

PART I

Union Public Service Commission

Dholpur House, Shahjahan Road, New Delhi - 110011

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

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

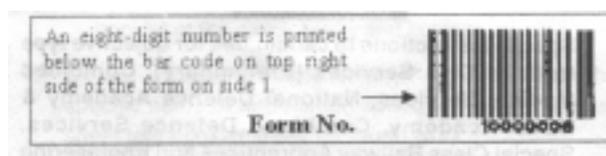
- I) Combined Medical Services Examination [CMS]
- II) National Defence Academy & Naval Academy Examination [NDA]
- iii) Indian Forest Service Examination [IFS]
- iv) Special Class Railway Apprentices Examination [SCRA]
- v) Geologists' Examination [GEOL]
- vi) Civil Services (Preliminary) Examination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

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

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

GENERAL INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

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

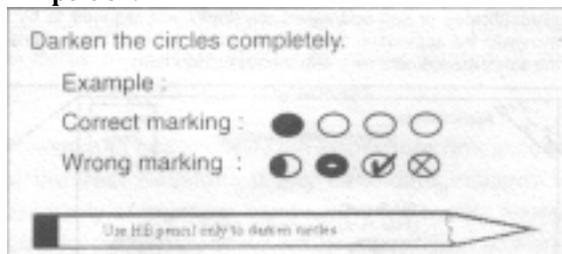


5. The application form is in a single sheet of paper printed on both sides. It contains 24 columns. Columns 1 to 16 and 23 and 24 are compulsorily to be filled by candidates for all the examinations. It would be sufficient if candidates of SCRA, CMS, IES

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

Important Instructions for filling up the form

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



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

conditions etc. for the concerned examination, will be published in Employment News and some daily newspapers. You must refer to these instructions carefully while filling up your application form for the examination. You should fill up the application form in your own handwriting. WHILE FILLING UP THE FORM, PLEASE REFER TO THE FILLED UP SAMPLE FORM IN THE BROCHURE FOR GUIDANCE. No addition/alteration in the entries made in the form will be allowed at any subsequent stage.

10. Acknowledgement Card

An acknowledgement Card is also enclosed with the brochure. Write the application form number (as printed below the bar code on the form) in the space provided in the acknowledgement card. Also write therein the name of examination for which you are applying. Write your mailing address clearly and legibly on the card. Affix the required postage stamp on the card. DO NOT STAPLE OR PIN OR TAG OR PASTE THE ACKNOWLEDGEMENT CARD WITH THE APPLICATION FORM.

11. Despatch of application form

After filling up the application form, fold it at the two places indicated by dotted lines on the form. Insert it in the preaddressed envelope supplied to you with the brochure. Also insert the filled up acknowledgement card. ONLY ONE APPLICATION AND ONE ACKNOWLEDGEMENT CARD SHOULD BE PUT IN THE ENVELOPE. Close the envelope properly and securely with good quality adhesive/gum.

Write the name of Examination you are applying for on top of the envelope in block capital letters. Please ensure that your application form reaches the Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110011, by post or by personal delivery on or before the last date prescribed in the Commission's Notice for the examination. Candidates are advised not to wait till the last date, but to submit their applications at the earliest possible so that it reaches UPSC in time. The UPSC will not be responsible for any postal/courier delays and all the applications received after the prescribed last date will be summarily rejected.

Use the envelope supplied to mail the application form and acknowledgement card. Please note that no other documents or copies of certificates or self-addressed envelopes are required to be sent along with the application form. Do not staple or pin or tag or paste etc. the acknowledgement card with the application form.

Application for _____
Write the name of exam.

To
The Secretary
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi - 110 011.

From _____

Rs. [] [] [] [] [] [] [] [] [] []

Postage Stamp

12. An acknowledgement card will be issued to the candidate immediately on receipt of his application in the Commission's office. If a candidate does not receive an acknowledgement of his application within 45 days, he should at once contact the Commission. Candidates delivering their application form in person at the Commission's counter will be issued acknowledgement card at the counter itself.
13. Admission Certificates indicating the roll numbers will be issued about a month before the commencement of an examination, to the candidates who are admitted by the Commission to the Examination. If a candidate does not receive his Admission Certificate or any other communication regarding his candidature for the examination one month before the commencement of an examination, he should at once contact the Commission. Information in this matter can also be obtained from the Facilitation Counter either in person or over phone Nos.3385271/3381125.
14. Candidates should carefully read the instructions given in this Brochure regarding conduct of examinations. Some important instructions will later be given to the admitted candidates on the back of their Admission Certificate. They should read and follow all those instructions carefully. They should also follow the instructions carefully which may be displayed in examination centre and those announced by the Supervisor / invigilators in the Examination Hall.
15. There is a Facilitation Counter functioning in UPSC premises. Candidates may obtain any information/clarification relating to examinations and their candidature etc. on working days between 10.00 AM to 5.00 PM in person or over telephone Nos. 3385271/ 3381125 from this Counter.
16. In all future correspondence with the Commission, the candidates should indicate the following particulars:-
 - (i) Name and year of Examination;
 - (ii) Application Form Number;
 - (iii) Roll Number (if received);
 - (iv) Name of candidate (in full and in block letters);
 - (v) Complete postal address as given in the application

PART II (A)

Special instructions to candidates for objective type tests in Civil Services (Preliminary), Combined Medical Services, National Defence Academy & Naval Academy, Combined Defence Services, Special Class Railway Apprentices and Engineering Services Examinations.

1. Articles permitted inside Examination Hall

Clip board or hard board (on which nothing is written), a good quality H.B. pencil for marking responses on the Answer Sheet, eraser, pencil sharpener and a pen

containing blue or black ink. Answer Sheet and sheet for rough work will be supplied by the Invigilator.

2. Articles not permitted Inside Examination Hall

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

3. Unfair means strictly prohibited

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

4. Conduct in Examination Hall

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

5. Answer Sheet particulars

(i) Write in ink or ball point pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode (in pencil) your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Appendix. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the invigilator and get the test booklet/answer sheet replaced.

(i i) All corrections and changes in writing the roll number must be initialled by the candidate as well as by the invigilator and countersigned by the Supervisor.

(iii) Immediately after commencement of the examination, please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. if so, get it replaced by a complete test booklet of the same series and subject.

6. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.

7. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.

8. Use HB pencil to mark answers

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

9. Method of marking answers

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

The question paper will be in the form of TEST BOOKLET The booklet will contain items bearing numbers 1, 2, 3..... etc. Under each item. responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response. In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, Sl. Nos. from 1 to 160 are printed. Against each number, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the responses given is correct or the best, you have to mark your response by completely blackening with pencil to indicate your response. Ink should not be used for blackening the circle on the Answer Sheet.

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

Example: (a) (b) (c) (d)

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

10. Signature on Attendance List

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

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

PART II (B)

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

1. Articles permitted inside Examination Hall

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

2. Tables to be supplied by UPSC

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

- (i) Mathematical/Physical, Chemical and Engineering Tables (including Logarithmic Tables):
- (ii) Steam Table (including Mollier Diagrams for Temperature up to 800° C and Pressure up to 500 Kgf/Cm²);
- (iii) National Building Code of India 1970 or 1983 Group 2 Part VI.
- (iv) Any other special articles as may be necessary for the candidates to answer the questions set in the question paper.

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

3. Answers to be written in own hand

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

4. Check Answer Book

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

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

5. Answers in excess of prescribed number will be ignored

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

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

7. Unfair means strictly prohibited

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

8. Conduct in Examination Hall

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

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

Appendix

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

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

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

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

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

WRITE IN INK/क्याही से लिखें

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

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

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

WRITE IN INK/क्याही से लिखें

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

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

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

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

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

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

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

पुस्तिका क्रम (ए)	विषय	9 9	
BOOKLET SERIES (A)	Subject	9 9	
●			(0) (0)
(B)			(1) (1)
(C)			(2) (2)
(D)			(3) (3)
			(4) (4)
			(5) (5)
			(6) (6)
			(7) (7)
			(8) (8)
			(9) (9)
			● ●

All that is required is to blacken completely the circle marked 'A' below the Booklet Series and below the subject code blacken completely the Circles for "9" (in the first vertical column) and "9" (in the second vertical column). You should then encode the Roll No. 081276. Do it thus similarly:

