

Blueprint

Simplifying • Your Success



**Union Public Service
Commission**

UPSC CSE/IAS EXAM: ELIGIBILITY CRITERIA, AGE LIMIT, AND QUALIFICATION



FUTURE IAS

AN ALCHEMIST OF CIVIL SERVICES

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ACCORDING TO THE NEW PATTERN

Every one wants to win, but a few have the will to give all that it takes to win. We all seek success in our life, but have not realized what success is made of. Well, in simple language success is achieved when **preparation meets performance**. We spend more time in planning ordinary day to day things, than planning our lives. The road-map to success can be briefly put like this: PLAN, PREPARE, PRACTICE, PERFORM and WIN. In short, success takes more than just slogging. Now, I propose to take you on a conducted tour of how to prepare for “the career”, i.e. a career in Civil Services or simply I.A.S.

SECTION – I

(PLAN OF THE EXAMINATION)

(1) THE NATURE OF THE EXAMINATION

The Civil Services Examination offers the widest range of jobs in our country and is conducted by the Union Public Service Commission (UPSC). Some of the top services offered by this examination are: IAS (Indian Administrative Service), IPS (Indian Police Service), IFS (Indian Foreign Service), IRS (Indian Revenue Service) etc. There are, in all, about twenty-four services offered through this single examination.

✓ *A list of all these services is available under Section II, ‘Services and posts to be filled through Civil Services Examination.’*

(2) THE STRUCTURE OF THE EXAMINATION

Considering the importance and the nature of the jobs, UPSC takes utmost care in selecting the right people. A three-level examination is conducted every once a year to achieve this purpose. The candidates are put through three kinds of testings to ensure that the persons selected have:

- A wide range of general awareness;
- Analytical ability and content retention capacity; and
- Strength of character and a cheerful mental disposition even under stressful conditions, and some other officers like qualities.

Each one of these requirements is tested respectively through:

- (a) **Preliminary Examination** (objective-type questions), for the selection of candidates for Main Examination; and,
- (b) **Main Examination** (written/descriptive-type questions), for the selection of candidates for Interview Test and,
- (c) **Interview Test** (Personality Test), for the selection of candidates for the various services and posts.

(A) PRELIMINARY EXAMINATION

At the Preliminary Examination stage, there will be two objective-type question papers (multiple choice questions with four alternatives for the answer to every question) common for all the candidates. Both these papers will have equal weightage and carry a total of 400 marks.

The emphasis will be on testing the aptitude of the candidate for the demanding life in the civil service, and on the ethical and moral dimensions of decision-making.

This examination is meant to serve as a **screening test only** and the marks obtained by the successful candidates (who are declared qualified for admission to the Main Examination) will not be counted for determining their final order of merit. **The number of candidates admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies (across all services and posts) to be filled in the year through this examination.**

✓ *These vacancies are notified in the UPSC's Notification for Civil Services Examination.*

The Examination is generally conducted in the month of August every year over one single day and carries a maximum of 400 marks in the following manner:

- (i) **General Studies, Paper I** - is a paper on **General Studies** - 200 marks
- (ii) **General Studies, Paper II** - is a paper on **Aptitude Test**- 200 marks
(Popularly referred to as the Civil Services Aptitude Test (CSAT), the General Studies Paper-II will be a qualifying paper with minimum qualifying marks fixed at 33%. This means that the marks secured in Paper II will not determine the selection of the candidate or the marks secured will not be used for arriving at the cut-off. The cut-off will purely be determined by the marks secured in Paper I)
✓ *The syllabus of both these papers is available under Section III, 'Syllabus of Preliminary Examination.'*

NOTES:

- (I) The question papers will be set both in Hindi and English. However, questions relating to English Language Comprehension skills (in Paper II) of Class X level will be tested through passages from English Language only without providing Hindi translation thereof in the question paper.
✓ *Details of the syllabi are available in Section III, 'Syllabus of Preliminary Examination.'*
- (II) Both the papers will carry 200 marks and will be 2 hours in duration.
- (III) Blind candidates will however; be allowed an extra time of twenty minutes at each paper.

- (IV) Total Number of Questions asked in Paper I will be 100 and that in Paper II will be 80.
- (V) Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible for admission to the Main Examination of that year provided they are otherwise eligible for admission, to the Main Examination.
- (VI) Note I: The Commission will draw a list of candidates to be qualified for Civil Service (Main) Examination based on the criterion of minimum qualifying marks of 33% in General Studies Paper II of Civil Services (Preliminary) Examination and total qualifying marks of General Studies Paper-I of Civil Services (Preliminary) Examination as may be determined by the Commission
- (VII) It is mandatory for the candidate to appear in both the Papers of Civil Services (Prelim) Examination for the purpose of evaluation. Therefore a candidate will be disqualified in case he/she does not appear in both the papers of Civil Services (Preliminary) Examination.
- (VIII) There will be negative marking for incorrect answers (as detailed below) for all questions except some of the questions where the negative marking will be inbuilt in the form of different marks being awarded to the most appropriate and not so appropriate answer for such questions.
 - (i) There are four alternatives for the answers 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 happen 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.

(B) MAIN EXAMINATION

The Main Examination is generally conducted in the month of December and spans over 5 days. It will comprise a total of nine papers (conventional essay type papers) of the following nature:

- (i) 2 papers of **Non-Ranking type** (the marks obtained by candidates in these papers will not be counted for determining the final order of merit). The two papers of non-ranking type will include:
 - Paper – A : one paper of an Indian language to be selected by the candidate out of languages included in the Eighth Scheduled to the Constitution, and
 - Paper – B: the second paper of English, which is a compulsory language paper.

Note: Both these papers will be 300 marks each and will be of a very simple nature (of matriculation or equivalent standard) and, in a way, will mentally prepare the candidate for writing the subsequent examination.

(ii) 7 papers of **Ranking type** (marks obtained in these papers will be counted for merit). The seven papers of ranking type will be:

- **Paper I** - Essay
- Four (4) papers of General Studies in the following manner:
 - **Paper – II:** General Studies – I on Indian Heritage and Culture, History and Geography of the World and Society
 - **Paper – III:** General Studies – II on Governance, Constitution, Polity, Social Justice and International relations
 - **Paper – IV:** General Studies – III on Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management
 - **Paper – V:** General Studies – IV on Ethics, Integrity and Aptitude
- **Paper VI & Paper VII:** Two (2) papers in any one optional subject (candidates may choose any one optional subject from amongst the UPSC's list of optional subjects in the Mains Examination).
 - ✓ *The syllabus of all these papers is available under Section III, 'Syllabus of Mains Examination.'*
 - ✓ *For the optional papers in the Main Examination, UPSC has a list of about twenty-six subjects out of which any one subject has to be selected by the candidate. The list of optional subjects is available under Section III, 'List of optional subjects in Main Examination.'*

NOTES:

- (I) All the question papers for the examination will be of **conventional (essay) type**.
- (II) The non-ranking (qualifying) paper on Indian Language will not, however, be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.
- (III) Both the papers of non ranking type will be 300 marks and for 3 hours duration each.
- (IV) All the 7 papers of ranking type will be 250 marks and for 3 hours duration each.
- (V) Evaluation of the papers, namely, 'Essay', 'All the papers of 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 of who attain such minimum standard as may be fixed by Commission at their discretion for the qualifying papers on 'Indian Language' and 'English'.

- (VI) Marks obtained for all the compulsory papers (only from Paper I to Paper VII above), i.e., $250 \times 7 = 1750$, will be considered for merit.
- (VII) Candidates, who obtain such minimum qualifying marks in the written part of the Main Examination as may be fixed by the Commission at their discretion (subject to minimum 10% marks in each of the seven competitive paper as set for CSE 2014) shall be summoned by the commission for the interview round (or the Personality Test). **The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled.**
- (VIII) Marks, thus obtained, for all the compulsory papers (1750) and marks obtained in Interview (out of 275) will be counted for final ranking. Candidates will be allotted to various services keeping in view their ranks in the examination and the preferences expressed by them for the various services and posts.
- (IX) Candidates will have the option to answer all the question papers, except the Qualifying Language papers, Paper – A & Paper - B, in any of the languages included in the Eighth Schedule to the Constitution of India or in English. For the Language medium/ literature of languages, the scripts to be used by the candidates will be as under:

Language	Script
Assamese	Assamese
Bengali	Bengali
Gujarati	Gujarati
Hindi	Devanagari
Kannada	Kannada
Kashmiri	Persian
Konkani	Devanagari
Malayalam	Malayalam
Manipuri	Bengali
Marathi	Devanagari
Nepali	Devanagari
Oriya	Oriya
Punjabi	Gurumukhi
Sanskrit	Devanagari
Sindhi	Devanagari or Arabic
Tamil	Tamil
Telugu	Telugu
Urdu	Persian
Bodo	Devanagari
Dogri	Devanagari
Maithilli	Devanagari
Santhali	Devanagari or Olchiki

Note: For Santhali language, question paper will be printed in Devanagari script; but candidates will be free to answer either in Devanagari script or in Olchiki.

- (X) Candidates exercising the option to answer Papers in any one of the languages mentioned above may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the version in the language opted by them. Candidates should, however, note that if they misuse the above rule, a deduction will be made on this account from the total marks otherwise accruing to them and in extreme cases; their script(s) will not be valued for being in an unauthorized medium.
- (XI) The question papers (other than the literature of language papers) will be set in Hindi and English only.

General Instructions/Notes for Preliminary as well as Main Examination

- (i) Candidates must write the papers in their own hand writing. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, blind candidates will be allowed to write the examination with the help of a scribe. Blind candidates will also be allowed an extra time of thirty minutes at each paper @ ten minutes per hour.
- (ii) An extra time of twenty minutes per hour shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) in the Civil Services (Main) Examination only. However, no scribe shall be permitted to such candidates.

NOTES (for Blind Candidates and Eligibility of a scribe)

- (I) The eligibility conditions of a scribe, his/her conduct inside the examination hall and the manner in which an the extent to which he/she can help the blind candidate in writing the Civil Services Examination shall be governed by the instructions issued by the UPSC in this regard. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the blind candidate in addition to any other action that the UPSC may take against the scribe.
- (II) For purpose of these rules the candidate shall be deemed to be a blind candidate if the percentage of visual impairment is Fourty per cent (40%) or more. The criteria for determining the percentage of visual impairment shall be as follows:

Category	All with Corrections		Percentage
	Better Eye	Worse Eye	
Category 0	6/9 – 6/18	6/24 to 6/36	20%

Category I	6/18 - 6/36	6/60 to nil	40%
Category II	6/60 – 4/60 Or field of vision 10-20®	3/60 to nil	75%
Category III	3/60 – 1/60 Or field of vision 10®	F.C. at 1 ft to nil	100%
Category IV	FC. At 1 ft to nil field of vision 100®	F.C. at 1 ft to nil field of vision 100°	100%
One eyed person	6/6	F.C. at 1 ft to nil	30%

(III) For availing of the concession admissible to a blind candidate, the candidate concerned shall produce a certificate in the prescribed proforma from a Medical Board constituted by the Central/State Governments along with their application for the Main Examination.

(IV) Also, please note:

- (i) The concession admissible to blind candidates shall not be admissible to those suffering from Myopia.
- (ii) The Commission has discretion to fix qualifying marks in any or all the subjects of the examination.
- (iii) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (iv) Marks will not be allotted for mere superficial knowledge.
- (v) Credit will be given for orderly, effective, and exact expression combined with due economy of words in all subjects of the examination.
- (vi) In the question papers, wherever required, SI units will be used.
- (vii) Candidates should use only International form of Indian numerals (i.e. 1, 2, 3, 4, 5, 6 etc.) while answering question papers.
- (viii) Candidates will be allowed the use of Scientific (Non-Programmable type) Calculators at the conventional (Essay) type examination of UPSC. Programmable type calculators will however not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculators in the Examination Hall is not permitted.

It is also important to note that candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They should not therefore bring the same inside the Examination Hall.

(C) INTERVIEW TEST

Interview or the Personality Test is the final lap of the Civil Services selection process. It carries 275 marks (with no minimum qualifying marks).

Marks obtained by the candidates in the Main Examination (written examination) as well as Interview would determine their final ranking.

Candidates will be allotted to the various services keeping in view their ranks in the Examination and the preferences expressed by them for the various services and posts.

- (1) The candidate will be interviewed by a Board who will have before them a record of his career. He/she will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental calibre of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.
- (2) The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.
- (3) The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own State or Country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

The Interview Round

Though it carries only 275 marks, one can not afford to take it lightly, because a candidate's selection or ranking is likely to be affected by the marks that he/she gets in it. This test is not a cross-examination of the candidate, but something which appears between the twilight of a question-and-answer session and a purposive conversation.

Well, let me tell you that the most important part of the interview is "**you**". Everything else that goes on in an interview is peripheral or secondary. Talking about oneself is not easy for any one in such a situation. Yet, that is what precisely you are required to do in an interview. Your achievements, interests and vision are what you must be ready to talk about in a clear-headed manner. An interview is a celebration of "**you**" from start to finish.

The interviewers usually have two major enquiries in their mind: (a) the personality issues and (b) the knowledge base of the candidate.

Now, in case of Civil Services Examination the knowledge aspect is taken care of by an elaborate written examination which is already over by the time you go for the interview. What remains to be evaluated is the personality aspects of the candidate, and it is for this reason the interview has been, at times, also called the PERSONALITY TEST.

The Personality of a person has been variously defined to include a vast number of qualities of head and heart. The personality of any person is the sum total of what one has experienced, seen, heard, read or felt from the very moment one starts being aware of one-self in the society.

In short, what UPSC is looking for in a candidate is a person of substance who has the intelligence and courage to take on any job and give his/her best to it without fear or favour. Briefly, they are looking for a person who will hold his/her ground and stand by his/her colleagues in difficult situations with complete sincerity and commitment.

Finally, remember that winning is an event, but being a winner is a spirit. To win, you will have to understand the spirit of deserving something before getting it. The mantra for success in an examination like Civil Services is to cultivate the real 'joy of learning' as a pre-condition for any learning to have an impact on your mind.

Structure and Plan of Civil Services Examination

Paper	Name of Paper	Marks	Duration (hrs)	Remarks
(A) PRELIMINARY EXAMINATION				
This is the screening stage of the Examination and has 2 objective type question papers. Prelim is usually conducted in the month of August every year.				
I.	Paper I (General Studies)	200	2	Compulsory paper
II.	Paper II (Aptitude Test)	200	2	Qualifying paper
Total Score of Pre Examination		400		
(B) MAINS EXAMINATION				
This stage has 2 non-ranking but qualifying and 7 ranking type papers all of which will be of essay type. Mains are usually conducted in the month of December every year and spans over 5 days.				
A.	Indian Language	300	3	Any 1 language has to be selected from the languages included in the Eighth Schedule to the Constitution
B.	English Language	300	3	Compulsory language paper
I.	Essay	250	3	Compulsory paper
II.	General Studies – I	250	3	Compulsory paper
III.	General Studies – II	250	3	Compulsory paper
IV.	General Studies – III	250	3	Compulsory paper
V.	General Studies – IV	250	3	Compulsory paper
VI.	Optional subject – Paper I	250	3	Any 1 subject has to be selected by candidates from a list of 26 subjects specified by UPSC
VII.	Option subject – Paper II	250	3	
Total Score of Ranking Papers		1750(i)	
(C) Interview				
1.	Personality Test	275(ii)	
Merit List		2025(i + ii)	

Non Ranking

Ranking

SECTION – II

(SERVICES & POSTS, CRITERIA FOR PHYSICALLY HANDICAPPED, ELIGIBILITY NORMS & EDUCATIONAL QUALIFICATION, ATTEMPTS AND MISCELLANEOUS INFORMATION)

(1) SERVICES AND POSTS TO BE FILLED THROUGH CIVIL SERVICES EXAMINATION

- (i) Indian Administrative Service
- (ii) Indian Foreign Service
- (iii) Indian Police Service
- (iv) Indian P & T Accounts & Finance Service, Group 'A'
- (v) Indian Audit and Accounts Service, Group 'A'
- (vi) Indian Revenue Service (Customs and Central Excise), Group 'A'
- (vii) Indian Defence Accounts Service, Group 'A'
- (viii) Indian Revenue Service (I.T.), Group 'A'
- (ix) Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration)
- (x) Indian Postal Service, Group 'A'
- (xi) Indian Civil Accounts Service, Group 'A'
- (xii) Indian Railway Traffic Service, Group 'A'
- (xiii) Indian Railway Accounts Service, Group 'A'
- (xiv) Indian Railway Personnel Service, Group 'A'
- (xv) Post of Assistant Security Commissioner in Railway Protection Force, Grp 'A'
- (xvi) Indian Defence Estates Service, Group 'A'
- (xvii) Indian Information Service (Junior Grade), Group 'A'
- (xviii) Indian Trade Service, Group 'A' (Gr. III)
- (xix) Indian Corporate Law Service, Group "A"
- (xx) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
- (xxi) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'
- (xxii) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'
- (xxiii) Pondicherry Civil Service, Group 'B'
- (xxiv) Pondicherry Police Service, Group 'B'

(Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.)

Posts reserved for Physically Disabled Candidates

The eligibility for availing reservation against the vacancies reserved for the physically disabled persons shall be the same as prescribed in “The Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.” Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/ disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority.

The physical requirement and functional classification can for example be one or more of the following:

Code	Physical Requirements
S	Sitting
ST	Standing
W	Walking
SE	Seeing
H	Hearing/Speaking
RW	Reading and Writing
C	Communication
MF	Manipulation by Finger
PP	Pushing & Pulling
L	Lifting
KC	Kneeling and Crouching
BN	Bending

Code	Functional Classification
OH	Orthopaedically Handicapped
VH	Visually Handicapped
HH	Hearing Handicapped
OA	One Arm
OL	One Leg
BA	Both Arm
BH	Both Hands
MW	Muscular Weakness
OAL	One Arm One Leg
BLA	Both Legs and Arms
BLOA	Both Legs One Arm
LV	Low Vision
B	Blind
PD	Partially Deaf
FD	Fully Deaf

Note: The above list is subject to revision.

Services identified suitable for Physically Disabled Categories along with respective functional classification and physical requirements are given below:

S. No.	Name of the Service	Category(ies) for which identified	*Functional Classification	*Physical requirements
1.	Indian Administrative Service	(i) Locomotor disability	BA, OL, OA, BH, MW, BL, OAL, BLA, BLOA	S, ST, W, SE, H, RW, C
		(ii) Visual impairment	LV, B	MF, PP, L, KC, BN, ST,W, H, RW, C
		(iii) Hearing impairment	PD, FD	MF, PP, L, KC, BN, ST, W, H, RW, C
2.	Indian Foreign Service	(i) Locomotor disability	OA, OL, OAL	S, ST, W, RW, C, MF, SE
		(ii) Visual impairment	LV	RW, SE
		(iii) Hearing impairment	HH	H
3.	Indian Revenue Service (Customs & Central Excise, Gr. 'A')	(i) Locomotor disability,	OL, OA	S, ST,W, BN,L SE,ME, RW,H,C
		(ii) Hearing impairment	HH	S, ST, W BN, L, SE, ME, RW, H, C
4.	Indian P&T Accounts & Finance Service, Gr. 'A'	(i) Locomotor disability	OA, OL, OAL, BL, MW, BA, BH	S, W, SE, RW, C, BN, ST, H, L, KC, MF, PP
		(ii) Visual impairment	B, LV(PB)	As above.
		(iii) Hearing impairment	PD, D	As above.
5.	Indian Audit & Accounts Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S, ST,W,BN, SE,RW,C
		(iii) Hearing impairment	HH	As above
6.	Indian Defence Accounts Service, Gr. 'A'	(i) Locomotor disability	OL, OA	S, ST, W, BN, SE, RW, C
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above
7.	Indian Revenue Service (I.T.),	(i) Locomotor disability	OA, OL, OAL, BL	S,ST,W,SE, RW,C

	Gr. 'A'	(ii) Visual impairment	LV, B	MF, PP, L, KC, BN, ST, W, H, RW, C
		(ii) Hearing impairment	PD, FD	MF,PP,L,KC,BN, ST, W,H,RW,C
8.	Indian Ordnance Factories Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S,ST,W,BN,RW, SE,H,C
		(ii) Visual impairment	LV(PB)	As above
		(iii) Hearing impairment	PD	As above
9.	Indian Postal Service, Gr. 'A.	(i) Locomotor Disability	OA, OL	S, ST, W, BN, RW, SE, H, C
		(ii) Visual impairment	LV	As above
		(ii) Hearing impairment	HH	As above
10.	Indian Civil Accounts Service, Gr. 'A'	(i) Locomotor Disability	OA, OL, OAL, BL	S,ST,W,SE, RW,H,C
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above
11.	Indian Railway Accounts Service, Gr. 'A'	(i) Locomotor disability	OA, OL, OAL, BL, BLOA	S,BN, RW, MF, SE,C
		(ii) Hearing impairment	HH	As above
12.	Indian Railway Personnel Service, Gr. 'A'	(i) Locomotor disability	OA, OL	S,ST,W,RW, SE, HC
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	PD	As above
13.	Indian Railways Traffic Service Gr. 'A'	Locomotor disability	OA, OL	S,ST, W, SE, RW, H, C
14.	Indian Defence Estates Service Gr. 'A'	(i) Locomotor disability	OA, OL, BL	S,ST, BL, MF,SE,RW,H,C
		(ii) Hearing impairment	HH	S, ST, W, BN,MF,PP, KC, SE, RW, H, C
15.	Indian Information Service, Gr. 'A'	(i) Locomotor disability	BA, OL, OA, BH MW, BL, OAL, BLA, BLOA	S,ST,W,SE H, RW, C

		(ii) Visual impairment	LV, B	MF, PP,L,KC,BN ST,W,H,RW,C
		(iii) Hearing impairment	PD, FD	MF,PP,L,KC,BN ST,W,H,RW,C
16.	Indian Trade Service Gr. 'A' (Gr.III)	(i) Locomotor disability	BA, OL, OA, BH, MW, BL, OAL, BLA,BLOA	S,ST,W,SE, H, RW, C
		(ii) Visual impairment	LV, B	MF, PP, L, KC,BN, ST, W, H, RW, C
		(iii) Hearing impairment	PD, FD	MF,PP,L,KC, BN, ST, W, H, RW, C
17.	Indian Corporate Law Service	(i) Locomotor disability	OA,OL, OAL, BL	ST, RW, SE S,BN,H
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above
18.	Armed Forces Headquarters Civil Service, Gr. 'B' (Section Officers' Grade)	(i) Locomotor disability	OA, OL, BL	S,ST,W,BN, MF, SE, RW, C
		(ii) Visual impairment	LV, B	As above
		(iii) Hearing impairment	HH	As above
19.	Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Gr. 'B'	(i) Locomotor disability	BA, OL, OA, BH, MW, BL, OAL, BLA, BLOA	S,ST,W,SE, H RW, C
		(ii) Visual impairment	LV, B	MF,PP,L,KC,BN, ST,W,H,RW,C
		(ii) Hearing impairment	PD, FD	MF,PP,L,KC,BN, ST, W,H,RW,C
20.	Pondicherry Civil Service, (Group B)	(i) Locomotor disability	OA, OL, OAL, BL	S,ST,W,SE, RW,HC
		(ii) Visual impairment	LV	As above
		(iii) Hearing impairment	HH	As above

(2) CENTRES FOR EXAMINATION

(A) Centres for Preliminary Examination

The Preliminary Examination is usually held at all of the following centers:

Agartala	Gorakhpur	Noida
Ahmedabad	Gurgaon	Panaji (Goa)
Aizawl	Gwalior	Patna
Aligarh	Hyderabad	Port Blair
Allahabad	Imphal	Puducherry
Aurangabad	Itanagar	Pune
Bangalore	Jabalpur	Raipur
Bareilly	Jaipur	Ranchi
Bhopal	Jammu	Sambalpur
Chandigarh	Jodhpur	Shillong
Chennai	Jorhat	Shimla
Coimbatore	Kochi	Srinagar
Cuttack	Kohima	Thane
Dehradun	Kolkata	Thiruvananthapuram
Delhi	Kozhikode (Calicut)	Tirupati
Dharwad	Lucknow	Udaipur
Dispur	Madurai	Varanasi
Faridabad	Mumbai	Vijayavada
Gangtok	Nagpur	Vishakhapatnam
Ghaziabad	Navi Mumbai	

(B) Centres for Main Examination

The Main Examination is usually held at all of the following centers:

Ahmedabad	Allahabad	Bangalore	Bhopal	Mumbai
Kolkata	Cuttack	Delhi	Hyderabad	Shimla
Jaipur	Chennai	Patna	Shillong	Dispur
Thiruvanthapuram	Lucknow	Jammu	Chandigarh	(Guwahati)

Note: The centres are liable to be changed at the discretion of UPSC. Applicants should note that there will be a ceiling on the number of candidates allotted to some or each of the Centres, except Chennai, Dispur, Kolkata and Nagpur. Allotment of Centres will be on the "first-apply-first-allot" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

Blind candidates will, however, be required to take the examination at any one of the seven centres viz. Chennai, Delhi, Hyderabad, Kolkata, Lucknow, Dispur and Mumbai. Candidates admitted to the examination will be informed of the time table and place or places of examination.

The candidate should note that no request for change of centre will be granted.

(3) ELIGIBILITY CONDITIONS

(I) NATIONALITY

- (1) For the Indian Administrative Service and the Indian Police Service, a candidate must be a citizen of India.
- (2) For other services, a candidate must be either:
 - (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
 - (e) 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, Ethiopia and Vietnam with the intention of permanently settling in India.
 - Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
 - Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.
 - **Note:** *A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.*

(II) AGE LIMIT

- (a) A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on 1st August of the year in which he/she is appearing for the Preliminary Examination. That is, a candidate appearing for the Preliminary Examination of the year 2015 should be between 21-32 years of age as on 1st August, 2016. (i.e., such a candidate must have been born not earlier than 2nd August, 1984 and not later than 1st August, 1995).
- (b) **Age Relaxation**

The upper age limit prescribed above (of not having attained the age of 32 years as on 1st August) will be relaxable:

Category	Age Relaxation
i) For candidates belonging to Scheduled Caste/ Scheduled Tribe	Upto a maximum of 5 years
ii) For candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates	Upto a maximum of 3 years
iii) For candidates domiciled in the State of Jammu & Kashmir during the period from the 1st	Upto a maximum of 5 years

January, 1980 to the 31st day of December, 1989	
iv) In the case of Defence Services personnel Disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	Upto a maximum of 3 years
v) In the case of ex-servicemen including Commission Officers and ECOs/ SSCOs who have rendered at least five years Military Service as on 1st August (of the year in which s/he is appearing for the Preliminary Examination) and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August of the year in which he/she is appearing for the Preliminary Examination) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidment.	Upto a maximum of 5 years
vi) In the case of ECOs/SSCOs who have completed an initial period of assignment of five years Military Service as on 1st August of the year in which s/he is appearing for the Preliminary Examination and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.	Upto a maximum of 5 years
vii) For blind, deaf-mute and orthopedically handicapped candidates	Upto a maximum of 10 years

NOTES:

- (I) Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of Para 3(ii) (b) above, viz. those falling under the category of Ex-servicemen, persons domiciled in the State of J & K, blind, deaf- mute and orthopedically handicapped etc. will be eligible for grant of **cumulative age-relaxation** under both the categories.
- (II) The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.
- (III) The age concession under Para 3(ii)(b)(v) and (vi) will not be admissible to

Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.

- (IV) Notwithstanding the provision of age-relaxation under Para 3 (ii) (b) (vii) above, a **physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or 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 the physically disabled candidates by the Government.**

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED

- The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised 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 or in the Higher Secondary or an equivalent examination certificate.
- These certificates are required to be submitted only at the time of applying for the Civil Services (Main) Examination. 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/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned-above.

NOTES:

- (I) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.
- (II) 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 any other examination of the Commission) on any grounds whatsoever.
- (III) **The candidate should exercise due care while entering their date of birth in online Application Form for the Preliminary Examination. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent Examination certificate, disciplinary action will be taken against them by the Commission under the Rules.**

(iii) **MINIMUM EDUCATIONAL QUALIFICATIONS**

The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission (UGC) Act, 1956, or possess an equivalent qualification.

NOTES:

- (I) Candidates who have appeared at an examination the passing of which would render them educationally qualified for the Commission's examination but have not been informed of the results as also the candidates who intend to appear at such a qualifying examination will also be eligible for admission to the Preliminary Examination. **All candidates who are declared qualified by the Commission for taking the Civil Services (Main) Examination will be required to produce proof of passing the requisite examination with their application for the Main Examination failing which such candidates will not be admitted to the Main Examination. The applications for the Main Examination are called sometime in the month of September/October.**
- (II) In exceptional cases the Union Public Service Commission may treat a candidate who has not any of the foregoing qualifications as a qualified candidate provided that he/she has passed examination conducted by the other Institutions, the standard of which in the opinion of the Commission justifies his/her admission to the examination.
- (III) **Candidates possessing professional and technical qualifications which are recognised by Government as equivalent to professional and technical degree would also be eligible for admission to the examination.**
- (IV) **Candidates who have passed the final professional M.B.B.S. 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 along with their application a copy of 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.**

(iv) NUMBER OF ATTEMPTS

Category	Number of attempts
Candidates belonging to General Category	Shall be permitted 6 attempts at the examination
Candidates belonging to Other Backward Classes (who are eligible to avail of reservation applicable to such candidates)	Shall be permitted 9 attempts at the examination
Candidates belonging to Scheduled Castes and Scheduled Tribes	No restriction on number of attempts. Thus, candidates belonging to SC/ST can give all attempts uptill the eligible age limit.
In case of physically handicapped candidates (relaxation will be available to the physically handicapped candidates who are eligible to avail of reservation applicable to such candidates)	They will get as many attempts as are available to other non-physically handicapped candidates of his or her community, subject to the condition that a physically handicapped candidate belonging to the General Category shall be eligible for 9 attempts.

NOTES:

- (I) **An attempt at a Preliminary Examination shall be deemed to be an attempt at the Civil Services Examination.**
- (II) **If a candidate actually appears in any one paper in the Preliminary Examination, he/she shall be deemed to have made an attempt at the Examination.**
- (III) **Notwithstanding the disqualification/cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt.**

(v) Restrictions on applying for the examination

- A candidate who is appointed to the Indian Administrative Service or the Indian Foreign Service on the results of an earlier examination and continues to be a member of that service will not be eligible to compete at this examination.
- In case such a candidate is appointed to the IAS/IFS after the Preliminary Examination of Civil Services Examination (of the year in which appearing for the exam) is over and s/he continues to be a member of that service, s/he shall not be eligible to appear in the Civil Services (Main) Examination (of the year in which appearing for the exam) notwithstanding his/her having qualified in the Preliminary Examination of that year.
- Also provided that if such a candidate is appointed to IAS/IFS after the

commencement of the Civil Services (Main) Examination (of the year in which appearing for the exam) but before the result thereof and continues to be a member of that service, s/he shall not be considered for appointment to any service/post on the basis of the result of that examination.

(vi) Regulations relating to the Physical Standard of candidates

Candidates must be physically fit according to physical standards for admission to Civil Services Examination (as per guidelines given in Appendix - III of Rules for Examination published in the Gazette of India Extraordinary dated 31st May, 2014).

The Appendix III is available in Section IV – Addendum of the syllabus

✓ *The Appendix III is available in Section IV – Addendum for reference.*

(4) FEE

Candidates (excepting Female/SC/ST/PH Candidates who are exempted from payment of fee) are required to pay fee of Rs. 100/- (Rupees One Hundred only) either by remitting the money in any Branch of SBI by Cash, or by using net banking facility of State Bank of India/ State Bank of Bikaner & Jaipur/ State Bank of Hyderabad/ State Bank of Mysore/ State Bank of Patiala /State Bank of Travancore or by using Visa/Master Credit/Debit Card.

For the applicants in whose case payments details have not been received from the bank they will be treated as fictitious payment cases and a list of all such applicants shall be made available on the Commission website within two weeks after the last day of submission of online application. These applicants shall also be intimated through email to submit copy of proof of their payment to the Commission at the address mentioned in the e-mail. The applicant shall be required to submit the proof within 10 days from the date of such communication either by hand or by speed post to the Commission. In case, no response is received from the applicants their applications shall be summarily rejected and no further correspondence shall be entertained in this regard.

All female candidates and candidates belonging Scheduled Caste/Scheduled Tribe/Physically Handicapped categories are exempted from payment of fee. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full.

Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/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 will be required by the Commission to submit along with their Detailed Application Form, a certified copy of the certificate from a

Government Hospital/Medical Board in support of his/her claim for being physically disabled.

NOTE: Notwithstanding the aforesaid provision for fee exemption, a physically disabled candidate will be considered to be eligible for appointment only if he/she (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.

NOTES:

- (I) APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE (UNLESS REMISSION OF FEE IS CLAIMED) SHALL BE SUMMARILY REJECTED.
- (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.
- (III) If any candidate who took the Civil Services Examination held in previous year wishes to apply for admission to the examination in the current year, he/she must submit his/her application without waiting for the results or an offer of appointment.
- (IV) Candidates admitted to the Main Examination will be required to pay a further fee of Rs. 200/- (Rupees Two hundreds only).

(5) HOW TO APPLY

- (a) Candidates are required to **apply online using the website <http://www.upsconline.nic.in>**. Detailed instructions for filling up online applications are available on the above mentioned website.

Note: The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher RID is complete in all respects like applicants' details, examination centre, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

- (b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should submit their applications direct to the Commission.

Persons already 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 the Public Enterprises are however, required submitting an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Examination.

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 application will be liable to be rejected/candidature will be liable to be cancelled.

NOTE 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination.

If any candidate appears at a centre other than the one indicated by the Commission in his/her Admission Certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

NOTE 2: Providing scribe to a blind candidate or allowing him/her to bring him/her own scribe, suitable modification has been made in the online application programme to get the information at the time of the initial online application itself, and not get it later as per the existing practice.

NOTE 3: Candidates appearing in CS(P) Examination, will be required to indicate information such as (a) detail of centres of Civil Services (Main) Examination (b) Optional subject to be selected for the examination, (c) medium of examination for Civil Services (Main) Examination and (d) compulsory Indian Language for Civil Services (Main) Examination at the time of the filling up online application itself.

NOTE 4: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Main examination only. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Interview Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Preliminary Examination, 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.

If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission in terms of Rule 14 of the Rules for the Civil Services Examination, reproduced below:

A candidate who is or has been declared by the Commission to be guilty of:

- (i) Obtaining support for his/her candidature by the following means, namely:—
 - (a) offering illegal gratification to, or
 - (b) applying pressure on, or

- (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to the following means in connection with his/her candidature for the examination, namely
 - (a) obtaining copy of question paper through improper means,
 - (b) Finding out the particulars of the persons connected with secret work relating to the examination.
 - (c) influencing the examiners, or
- (vii) using unfair means during the examination, or
- (viii) writing obscene matter or drawing obscene sketches in the scripts, or
- (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- (x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
- (xi) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (xii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- (xiii) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable;
 - (a) to be disqualified by the Commission from the examination for which he/she is a candidate and/or
 - (b) to be debarred either permanently or for a specified period
 - by the Commission from any examination or selection held by them;
 - by the Central Government from any employment under them; and
 - (c) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under this Rules shall be imposed except after
 - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

(6) CORRESPONDENCE WITH THE COMMISSION

The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:

- (i) The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available on the UPSC website [www.upsc.gov.in] for downloading by candidates. No Admission Certificate will be sent by post. If a candidate does not receive his e-Admission Certificate or any other communication regarding his/her candidature for the examination **three weeks** before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained from the Facilitation Counter located in the Commission's Office either in person or over phone Nos. 011-23381125/011-23385271/011-23098543. **In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her Admission Certificate at least 3 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Certificate.**
- (ii) No candidate will ordinarily be allowed to take the examination unless he/she holds a certificate of admission for the examination. On downloading of e-Admission Certificate, check it carefully and bring discrepancies/errors, if any, to the notice of UPSC immediately.
- (ii) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the UPSC.

The mere fact that a certificate of admission to the Examination has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Commission or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by the Commission as true and correct. Candidates may note that the Commission takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for Civil Services (Main) Examination. Unless candidature is formally confirmed by the Commission, it continues to be provisional

- (iii) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. Candidates should note that the name in the Admission Certificate in some cases may be abbreviated due to technical reasons.

- (iv) In the event of a candidate downloading more than one Admission Certificate from the Commission's website, he/she should use only one of these Admission Certificates for appearing in the examination and report about the other(s) to the Commission's Office.
- (v) Candidates are informed that as the Preliminary Examination is only a screening test, no marks sheets will be supplied to successful or unsuccessful candidates and no correspondence will be entertained by the Commission, in this regard.
- (vi) If a candidate receives an e-Admission Certificate in respect of some other candidate the same should be immediately returned to the Commission with a request to issue the correct e-Admission Certificate. Candidates may note that they will not be allowed to take the examination on the strength of an Admission Certificate issued in respect of another candidate.
- (vii) Candidates must ensure that their e-mails IDs given in their online applications are valid and active.

IMPORTANT: All communications to the commission should invariably contain the following particulars:

1. Name and year of the examination.
2. Registration ID (RID)
3. Roll number (if received).
4. Name of candidate (in full and in block letters).
5. Complete postal address as given in the application.

N.B. (i). Communication not containing the above particulars may not be attended to.

N.B. (ii). Candidates should also note down their rid number for future reference. They may be required to indicate the same in connection with their candidature for the civil services (main) examination.

- (7) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for Civil Services (Preliminary) Examination that he/she belongs to General category but subsequently writes to the Commission to change his/her category to a reserved one, such request shall not be entertained by the Commission. Similar principle will be followed for physically disabled categories also. While the above principle will be followed in general, there may be a few cases where there was a little gap (say 2-3 months) between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the request of change of community from

general to reserved may be considered by the Commission on merit. In case of a candidate unfortunately becoming physically disabled during the course of the examination, the candidate should produce valid documents to enable the Commission to take a decision in the matter on merit.

- (8) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PH/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/ Notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application for Civil Services (Prelims) Examination.
- (9) **Withdrawal of applications:** NO request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.