

APPENDIX-IIA

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

- Candidates are required to apply Online using the website www.upsconline.nic.in.
- Salient features of the system of Online Application Form are given hereunder:
- Detailed instructions for filling up online applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part-I and Part-II as per the instructions available in the above mentioned site through drop down menus.
- The candidates are required to pay a fee of Rs.100/- Rupees One Hundred only) [excepting SC/ST/ Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by depositing the money in any branch of State Bank of India by cash, or by using net banking facility of State Bank of India or by using any Visa/Master/RuPay Credit/ Debit Card.
- Before start filling up Online Application, a candidate must have his photograph and signature duly scanned in the .jpg format in such a manner that each file should not exceed 300 KB each and must not be less than 20 KB in size for the photograph and signature.
- The candidate should have details of one Photo ID viz. Aadhar Card/ Voter Card / PAN Card / Passport/ Driving License / Any other photo ID card issued by the State / Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her. This photo ID will be used for all future references and the candidate is advised to carry this ID while appearing for the examination.
- The Online applications (Part I and II) can be filled from 12th February, 2020 to 3rd March, 2020 till 18:00 Hrs.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

applications with higher RID is complete in all respects.

- In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
- The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.
- The applicants are advised to check their emails at regular intervals and ensure that the email addresses ending with @ nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.

APPENDIX- II B

IMPORTANT INSTRUCTIONS TO WITHDRAW APPLICATION

1. Candidates are advised to go through the instructions carefully before filling up the request for withdrawal of application.
2. The Commission has provided the withdrawal facility from 12.03.2020 to 18.03.2020 (till 6.00 PM) to those candidates who do not want to appear at this Examination.
3. Candidates are advised to provide the details of registered application with registration-id which was completed and submitted finally. There is no provision for withdrawal of incomplete applications.
4. Before making the request for withdrawal, candidate must ensure that they have access to the registered mobile number and email-id which were provided by them at the time of submission of application. Separate OTPs will be sent by the Commission on the registered mobile number and email-id. Request for withdrawal will be accepted only after it is confirmed by validating the OTP details sent on candidate's mobile and email-id. Such OTPs will be valid for 30 Minutes only.
5. Request for generating OTP for withdrawal of application will be accepted only till 5.30 PM on 18.03.2020.
6. If a candidate has submitted more than one application form then the higher registration-id of Application (latest) will be considered for withdrawal and all earlier applications will be treated as cancelled automatically.
7. After the final acceptance of the request for online withdrawal of application, the candidate must print the authenticated receipt. Once application has been withdrawn by the candidate, it cannot be revived in future.
8. UPSC has no provision to refund any fee amount paid by candidates, so in case of successful withdrawal of application the fees will not be refunded.
9. On successful completion of withdrawal of application, an auto-generated email and SMS will be sent on candidate's registered email-id and mobile. In case any candidate has not submitted the request for withdrawal of application he/she may contact UPSC on email-id: upscsoap@nic.in immediately.
10. Candidates are advised not to share the OTPs received on email and SMS to anybody.

Special Instructions to Candidates for objective type tests

Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the invigilator.

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

Mobiles phones, pagers, bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/bluetooth to the venue of the examination, as arrangements for safekeeping cannot be assured.

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

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

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

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.

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.

(i) Write in black ball 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 your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.

- (ii) All corrections and changes in writing the roll number must be initiated by the candidates as well as by the Invigilator and countersigned by the Supervisor.
- (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.

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

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

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

In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each 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 given responses is correct or the best, **you have to mark your response by**

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

Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scannable Attendance List, as given below:-

- i) Blacken the circle [P] under the column [Present/Absent]
 - ii) Blacken the relevant circle for Test Booklet Series
 - iii) Write Test Booklet Serial No.
 - (iv) Write the Answer Sheet Serial No. and also blacken the corresponding circles below.
 - v) Append signature in the relevant column
- Please read and abide by the instructions on the cover of 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.

ANNEXURE

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

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

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

As soon as the 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 :

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

If you are, say, appearing for the examination in Delhi Centre for the General Ability Test Papers* and your Roll No. is 0812769, and your test Booklet series is 'A' you should fill in thus, using black ball pen.

केंद्र	विषय	विषय कोड	0	1	अनुक्रमांक	0	8	1	2	7	6	9
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subject
Mathe-
matics (A)

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

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

Write your Roll Numbers exactly as it is in your e-Admission Certificate with black ball pen 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 black ball pen. 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 Mathematics * subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:

पुस्तिका क्रम (ए)	विषय	0	1
Booklet Series (A)	Subject		
(B)		●	○
(C)		○	○
(D)		○	○
(E)		○	○
(F)		○	○
(G)		○	○
(H)		○	○
(I)		○	○
(J)		○	○
(K)		○	○
(L)		○	○
(M)		○	○
(N)		○	○
(O)		○	○
(P)		○	○
(Q)		○	○
(R)		○	○
(S)		○	○
(T)		○	○
(U)		○	○
(V)		○	○
(W)		○	○
(X)		○	○
(Y)		○	○
(Z)		○	○

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

code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 0812769. Do it thus similarly :

Important : Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

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

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

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs..... (name of the candidate with benchmark disability), a person with (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o....., a resident of (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

**Chief Medical Officer/Civil Surgeon /
Medical Superintendent of a Government Health Care Institution.**

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

***Letter of Undertaking for Using Own Scribe
(To be filled by the candidates online to the Commission)***

I....., a candidate with.....(name of the disability) appearing for the (name of the examination)..... bearing Roll No..... at (name of the centre) in the District, (name of the State). My qualification is

I do hereby state that (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims thereto.

(Signature of the candidates with Disability)

Place:

Date: