVICE COMMISSION

OTHER INFORMATION/INSTRUCTION

- (i) The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.
- (ii) Any change of address given in the application form should be at once be communicated to the Joint Secretary (Recruitment), Union Public Service Commission, clearing indicating the Advt. No Item No., Name of the Post, UPSC Vacancy No. and candidate's Roll No.
- (iii) Candidates are requested to arrange for the redirection of communication to their new address, if necessary. The UPSC makes every effort to take account of changes in candidates address but cannot accept any responsibility in the matter.
- (iv) Candidates must, if required, attend at such place, as may be fixed by the commission for a personal interview. The Commission do not defray the travelling or other expenses of candidates summoned for interview. They, however, contribute towards those expense at a rate corresponding to the amount of the Second Class Mail Railway fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate, whichever is less. Details of this will be furnished when they are called for interview.
- (v) Commission's contribution towards the travelling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on.
- (vi) The summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the government.
- (vii) Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Government may acquire.
- (viii) Candidates will be informed of the result of their applications in due course and any interim enquiries about the result are, therefore, unnecessary and will not be attended to. The commission do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.
- (ix) The Commission may at their discretion grant higher initial pay to specially qualified and experience candidates.
- (x) Canvassing in any form will disqualify a candidate.

UNION PUBLIC SERVICE COMMISSION

CHECK LIST

1. Have you read instructions carefully, published in the Employment News dated **03..09.2011**, before filling the application form? : Yes/No
2. Whether pasted recent pass-port size photo graph on the application format? : Yes/No
3. Whether attested photo copy of degree certificate/provisional degree along with marks statements pertaining to all academic years/provisional degree certificate along with mark statements pertaining to all academic years attached ? : Yes/No
4. Whether attested photo copy of requisite certificate as a proof of date of birth attached? : Yes/No
5. Whether attested photo copy of community certificate attached? (Applicable for SC/ST/OBC candidates only) : Yes/No
6. Whether Community certificate is in the prescribed format and signed by the authorized signatory ? : Yes/No
7. Whether Community certificate has the Round Stamp and stamp of the issuing authority ? : Yes/No
8. Whether attested photocopy of Disability Certificate is attached? (Applicable to Physically challenged candidates only) : Yes/No
9. Whether the Disability Certificate is in the prescribed format and is signed by the authorized signatory? : Yes/No
- 9.a Whether the disability certificate has the stamp of issuing authority? : Yes/No
10. Whether requisite certificate, for claiming age-relaxation, attached? :Yes/No
11. Whether two unstamped envelopes enclosed with the application form? : Yes/No
12. Whether declaration signed at the end of Detailed Application Form? : Yes/No
13. In case of claims regarding change in name after matriculation on Marriage; remarriage; divorce etc - whether requisite certificates Required for issue of passport attached with this detailed application form? :Yes/No
14. Whether requisite certificate issued after the date of advertisement from his/her employer on office's letter head to the effect that he/she is a regularly appointed Central Government/UT Government servant and not on ad-hoc/daily wages/hourly paid/contract basis employee etc. – in case of age relaxation claimed being government servant –attached ? : Yes/No

APPENDIX-I

(A) The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari* son/daughter* of of village/town* in District/Division*of the State/Union Territory*..... belongs to the caste/tribe* which is recognised as a Schedule Caste/Schedule Tribe* under:-

- the Constitution (Scheduled Castes) Order, 1950@
- the Constitution (Scheduled Tribes) Order, 1950@
- the Constitution (Scheduled Castes) Union Territories Order, 1951@
- the Constitution (Scheduled Tribes) Union Territories Order, 1951@

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman & Diu (Reorganization) Act, 1987] the Constitution (Jammu and Kashmir) Scheduled Castes order, 1956 @

- the Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 @
- the Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962@
- the Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962@
- the Constitution (Pondicherry) Scheduled Castes Order, 1964@
- the Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967@
- the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@
- the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@
- the Constitution (Nagaland) Scheduled Tribes Order, 1970@
- the Constitution (Sikkim) Scheduled Castes Order, 1978@
- the Constitution (Sikkim) Scheduled Tribes Order, 1978@
- the Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989@
- the Constitution (SC) Order (Amendment), Act, 1990@
- the Constitution (ST) Order (Amendment), Act, 1991@
- the Constitution (ST) Order (Second Amendment), Act, 1991@
- the Constitution (Scheduled Castes) Order (Amendment), Act, 2002@
- the Constitution Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 @
- the Constitution (Scheduled Castes) Orders (Second Amendment), Act, 2002@

%2. Applicable in the case of Schedule Castes/Scheduled Tribes* persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* certificate issued to Shri/Shrimati* Father/ Mother of Shri/Shrimati/Kumari* of village/town* in District/Division* of the State/Union Territory* who belongs to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* ofissued by the

Dated

% . Shri/Shrimati/Kumari* and/or* his/her* family ordinarily reside(s) in village/ town* of District/ Division* of the State/Union Territory* of

Place :

Signature

Date :

**Designation

(With Seal of Office)* State/Union Territory*

*Please delete the words which are not applicable.

@Please quote specific Presidential order.

%Delete the paragraph which is not applicable. State/Union Territory*

NOTE : The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

NOTE: The certificate without the Seal of the Office will not be accepted.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

(i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ #Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner.

#(not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(B) The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari* son/daughter* of of village/town* in District/Division* of the State/Union Territory* belongs to the Community which is recognized as a backward class under :

@Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No.186 dated the 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19-10-94 published in the Gazette of India Extraordinary Part-I, Section-1, No.163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24-5-95 published in the Gazette of India Extraordinary Part-I, Section-1, No.88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No.12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No.60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No.210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No.12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No.12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No.241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/88/98-BCC dated the 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No.270 dated the 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated the 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.71 dated the 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/9/2000-BCC dated the 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No.246 dated the 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/1/2001-BCC dated the 9th June, 2003 published in the Gazette of India Extraordinary Part-I, Section-1, No.151 dated the 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I, Section-1, No.9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/9/2004-BCC dated 16th January, 2006 published in the Gazette of India Extraordinary, Part-I, Section-1, No.10 dated 16th January, 2006.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No.67 dated 12th March, 2007.

Shri/Shrimati/Kumari* And/or* his/her* family ordinarily reside(s) in village/town* ofDistrict/ Division* of the.....State/Union Territory* of

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt(SCT) dated 8.9.1993 and O.M. No.36033/3/2004-Estt.(res.) dated 9th March, 2004 and O.M. No.36033/3/2004-Estt.(Res.) dated 14th October,2008.

Place : Signature
..... **Designation

Date : (With Seal of Office) State/Union Territory*

*Please delete the words, which are not applicable.

@Strike out whichever is not applicable

NOTE : The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note 1 : Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2 : The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one state (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his father's OBC certificate from the State to which he (father) originally belongs.

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

Note 4 : The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer

APPENDIX-II

(A) FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL.

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____ in Army/Navy/Air Force and he fulfils one of the following condition –

(a) Has rendered five or more years military service and has been released on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

(b) Has been released on account of physical disability attributable to military service or on invalidment on _____.

Station :

Date :

Name and Designation
of the Competent Authority With SEAL

(B) FORM OF CERTIFICATE APPLICABLE FOR SERVING PERSONNEL

(Applicable for serving personnel who are due to be released within one year).

I hereby certify that, according to the information available with me No. _____ Rank _____ Name _____ is serving in the Army/Navy/ Air Force from _____ and is due to complete the specified term of his engagement with the Armed Forces on the date _____.

Place :

Date :

Signature of Commanding Officer
Office Seal

Candidate furnishing certificate B as above will have to give the following undertaking: -

UNDERTAKING TO BE GIVEN BY THE CANDIDATE:

I understand that, if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Signature of candidate

Station :

Date :

(C) FORM OF CERTIFICATE APPLICABLE FOR SERVING ECOs/SSCOs WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT.

It is certified that No..... Rank Name whose date of birth is is serving in the Army/Navy/Air Force from

2. He/She has already completed his/her initial assignment of five years on and is on extended assignment till

3. There is no objection to his/her applying for civil employment and he/she will be released on three months notice on selection from the date of receipt of offer of appointment.

Station :

Date :

Name and Designation of the
Competent Authority SEAL

Authorities who are competent to issue certificate are as follows :-

(b) In case of Commissioned Officers including ECOs/SSCOs.

Army – Directorate of Personnel Services, Army H.Qrs., New Delhi.
Navy – Directorate of Personnel Services, Naval H. Qrs., New Delhi.
Air Force – Directorate of Personnel Services, Air H.Qrs., New Delhi.

(c) In case of JCO/ORs and equivalent of the Navy and Air Force.

Army – By various Regimental Record Offices.
Navy- BABS , Bombay
Air Force – Air Force Records NERW, New Delhi

APPENDIX-III

The form of certificate to be produced by the candidate is:-

This is to certify that Shri/Smt./Kum. _____ Son/wife/daughter of Shri _____ is a regularly appointed Central/U.T. Govt. Servant and not on ad-hoc/daily wages/hourly paid/contract basis employee as on closing date i.e. **22.09.2011**

Date: _____

Name: _____
Designation _____
Seal of the Office and
Issuing Authority _____

APPENDIX-IV

FORM OF CERTIFICATE TO BE PRODUCED BY MERITORIOUS SPORTSPERSON FOR CLAIMING AGE RELAXATION FOR APPOINTMENT TO POSTS UNDER THE CENTRAL GOVERNMENT.

FORM - I

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

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment under the Central Government.

Certified that Shri/Smt./Kumari _____ Son/wife/daughter of Shri _____ resident of _____ (complete address) represented the country in the game/event of _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

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

Place _____

Signature _____

Date _____

Name _____

Designation _____

Name of Federation/
Association _____

Address _____

Seal _____

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

FORM - II

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

State Association of _____ in the Game of _____

Certificate to a meritorious sportsmen for employment under the Central Governmen

Certified that Shri/Smt./Kumari _____ Son/wife/daughter of _____ resident of _____ (complete address) represented the State in the game/event of _____ in the National Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____

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

Place _____

Signature _____

Date _____

Name _____

Designation _____

Name of State
Association _____

Address _____

Seal _____

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

APPENDIX-V

FORM FOR PHYSICALLY DISABLED CATEGORY

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.

Date.....

Recent Photograph of the candidate showing the disability duly attested by the Chairperson the Medical Board

DISABILITY CERTIFICATE

I, Dr. _____ Reg. No. _____ Shri/Smt./Kum. _____

..... Whose particulars are given below and hereby certify that he/she is a permanent physically disabled person of the following category:-

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA—Both legs and both arms affected
- (iv) OL—One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA—One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH—Stiff back and hips (cannot sit or stoop)
- (vii) MW—Muscular weakness and limited physical endurance.

- (viii) B—Blind
- (ix) PB—Partially blind

- (x) D-Deaf
- (xi) PD- Partially Deaf

(Delete the category whichever is not applicable)

2. Percentage of disability in his/her case is percent.

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

- | | |
|---|--------|
| (i). F—Can perform work by manipulating with fingers. | Yes/No |
| (ii). PP—Can perform work by pulling and pushing | Yes/No |
| (iii). L- Can perform work by lifting | Yes/No |
| (iv). KC- Can perform work by kneeling and crouching | Yes/No |
| (v). B-Can perform work by bending | Yes/No |
| (vi) S-Can perform work by sitting | Yes/No |
| (vii) ST- Can perform work by standing | Yes/No |
| (viii) W- Can perform work by walking | Yes/No |
| (ix) SE- Can perform work by seeing | Yes/No |
| (x) H – Can perform work by hearing/speaking | Yes/no |
| (xi) RW- Can perform work by reading and writing | Yes/No |

(Delete whichever is not applicable)

4. Shri/Smt./Kum. _____ does not suffer from disease (communicable or otherwise), constitutional weakness or bodily infirmity that may interfere with the efficient discharge of his /her duties as an officer under the Govt. of India.

- (i) Name of the candidate _____
- (ii) Father's Name _____
- (iii) Identification Marks _____
- (iv) Sex _____
- (v) Age _____

Signature of Surgeon/Medical Officer

Signature of Candidate

Designation _____

Office Stamp _____

Address _____

Note : The disability certificate should be issued by a Govt. Hospital

MOST URGENT

No.F.1/383(86)/2010-/R-II/SPC-II

Subject:-RECRUITMENT TO 11 POSTS OF DEPUTY LEGAL ADVISER,
DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW & JUSTICE

This is regarding recruitment to 11 posts of Deputy Legal Adviser, Department of Legal Affairs, Ministry of Law & Justice. RT in this case held on 27.11.11.

2. Hindi-III section is requested to provide Hindi version of the enclosed Detailed Application Form, Instruction to Candidates along with the Covering Letter immediately, as the same are required to be sent to the candidates qualified in the written test and also to upload in the Commission's website.

(Rajesh Gupta)
Section Officer (SPC-II)

Hindi –III Section

SPECIAL CELL-II

Subject:- RECRUITMENT TO 11 POSTS OF DEPUTY LEGAL ADVISER,
DEPARTMENT OF LEGAL AFFAIRS, MINISTRY OF LAW & JUSTICE

This is regarding recruitment to 11 posts of Deputy Legal Adviser, Department of Legal Affairs, Ministry of Law & Justice. RT in this case held on 27.11.11.

2. The approved Detailed Application Form has to be uploaded in the UPSC website in bilingual. The Hindi version has not yet been received from the Hindi –III section. The English version of Detailed Application Form both in soft and hard copy is sent herewith for preparing to upload in the Commission's web-site. The written result not yet received from the RT(C) section. As and when the written result will be declared, the hard and soft copy of the result will be provided to web cell to upload in the commission's web site.

(Rajesh Gupta)
Section Officer (SPC-II)

Web cell