

UNION PUBLIC SERVICE COMMISSION

INSTRUCTIONS TO CANDIDATES OF CIVIL SERVICES (MAIN) EXAMINATION, 2014

1. The Main Examination in the scheme of the Civil Services Examination, 2014 for the services and posts mentioned in preamble to the Rules will be held from 14th December, 2014. The detailed Time Table of Examination will be made available along with the e-Admit Card

2. The Main Examination will be held at following Centres:—

Ahmedabad, Aizawl, Allahabad, Bangalore, Bhopal, Chandigarh, Chennai, Cuttack, Dehradun, Delhi, Dispur (Guwahati), Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Patna, Raipur, Ranchi, Shillong, Shimla and Thiruvananthapuram.

In the interest of coordinated and secured logistics, the Commission may not operate Centres where the number of candidates is very low. In such cases, the Commission may allot nearest Centres to the candidates. The decision of the Commission in this regard will be final and no further correspondence will be entertained from candidates.

3. The Centres and the dates of holding the Main Examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidate to the Centre of his choice, the Commission may, at their discretion allot a different Centre or a new Centre that may be opened when circumstances so warrant. Facilities for the examination of Visually Impaired candidates, however, are available **ONLY AT THE SEVEN CENTRES VIZ. CHENNAI, DELHI, DISPUR, HYDERABAD, KOLKATA, LUCKNOW AND MUMBAI. Visually Impaired category candidates may, therefore, opt any one of these Centres.** The decision of the Commission in this regard will be final and no further correspondence will be entertained from candidates.

4. (i) Candidate seeking admission to the Civil Services (Main) Examination must apply to Under Secretary (CSM), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 in the prescribed application form after duly filling in information Online and thereafter, further submit the printed copy of the Online application to the Commission. No deviation in online application and printed copy to be submitted will be allowed under any circumstances.

(ii) Candidates are also advised that the hard copy of the DAF to be submitted by them should be printed on single/one sided page.

(iii) The printout of the complete application form must reach the Under Secretary (CSM), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi- 110069 on or before **Tuesday, 18th November, 2014, 5:00 P.M.**

Application can also be delivered at Union Public Service Commission counter by hand. The Commission will not be responsible for the application delivered to any other functionary of the Commission.

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.—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 REQUEST FOR WITHDRAWAL OF CANDIDATURE RECEIVED FROM A CANDIDATE AFTER HE / SHE HAS SUBMITTED HIS/HER APPLICATION WILL BE ENTERTAINED.

5. FEE

A candidate seeking admission to examination must pay to the Commission a fee of Rs. 200.00 (Rupees Two Hundred only) through Central Recruitment Fee Stamps. Central Recruitment Fee Stamps (NOT postage stamps) may be obtained from the post office and affixed on the application form in the space provided therein. The stamps 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. 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.

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 disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Service/posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Services/posts (including any concessions specifically extended to the physically disabled). A physically disabled candidate claiming fee concession must submit along with his/her Detailed Application Form and a certified copy of the certificate from a Medical Board in support of his/her claim for being physically disabled duly indicating the percentage of disability. [Refer para 22].

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

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

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 I : Applications not accompanied by the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.

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

6. Candidates are advised to read carefully the Rules of the Examination which include the detailed scheme of the examination, as published in the Govt. of India Gazette (Extraordinary) dated 31st May, 2014 (copy can be downloaded from UPSC website). They should note that no correspondence will be entertained by the Commission from candidates to change any of the entries made in the application form. They should, therefore, take special care to fill up the application form correctly. No column of the application form should be left blank.

Candidates should note that under no circumstances will they be allowed to change in Centre, Optional Subject, Indian Language paper (Paper-A) and Medium of Examination they have indicated in their filled online CS(P) application form.

If any candidate appears,—

- (i) at a centre other than the one indicated by the Commission in his e.Admit Card; or
- (ii) in an optional subject other than the one indicated by the Commission in his e.Admit Card; or
- (iii) in an Indian language paper other than the one indicated by the Commission in his e.Admit Card.

papers of such a candidate will not be valued, and the candidature will be liable to cancellation.

7. The receipt of the hard copy/printout of the final DAF shall be acknowledged electronically by sending email by the Commission. Online application or which is incomplete or is incorrectly filled in or gives wrong code numbers in any of the columns is liable to be rejected.

8. Every candidate for this examination will be informed at the earliest possible regarding date of the receipt of his/her application. If, however, a candidate does not receive from the Union Public Service Commission a communication confirming receipt of his/her application two weeks before the commence of the examination, he/she should at once contact the Commission, web-upsc@nic.in or 011-23385271. Failure to comply with this provision will deprive the candidate of any claim to consideration.

Candidates admitted to the examination will be given e-Admit Card which they will have to download from the Commission's website and which will permit them to take the examination. On obtaining the e-Admit Card, a candidate should check it carefully to ensure that the particular printed on the e-Admit Card are correct. In case, there is any mistake in the e-Admit Card should be brought to the Commission with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of e-Admit Card issued in respect of another candidate.

9. Candidates are required to specify clearly in Col. 21 of the Application Form their order of preference for various Services/posts for which they would like to be considered for appointment in case they are recommended for appointment by the Commission.

For example, if Indian Administrative Service is his first preference he should write

0	1
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 against "Indian Administrative Service". Similarly, if Indian Police Service is his/her third preference, he should write against

0	3
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 Indian Police Service".

Important: No box should be left blank.

Note I: No request for revision, alteration or change of preferences for Services/posts indicated by a candidate in his/her application would be considered at any subsequent stage under any circumstances.

Note II: A candidate shall be required to mandatorily indicate order of preferences for all services participating in the Civil Services Examination for the year, in the application form for main examination. No preference, zero preference and the same order of preference for two or more services shall not be allowed in any case. No change in preferences of services once indicated by a candidate would be permitted.

10. Candidates who wishes to be considered for IAS/ IPS shall be required to indicate in col. 20 of the application form for the Main Examination their order of preference for various State Cadres separately for IAS and IPS.

11. The information earlier given by candidates in the application form for the Preliminary Examination will be cross-checked with the information given by them in the application form for the Main Examination. If there are any serious discrepancies, candidates are liable to be refused admission to the Main Examination in such cases.

12. The Roll No. of the candidate for the Main Examination will be the same as the Roll Number given to him/ her for the Preliminary Examination.

13. Attention is invited to Notes I and IV under Rule 7 of the Rules for the Civil Services Examination 2014. All candidates who are declared qualified by the Commission for taking the Civil Services (Main) Examination should produce the proof of passing the requisite qualifying Examination alongwith their application for the Main Examination failing which such candidates will not be admitted to the Main Examination and their candidature will be cancelled.

Note :—Candidates who have passed the final professional MBBS or any other Medical Examination but have not completed their internship by the time of submission of their applications for the Civil Services (Main) Examination, will be provisionally admitted to the Examination provided they submit alongwith their application a copy of the certificate from the concerned authority of the University/Institution that they had passed the requisite final professional medical Examination. In such cases the candidates will be required to produce at the time of their interview original Degree or a certificate from the concerned competent authority of the University/ Institution that they had completed all requirements (including completion of internship) for the award of the Degree.

14. Persons 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 required to submit an undertaking (as in the Declaration printed in the Application Form) that they have informed in writing their Head of Office/ Department that they have applied for the Examination.

15. 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.

16. A candidate appearing in the examination should also bring with him/ her to the examination hall extra copies of the photograph similar to the one affixed on the application form. Photocopies of the photographs are not acceptable.

17. A candidate who claims to belong to one of the Scheduled Castes/Scheduled Tribes or the Other Backward Classes (OBCs) should submit in support of his/her claim an Attested/certified copy of a certificate in the form given below from the District Officer or the Sub-Divisional Officer or any other Officer as indicated below, of the district in which his/ her parents (or surviving parent) ordinarily reside, who has 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 candidate himself/herself ordinarily resides otherwise than for the purpose of his/her own education.

(A) The form of certificate to be produced by Scheduled Castes/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 recognized as Scheduled Caste/Scheduled 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 Reorganization Act, 1960; the Punjab Reorganization Act, 1966; the State of Himachal Pradesh Act, 1970; and the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled

Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act, 1986 the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]

the Constitution (Jammu and Kashmir) Scheduled Caste 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 (Dadra and Nagar Haveli) Scheduled Castes Order,1962.@

the Constitution (Dadra 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 & 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 Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.@

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 Scheduled 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/ Shrinati*.....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 recognised as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory.....issued by the..... dated.....

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

Signature.

**Designation.

(With Seal of Office)

Place:

State/Union Territory *.....

Date:.....

*Please delete the words which are not applicable.

@ Please quote specific Presidential order.

% Delete the paragraph which 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.

**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 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
Shri.....
.....of village/town*.....in District/Division*
:.....of the State/Union Territory *.....belongs to
the..... community which is recognised 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 I, 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 I, 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 I, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in Gazette of India Extraordinary Part I, Section I, 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 I, No. 210 dated 11th December, 1996.

@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-I, No. 239 dated the 17th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated the 11th December, 1997 published in the Gazette of India Extraordinary Part I, Section I, No. 236 dated the 12th 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 I, 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 I, 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 I, 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 I, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated the 6th September, 2001 published in the Gazette of India Extraordinary Part I, Section I, No. 246 dated the 6th September, 2001.

@Government of India. Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part I, Section I, No. 151 dated 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 I, 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 I, 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 I, No. 67 dated 12th March, 2007.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 18th August, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 232 dated 18th August, 2010.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 11th October, 2010 published in the Gazette of India Extraordinary, Part I, Section I, No. 274 dated 12th October, 2010.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/15/2008-BCC dated 16th June, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 123 dated 16th June, 2011.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated 8th December, 2011 published in the Gazette of India Extraordinary, Part I, Section I, No. 257 dated 08th December, 2011.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/05/2011-BC-II dated the 17th February, 2014 published in the Gazette of India Extraordinary, Part I, Section I, No. 47 the 17th February, 2014.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 20012/129/2009-BC-II dated the 4th March, 2014 published in the Gazette of India Extraordinary, Part I, Section I, No. 63 the 4th March, 2014.

Shri/Shrimati/Kumari *and/ or* his/her* family ordinarily reside(s) in village/town* of District/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, O.M. No. 36033/3/2004-Estt. (res.) dated 9th March, 2004 and O.M. 36033/3/2004-Estt. (Res) dated 14-10-2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013.

Signature.....
* *Designation.....
(with seal of office)

Place.....

Date.....

Note 1: The format of undertaking to be furnished along with the DAF by Other Backward Class candidates applying for appointment to post under the Government of India, is available as **Annexure VI to Instructions to the candidates.**

Note 2: Creamy layer clause in respect of OBC candidates must be as per OM No. 36033/1/2013-Estt (Res) dated 27/05/2013.

*Please delete the words which are 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.

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

@Strike out whichever is not applicable.

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 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 based on his father's OBC certificate from the State to which he (father) originally belongs.

Note 3 : No change in the community status indicated by a candidate in his/her application form for the Civil Services (Preliminary) Examination will ordinarily be allowed by the Commission.

18. A candidate must submit along with this form an attested/certified copy of a certificate showing that he has one of the qualification prescribed in Rule 7. The certificate submitted must be one issued by the authority (i.e. University or other examining body) awarding the particular qualification.

19. A candidate must enclose with his/her application an attested/certified copy of certificate of age (indicating his date of birth).

The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized 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. A candidate who has passed the Higher Secondary Examination or an equivalent Examination may submit, an attested/certified copy of the Higher Secondary Examination certificate or an equivalent certificate.

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.

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 attested/certified copy of the Matriculation/Higher Secondary Examination certificate an attested/certified copy of the certificate from the Headmaster/Principal of the Institution from where he passed the Matriculation/Higher Secondary Examination showing date of his birth or his exact age as recorded in the Admission Register of the Institution.

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

Note 1 : A candidate who holds a completed secondary school certificate need submit only an attested/certified copy of the page containing entries relating to age.

Note 2 : Candidates should note that only the date of birth as recorded in the Matriculation/Higher Secondary examination certificate or an equivalent certificate on the date of submission of Application will be accepted by the Commission and no subsequent request for its change will be considered or granted.

Note 3 : 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 a subsequent examination on any ground whatsoever.

Candidates are required to submit alongwith their applications only copies of certificates mentioned in Paragraphs 18 and 19 above, attested by a Gazetted Officer of the Government or certified by candidates themselves as correct. **Candidates qualified for interview for the Personality Test on the results of the written part of the Main Examination will be required to submit the originals of the certificates mentioned above. Failure to submit the required certificates in original at that time will entail cancellation of candidature.**

20 (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 and Kashmir within whose jurisdiction he had ordinarily resided or from any other authority designated in that behalf by the Government of Jammu and Kashmir to the effect that he 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.

(ii) A candidate disabled while in the Defence Services claiming age concession should produce an attested/certified copy of the certificate in the form prescribed below from the Director General Resettlement, Ministry of Defence to show that he was disabled while in the Defence Services in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE:—

Certified that rank No. _____ Shri _____ of Unit was disabled while in the Defence Services in operations during hostilities with a Foreign Country/in a disturbed area* and was released as a result of such disability.

Signature.....
Designation.....
Date.....

*Strike out whichever is not applicable.

(iii) Ex -servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession in terms of Rule 6(b)(v) or 6(b)(vi) of the Rules for the Examination should produce an attested/certified copy of the certificate as applicable to them, in the form prescribed below, from the authority concerned.

(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 conditions :

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

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

* Applicable only to persons released on or after 1-7-1987.

(B) FORM OF CERTIFICATE 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 :

Signature of Commanding Officer

Date:

Office Seal

Candidates 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 Services and Posts) Rules, 1979, as amended from time to time.

Place :

Date:

Signature of Candidate

(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 has already completed his initial assignment of five years on _____ and is on extended assignment till _____

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

Station:

Name and Designation of the
Competent Authority

Date:

SEAL

Authorities who are competent to issue certificates are as follows :

(a) In the case of Commissioned Officers including ECOs/SSCOs. Army—Military Secretary's Branch, Army Hqrs., New Delhi.

Navy—Directorate of Personnel, Naval Hqrs., New Delhi.

Air Force—Directorate of Personnel (Officers), Air Hqrs., New Delhi.

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

Army—By various Regimental Record Offices. Navy—CABS, Bombay.

Air Force—Air Force Records NERW, New Delhi.

21. Candidates who hail from Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland or Sikkim will be required to submit a certificate to that effect from the same authorities as are empowered, to issue certificates in regard to SC/ST/OBC candidates (see para 17 above). These certificates will have to be issued by the competent authorities of the above States only.

The form of the certificate will be as under:—

"This is to certify that Shri/Shrimati/Kumari* son/daughter* of Shri..... Village/Town*..... in District/Division *hails from* * Arunachal Pradesh/Manipur/Meghalaya/Mizoram/Nagaland/ Sikkim.

Date.....

Signature.....

Place.....

Designation.....

(Seal of Office)

*Please delete the words which are not applicable.

* *Strike off the names of States not applicable.

22. A candidate claiming to belong to physically challenged category shall be required to meet one or more of the physical requirements/abilities, as laid down in Rule 22 of the rules for the Civil Services Examination, 2014. He/she must submit a certified copy of the certificate issued by Medical Board duly constituted by the Central/State Government in the formats (Annexure-VII).

22A. Orthopedically Handicapped candidates with locomotor disability and cerebral palsy who wish to avail of extra time of 20 minutes per hour in the Civil Services (Main) Examination in accordance with para (ii), under the General instructions to candidates (Preliminary as well as Main Examination) at Appendix-I below Section-II of the Rules of Civil Services Examination, 2014 will have to produce, in addition to the 'Disability Certificate' given in Annexure-I of the DAF.

22B. If candidates fail to submit disability certificate in prescribed format, then, the same would not be accepted and their candidature for the Civil Services Examination as PH category would not be considered further.

22 C. In compliance with the directions of the Hon'ble High Court of Delhi in W.P(C) 3919/2014-Sambhawana Vs. UOI and Ors dated 19/08/2014, the Visually Impaired category candidates appearing in the Civil Services (Main) Examination, 2014 will be allowed an extra time of 20 minutes per hour. Thus, the visually impaired category candidates will be allowed an extra time of 60 minutes for each paper which will be over and above the duration of 3 hours per paper applicable to all other candidates.

23. Any application form received without all or some of the enclosures is liable to be summarily rejected. Any missing enclosures sent subsequently by the candidates will not be entertained. Thus candidates must ensure that the application form is properly filled in and is accompanied by all the relevant enclosures. Commission's decision with regard to the acceptance of the application of a candidate and his eligibility or otherwise for admission to the examination shall be final.

Note: Candidates are advised not to sign on summary sheet , which is a part of DAF.

It may also be noted that Summary Sheet are generated dynamically. If more data are fed on Educational Qualifications & Employment column then Summary Sheet may be more than one page.

24. Candidates must note that they use only international form of Indian numerals in the filling of the application form and writing the Code Numbers e.g. 1, 2, 3, 4, 5, 6, etc. Only the Code Numbers as thus filled in will be taken into account. They should take special care to see that the entries made in the application form are clear and legible. In case there are any illegible or misleading entries, the candidates will responsible for the consequences thereof. Corrections if any, should be legible and attested by the candidate.

25. E-Admit Card issued for admission to the Main Examination are liable to be cancelled, at the discretion of the Commission for valid reasons such as misrepresentation or serious deficiencies in the candidature of the candidate.

26. (i) Candidates should note that data of Col (2), 3(a), 3(c), 3(e), 4, 5, 8(a), 10(a), 10(c), (11), 12 (i)(a), 12 (i)(b), 12(ii), 13(a), 13(c), 14.1, 15(a), 15(b) & 24 are pre-populated and have been taken from the data filled up by the candidates at the time of filling up of on-line application form for Civil Services(Preliminary) Examination -2014 and no change is permitted in any of these columns in the Detailed Application Form.

(ii) In respect of Sindhi language they have to clearly indicate in words whether they will write Sindhi in Devanagari script or Arabic script. Similarly for Santhali language candidates should clearly indicate whether they will write Santhali in Devanagari or Olchiki script. Candidates may also note that the question papers of Santhali language will be printed in Devanagari script only.

27. Candidates are required to indicate in Col.13(b) of the application form about the language medium in which they would like to be interviewed at the time of Interview for Personality Test as below:-

(a) The candidates, opting for Indian Language medium for the written part of the Civil Services (Main) Examination, may choose either the same Indian Language or English or Hindi as the medium for the interview.

(b) The candidates, opting to write the Civil Services (Main) Examination in English, may choose as the medium for interview either English, or Hindi, or any other Indian Language opted by them for the compulsory Indian Language Paper in the written part of the Civil Services (Main) Examination. However, the candidates, who are exempted from the compulsory Indian Language Paper, will have to choose either English or Hindi as medium of Interview for Personality Test.

28. Candidates should note that instead of separate Question Paper and answer book, a consolidated Question Paper-cum-Answer book, having space below each part/sub part of a question shall be provided to them for writing the answers. Candidates shall be required to attempt answer to the part/sub-part of a question strictly within the pre-defined space. Any attempt outside the pre-defined space shall not be evaluated."

29. Candidates should note that in no circumstances will they be allowed a change in the script or language medium of the Examination for Essay, General Studies and Optional subject or language medium for Interview for Personality Test which they have indicated in their Application Form for the Main Examination.

30. Candidates should note that evaluation of the papers, namely, Essay, General Studies and Optional Subject of all the candidates would be done simultaneously along with evaluation of their qualifying papers on 'Indian Languages' and 'English' but the papers on Essay, General Studies and Optional Subject of only such candidates will be taken cognizance who attain 30% marks in Indian Language and 25% marks in English as minimum qualifying standards in these qualifying papers.

31. In all communications with the Commission regarding his/her application the candidate should mention the name of the Examination, his/her Roll Number, Name and his/her Date of birth.

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

32. The Candidates should note that their candidature at all the stages of the Civil Services (Main) Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the Main (Written) examination and Interview Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

33. Candidates are advised to paste a hard copy of their photograph on the first page of the print out of the Detailed Application Form in the space provided for it. Candidates are also advised to ensure that all the copies of photographs affixed by them on the application form are identical. If, on verification at any stage any variation is found in the copies of Photographs uploaded by a candidate on the application form for the Preliminary Examination and the photograph pasted by the candidate on the hard copy of the Detailed Application Form of Main Examination, his/her candidature will be liable to be cancelled by the Commission.

34. Candidates should also ensure that the signatures appended by them in all the places, viz. in their application form, on the attendance list in the examination hall and in all and there should be no variation of any kind. If any variation is found in the signatures appended by a candidate at different places, his candidature will liable to be cancelled by the Commission.

35. Enclosures to the application form to be sent to the Commission by the candidate are as follows:

- (1) Central Recruitment Fee Stamps for the prescribed fee.
- (2) Attested/certified copy of certificate of age.
- (3) Attested/certified copy of the certificate of educational qualifications.
- (4) Attested/certified copy of certificate in support of claim to belong to Scheduled Castes/Scheduled Tribes/Other Backward Classes (where applicable).
- (5) Attested/certified copy of certificate in support of claim for age concession (where applicable).
- (6) A certificate in original to show that the candidate hails from Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland or Sikkim (where applicable).
- (7) Attested/certified copy of certificate in support of claim to being physically challenged (where applicable).

NOTE 1:—Candidates are required to sign the attested/ certified copies of all the certificates sent along with application form and also to put the date.

NOTE II:—One hard copy of photograph and the Central Rectt. Fee stamps should be pasted on the first page of the print out copy of the Application Form in the space provided for the purpose.

NOTE III:—The application and the enclosures thereto should be arranged in the following order:

- (i) Main application; below that
- (ii) Copies of certificates.

**ANNEXURE
(I to VI)**

I. Column 11 of the Application Form - CENTRES OF EXAMINATION

1. Ahmadabad
2. Aizawl
3. Allahabad
4. Bangalore
5. Bhopal
6. Chandigarh
7. Chennai
8. Cuttack
9. Delhi
10. Dehradun
11. Dispur (Guwahati)
12. Hyderabad
13. Jaipur
14. Jammu
15. Kolkata
16. Lucknow
17. Mumbai
18. Patna
19. Raipur
20. Ranchi
21. Shillong
22. Shimla
23. Thiruvananthapuram

II. Column 12 (i)(b) of the Application Form - Indian Languages for Paper A

Languages included in the Eighth Schedule to the Constitution of India

Assamese, Bengali, Bodo, Dogri, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, Santhali, Sindhi (Devanagari Script), Sindhi (Arabic Script), Tamil, Telugu, Urdu.

III. Columns 12 (ii) of the Application Form - Optional Subjects.

1. Agriculture
2. Animal Husbandry & Veterinary Science
3. Anthropology
4. Botany
5. Chemistry
6. Civil Engineering
7. Commerce & Accountancy
8. Economics
9. Electrical Engineering
10. Geography
11. Geology
12. History
13. Law
14. Management
15. Mathematics
16. Mechanical Engineering
17. Medical Science
18. Philosophy

19. Physics
20. Political Science & International Relations
21. Psychology
22. Public Administration
23. Sociology
24. Statistics
25. Zoology
26. Literature of any one of the following languages

- (i). Assamese
- (ii) Bengali
- (iii) Bodo
- (iv) Dogri
- (v) English
- (vi). Gujarati
- (vii) Hindi
- (viii) Kannada
- (ix) Kashmiri
- (x) Konkani
- (xi) Maithili
- (xii) Malayalam
- (xiii) Manipuri
- (xiv) Marathi
- (xv) Nepali
- (xvi) Oriya
- (xvii) Punjabi
- (xviii) Sanskrit
- (xix) Santhali
- (xx) Sindhi (Devanagari Script)
- (xxi) Sindhi (Arabic Script)
- (xxii) Tamil
- (xxiii) Telugu
- (xxiv) Urdu

Note (1) : Only **one optional subject** is to be selected from the above list for Papers VI and VII (as given in the Plan of Main Examination).

Note (2) : Candidates will have the option to answer all the question papers, except the qualifying language papers, viz. Papers A and B in anyone of the languages included in the Eighth Schedule to the Constitution or in English.

IV. Column 13(a) of the Application Form - MEDIUM OF EXAMINATION

Language	-	Script
Assamese		Assamese.
Bengali		Bengali.
Bodo		Devanagari.
Dogri		Devanagari.
English		English.
Gujarati		Gujarati.
Hindi		Devanagari.
Kannada		Kannada.
Kashmiri		Persian.
Konkani		Devanagari.
Maithili		Devanagari.
Malayalam		Malayalam.
Manipuri		Bengali.
Marathi		Devanagari.
Nepali		Devanagari.
Oriya		Oriya.

Punjabi	Gurmukhi.
Sanskrit	Devanagari.
Santhali	Devanagari or olchiki.
Sindhi	Devanagari or Arabic
Tamil	Tamil.
Telugu	Telugu.
Urdu	Persian.

V. Column 6 of the Application Form — CITIZENSHIP STATUS

Code Description

- 1 -a citizen of India.
- 2 -a subject of Nepal.
- 3 -a subject of Bhutan.
- 4 -a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India.
- 5 -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 and Ethiopia and Vietnam with the intention of permanently settling in India.

VI. FORMAT OF UNDERTAKING TO BE FURNISHED BY OBC CANDIDATES.

UNDERTAKING

"I,.....son/daughter of Shri..... Resident of village/town/ city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT),dated 8.9.1993. It is also declared that I do not belong to persons/sections (Creamy layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993, O.M. No. 36033/3/2004-Estt.(Res), dated 9.3.2004, 8.9.1993 O.M. No. 36033/3/2004-Estt.(Res), dated 14.10.2008 and O.M. No. 36033/1/2013-Estt.(Res) dated 27/05/2013.

Form-I

APPLICATION FOR OBTAINING DISABILITY CERTIFICATE BY PERSONS WITH DISABILITIES

(See Rule 3)

1. Name
(Surname) (First name) (Middle name)
2. Father's Name Mother's Name
3. Date of Birth
Date Month Year
4. Age at the time of application : Year
5. Sex Male / Female
6. Address :
 - (a) Permanent address
 - (b) Current address (i.e. for communication).....
.....
.....
.....
- (c) Period since when residing at current address
7. Educational status (Pl. tick as applicable)
 - (i) Post Graduate
 - (ii) Graduate
 - (iii) Diploma
 - (iv) Higher Secondary
 - (v) High School
 - (vi) Middle
 - (vii) Primary
 - (viii) Illiterate
8. Occupation
9. Identification mark : (i) (ii)
10. Nature of disability : Locomotor/hearing/visual/mental/others
11. Period since when disabled : From Birth/Since year
12. (i) Did you ever apply for issue of a disability certificate in the past YES/NO
(ii) If yes, details :
 - (a) Authority to whom and district in which applied
 - (b) Result of application
13. Have you ever been issued a disability certificate in the past? If yes, please enclose a true copy.

Continued.....

Declaration : I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

.....
(Signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with mental retardation, autism, cerebral palsy and multiple disabilities)

Dated :

Place :

Encl :

1. Proof of residence (Please tick as applicable)
 - (a) ration card,
 - (b) voter identity card,
 - (c) driving license,
 - (d) bank passbook
 - (e) PAN card,
 - (f) passport,
 - (g) telephone, electricity, water and any other utility bill indicating the address of the applicant,
 - (h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer or the concerned Patwari or Head Master of a Govt. school,
 - (i) in case an inmate of a residential institution for persons with disabilities, destitute, mentally ill, etc., a certificate of residence from the head of such institution.

2. Two recent passport size photographs

(For office use only)

Date:
Place:

Signature of issuing authority
Stamp

Form - II

DISABILITY CERTIFICATE

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See Rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested Photograph
(Showing face only) of
the person with
disability

Certificate No. _____

Date : _____

This is to certify that I have carefully examined Shri/Smt./Kum.

Son/wife/daughter of Shri

Date of Birth _____ Age _____ years,
male/female _____
(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____
_____ Post Office _____ District _____ State _____

_____,
whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(C) He/She has% (in figure)..... Percent (in words) permanent physical impairment/blindness in relation to his/her(part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

(Signature and Seal of authorized Signatory of notified Medical Authority)

Form - III**DISABILITY CERTIFICATE****(In case of multiple disabilities)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)****(See Rule 4)**

Recent PP size Attested Photograph (Showing face only) of the person with disability
--

Certificate No. _____

Date : _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____

Son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street

_____ Post Office _____ District _____ State _____,

whose photograph is affixed above, and are satisfied that :

(A) He/She is a Case of **Multiple Disability**. His/her extent of permanent physical impairment /disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing Impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures :- _____ percent

In words :- _____ percent

Continued

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate

shall be

Valid till _____
(DD) (MM) (YY)

@ e.g. Left/Right/both arms legs

Single eye/both eyes

\$ Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Chairperson Name and seal of Member Name and seal of Member Name and seal of the

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form - IV

DISABILITY CERTIFICATE

(In cases other than those mentioned in Forms II & III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See Rule 4)

Recent PP size
Attested Photograph
(Showing face only)
of the person with
disability

Certificate No. _____

Date : _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

Son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____ Ward/Village/

_____ Street _____ Post Office _____ District _____

State _____, whose photograph is affixed above, and am satisfied that he/She is a

case of _____ **Disability**. His/her extent of percentage physical impairment /disability has

been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the

table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing Impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

Continued.....

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate

shall be

Valid till _____
(DD) (MM) (YY)

@ e.g. Left/Right/both arms legs

Single eye/both eyes

\$ Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head
of Government Hospital, in case the
certificate is issued By a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note : The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated 31st December, 1996.