



UNION PUBLIC SERVICE COMMISSION

EXAMINATION NOTICE NO.01/2012-SCRA

DATED : 22.10.2011

(LAST DATE FOR RECEIPT OF APPLICATIONS : 21.11.2011)

SPECIAL CLASS RAILWAY APPRENTICES' EXAMINATION, 2012

(Commission's website - <http://www.upsc.gov.in>)

No. 5/1/2011-EI(B): An examination for selection of candidates for appointment as Special Class Apprentices in Mechanical Department of Indian Railways will be held by the Union Public Service Commission on **29th January, 2012** in accordance with the Rules published by the Ministry of Railways (Railway Board) in the Gazette of India dated the **22nd October, 2011** at the following centres :

| | | |
|------------|-----------|--------------------|
| AGARTALA | GANGTOK | PANAJI (GOA) |
| AHMEDABAD | HYDERABAD | PATNA |
| AIZAWL | IMPHAL | PORT BLAIR |
| ALLAHABAD | ITANAGAR | RAIPUR |
| BANGALORE | JAIPUR | RANCHI |
| BAREILLY | JAMMU | SAMBALPUR |
| BHOPAL | JORHAT | SHILLONG |
| CHANDIGARH | KOCHI | SHIMLA |
| CHENNAI | KOHIMA | SRINAGAR |
| CUTTACK | KOLKATA | THIRUVANANTHAPURAM |
| DEHRADUN | LUCKNOW | THAPURAM |
| DELHI | MADURAI | TIRUPATI |
| DHARWAR | MUMBAI | UDAIPUR |
| DISPUR | NAGPUR | VISHAKHAPATNAM |

The centres and the date of holding the examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates to the centres of their choice for examination, the Commission may, at their discretion, allot a different centre to a candidate, when circumstances so warrant. Candidates admitted to the examination will be informed of the time table and place or places of examination.

Candidates should note that no request for change of centre will normally be granted. However, when a candidate desires a change in centre from the one he/she had indicated in his/her Application form for the Examination, he/she must send a letter addressed to the Controller of Examinations, Union Public Service Commission, giving full justification as to why he/she desires a change in centre. Such requests will be considered on merits but requests received in the Commission's Office after 20 December, 2011 will not be entertained under any circumstances.

2. The approximate number of vacancies, to be filled on the results of the examination is 42.

Note: Four vacancies are reserved for physically challenged candidates belonging to Orthopaedically Handicapped having functional classifications O₁, O₂.

The number of vacancies mentioned above is liable to alteration.

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.

3. ELIGIBILITY CONDITIONS :

(I) Nationality

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

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions.

Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

Commission take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview/ Personality Test.

2. HOW TO APPLY:

Candidates must apply Online by using the website <http://www.upsonline.nic.in>. Brief Instructions for filling up the Online Application Form have been given in the Appendix II. Detailed instructions are available on the above mentioned website.

3. LAST DATE FOR RECEIPT OF APPLICATIONS:

The Online Application can be filled upto **21st November, 2011 till 11.59 PM** after which the link will be disabled.

4. PENALTY FOR WRONG ANSWERS :

Candidates should note that there will be penalty (**Negative Marking**) for wrong answers marked by a candidate in the Objective Type Question Papers.

5. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES :

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near Gate 'C' of its campus in person or over **Telephone No. 011-23385271/ 011-23381125/011-23098543** on working days between 10.00 hrs and 17.00 hrs.

6. Mobile Phone Banned :

(a) Mobile phones, pagers 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.

(b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping can not be assured.

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

Candidates are required to apply only through Online mode. No other mode for submission of application is allowed.

(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 or from Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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 by the Government of India.

(II) Age Limits :

(a) A candidate must have attained the age of 17 years and must not have attained the age of 21 years on 1st January, 2012, i.e. he/she must have been born not earlier than 2nd January, 1991 and not later than 1st January, 1995.

(b) The upper age limit is relaxable as follows :-

- ⊕ upto a maximum of five years if a candidate belongs to a Scheduled Caste

or a Scheduled Tribe.

(ii) upto a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates.

“The closing date fixed for the receipt of the application will be treated as the date for determining the OBC status (including that of creamy layer) of the candidates.”

(iii) upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.

(iv) upto a maximum of three years 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:

(v) upto a maximum of five years in the case of ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 1st January, 2012 and have been re-

leased (1) on completion of assignment (including those whose assignment is due to be completed within one year from 1st January, 2012) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (2) on account of physical disability attributable to Military Service, or (3) on invalidment.

(vi) Upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 1st January, 2012 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 month's notice on selection from the date of receipt of offer of appointment.

(vii) Upto a maximum of 10 years in the case of blind, deaf-mute and Orthopaedically handicapped persons.

NOTE 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 coming under the category of Ex-Servicemen, persons domiciled in the State of J & K physically handicapped etc. will be eligible for grant of cumulative age-relaxation under both the categories.

NOTE 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.

NOTE III-The age concession under Para 3 (II) (b) (v) to (vi) will not be admissible to Ex-Servicemen and Commissioned officers including ECOs/SSCOs, who are released on their own request.

NOTE IV-Notwithstanding the provision of age relaxation under Para 3(II)(b)(vii) above, a physically handicapped candidate will be considered to be eligible for appointment 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 handicapped 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 after the declaration of the result of the written part of the examination. No other document relating to age like horo-

Continued

scopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

The expression Matriculation/Higher Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

NOTE 1:- Candidates should note that only the Date of Birth as recorded in the Matriculation/Higher 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.

NOTE 2 :- 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.

NOTE 3 :- The candidates should exercise due care while entering their date of birth. 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) Educational Qualifications :

For admission to the examination a candidate-

- must have passed in the first or second division, the Intermediate or an equivalent Examination of a University or Board approved by the Government of India with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination.
Graduates with Mathematics and at least one of the subjects Physics and Chemistry as their degree subjects may also apply; or
- must have passed in the first or second division, the Higher Secondary (12 years) Examination under 10 plus 2 pattern of School Education with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination; or
- must have passed the first year Examination under the three year degree course of a university or the first examination of the three year diploma course in Rural Service of the National Council for Rural Higher Education or the third year Examination for promotion to the 4th year of the four year B.A./B.Sc. (Evening College) Course of the Madras University with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the examination provided that before joining the degree/diploma course he/she passed the Higher Secondary Examination or the Pre-University or equivalent examination in the first or second division.
Candidates who have passed the first/second year examination under the three-years degree course in the first or second division with Mathematics and either Physics or Chemistry as subjects of the Examination may also apply; provided the first/second year examination is conducted by a University; or
- must have passed in the first or second division the Pre-Engineering Examination of a University, approved by the Government of India; or
- must have passed in the first or second division the Pre-Professional/Pre-Technological Examination of any Indian University or a recognised Board, with Mathematics and at least, one of the subjects Physics and

Chemistry as subjects of the examination conducted one year after the Higher Secondary or Pre-University stage; or

- must have passed the first year examination under the five year Engineering Degree Course of a University : Provided that before joining the Degree Course, he/she passed the Higher Secondary Examination or pre-University or equivalent Examination in the first or second division. Candidates who have passed the first year Examination of the five-year Engineering Degree Course in the first or second division may also apply provided the first year Examination is conducted by a University; or
- must have passed in the first or second division the Pre-Degree Examination of the Universities of Kerala and Calicut with Mathematics and at least one of the subjects Physics and Chemistry as subjects of the Examination.

Note I : Candidates who are not awarded any specific division by the University/Board either in the intermediate or any other Examination mentioned above will be considered educationally eligible provided their aggregate of marks falls within the range of marks for first or second division as prescribed by the University/Board concerned.

Note II : Candidates who have appeared at an examination the passing of which would render them eligible to appear at the Examination but have not been informed of the results, may apply for admission to the examination. Candidates who intend to appear at such a qualifying examination may also apply. Such candidates will be admitted to the Examination, if otherwise eligible but their admission would be deemed to be provisional and subject to cancellation, if they do not produce proof of having passed the requisite qualifying Examination along with the detailed applications which will be required to be submitted by the candidates who qualify on the results of the written part of the Examination.

Note III : In exceptional cases, the Commission may treat a candidate who has not any of the qualifications prescribed in this rule as educationally qualified provided that he/she possesses qualifications the standard of which in the opinion of the Commission, justifies his/her admission to the Examination..

Note IV : Diplomas in Engineering awarded by the State Boards of Technical Education are not acceptable for admission to the Special Class Railway Apprentices' Examination.

(IV) Physical Standards :

Candidates must be physically fit according to physical standards for admission to Special Class Railway Apprentices, Examination, 2012 as per Regulations given in Appendix-II of the rules for the Special Class Railway Apprentices, Examination, 2012 published in Gazette of India dated 22nd October, 2011.

4. FEE :

Candidates applying **Online** (excepting Female/SC/ST/PH candidates who are exempted from payment of fee) are required to pay a 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 SBI 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 e-mail 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 applicant their application shall be summarily rejected and no further correspondence shall be entertained in this regard.

Application without prescribed fee will be summarily rejected. This does not apply to the candidates who are seeking remission of the prescribed fee under the following paragraphs.

All female candidates and Candidates belonging to Scheduled Castes/Scheduled Tribes are not required to pay any fee.

No fee exemption is, however, available to OBC candidates and they are required to pay the full prescribed fee.

Physically Handicapped persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Posts (including any concessions specifically extended to the Physically Handicapped). A Physically Handicapped candidate claiming age relaxation/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 Handicapped.

NOTE: Notwithstanding the aforesaid provision for age relaxation/fee exemption, a Physically Handicapped 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 Handicapped candidates by the Government.

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

5. How to Apply:

Candidates may apply Online by using the website <http://www.upsconline.nic.in> Detailed instructions for filling up online applications are available on the above mentioned website.

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.

All candidates, whether already in Government Service, or in Government owned industrial undertakings or other similar organisations 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 Public Enterprises are however, required to inform 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 applications 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 for the centre. More than one application from a candidate giving different centres will not be accepted in any case.

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 valued and his/her candidature will be liable to cancellation.

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 and Other Backward Classes etc. The candidates applying for the examination should ensure that they fulfil 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. 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 Written Examination or Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the Examination will be cancelled by the Commission.

Candidates are requested to keep ready the attested copies of the following documents for submission to the Commission soon after the declaration of the result of the written part of the Examination which is likely to be declared in the month of March/April, 2012.

- Certificate of Age.
- Certificate of Educational Qualification indicating the subjects and division secured.
- Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes where applicable.
- Certificate in support of claim for age/fee concession, where applicable.
- Certificate in support of being physically handicapped (where applicable).

Immediately after the declaration of the result of the written part of the Examination, successful candidates will be sent a detailed application form by the Commission requiring additional information to be furnished. The attested copies of the above mentioned certificates will have to be sent to the Commission at that time. Originals will have to be produced at the time of interview. 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 11 of the rules for the Special Class Railway Apprentices' examination, 2012 notified in the Gazette of India dated 22nd October, 2011 and also reproduced below :

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

- Obtaining support for his/her candidature by any means; or
- impersonating; or
- procuring impersonation by any person; or
- submitting fabricated documents or documents which have been tampered with; or
- making statements which are incorrect or false or suppressing material information; or
- resorting to any other irregular or improper means in connection with his/

- her candidature for the Examination; or
- (iv) using unfair means during the Examination; or
 - (viii) writing irrelevant matter, including obscene language or pornographic matter, in the script(s); or
 - (ix) misbehaving in any other manner in the Examination hall; or
 - (x) harassing or doing bodily harm to the Staff employed by the Commission for the conduct of their Examination; 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 is 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;
 - (ii) 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
 - (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

6. LAST DATE FOR RECEIPT OF APPLICATIONS:

The Online Application can be filled upto 21st November, 2011 till 11.59 P.M. after which the link will be disabled.

7. CORRESPONDENCE WITH THE COMMISSION:

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

- Ⓐ The eligible candidates shall be issued either a paper Admission Certificate or an e-admit card about three weeks before the commencement of the exam. The mode of e-admit card can be either through e-mail (as provided by the applicant at the time of

- (ii) submission of application) or they may download from UPSC website.
- (ii) **If a candidate does not receive his/her Admission Certificate/e-admit card or any other communication regarding his/her candidature for the examination 3 weeks before the commencement of the Examination, he/she should at once contact the Commission.** On receipt of such a communication, Admission Certificate/e-admit card or a duplicate copy thereto will be issued to the admitted candidate. Information in this regard can also be obtained from the Facilitation Counter located in the Commission's Office either in person or over Telephone 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/e-admit card at least 3 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Certificate/e-admit card.**

No candidate will ordinarily be allowed to take the Examination unless he/she holds an Admission Certificate/e-admit card for the examination. On the receipt of Admission Certificate/e-admit card, check it carefully and bring discrepancies/errors, if any, to the notice of UPSC immediately.

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.

- (iii) 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 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 interview for Personality Test on the results of the Written Examination. Unless candidature is formally confirmed by the Commission, it continues to be provisional. The decision of the Commission with regard to the acceptance of the application of the candidate and his/her eligibility or otherwise 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) Candidates must ensure that their e-mail ids given in their applications are valid and active.
- (v) A candidate must see that communications sent to him/her at the address stated in his/her application are redirected, if necessary. Change in address should be communicated to the Commission at the earliest opportunity. Although the Commission make every effort to take account of such changes, they cannot accept any responsibility in the matter.
- (vi) In the event of a candidate receiving more than one Admission Certificate/e-admit card from the Commission, he/she should use only one of these Admission Certificate/e-admit card for appearing in the Examination and report about the other(s) to the Commission's Office.
- (vii) If a candidate receives an Admission Certificate/e-admit card in respect of some other candidate from the Commission on account of handling error, the same should be immediately reported to the Commission with a request to issue the correct Admission Certificate/e-admit card. Candidates may note that they will not be allowed to take the examination on the strength of an Admission Certificate/e-admit card issued in respect of another candidate.

Important : All communications to the Commission should invariably contain the following particulars.

1. Name and year of the examination.
2. Registration I.D. (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) Communications not containing the above particulars may not be attended to.

N.B. : (ii) If a letter/communication is received from a candidate after an examination has been held and it does not give his/her full name and Roll number, it will be ignored and no action will be taken thereon.

N.B. : (iii) Candidates should also note down their application form number for future reference.

8. For being considered against the vacancies reserved for them, the physically disabled person should have disability of Forty per cent (40%) or more. However, such candidates shall be required to meet one or more of the following physical requirements/abilities which may be necessary for performing the duties in the concerned Services/Posts:-

| CODE | PHYSICAL REQUIREMENTS |
|------|--|
| MF | 1. Work performed by manipulating (with Fingers) |
| PP | 2. Work performed by pulling and pushing |
| L | 3. Work performed by lifting |
| K C | 4. Work performed by kneeling and crouching |
| B N | 5. Work performed by bending |
| S | 6. Work performed by sitting (on bench or chair) |
| ST | 7. Work performed by standing |
| W | 8. Work performed by walking |
| SE | 9. Work performed by seeing |
| H | 10. Work performed by hearing/speaking |
| R W | 11. Work performed by reading and writing |
| C | 12. Communication |

The functional classification in their case shall be, one or more of the following, consistent with the requirement of the concerned Services/Posts:-

FUNCTIONAL CLASSIFICATION

| CODE | FUNCTION |
|------|--|
| BL | 1. both legs affected but not arms. |
| BA | 2. both arms affected a. impaired reach. b. weakness of grip. |
| BLA | 3. both legs and both arms affected |
| OL | 4. one leg affected (R or L) a. impaired reach. b. weakness of grip. c. ataxic. |
| OA | 5. one arm affected (R or L) a. impaired reach. b. weakness of grip. c. ataxic. |
| BH | 6. stiff back and hips (cannot sit or stoop) |
| M W | 7. muscular weakness and limited physical endurance |
| B | 8. the blind |
| P B | 9. partially blind |
| D | 10. the deaf |
| P D | 11. partially deaf |

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.

10. The details regarding scheme and Syllabus of Examination, Guidelines for filling up the Application Form, Conditions of Apprenticeship, Special Instructions to Candidates for Objective Type Tests are given in Appendices I, II, III and IV respectively.

Kuldeep Kumar Saharawat
Deputy Secretary
Union Public Service Commission

APPENDIX-I
SCHEME OF EXAMINATION

Section - I

The Examination shall be conducted according to the following plan.

Part I Written Examination carrying a maximum of 600 marks in the subjects as shown below.

Part II Personality Test carrying a maximum of 200 marks in respect of only those candidates who are declared qualified on the results of Written Examination.

2. The subjects of the Written Examination under Part I, the time allowed and the maximum marks allotted to each subject/paper shall be as follows :

| Subjects | Code No. | Time Allowed | Maximum Marks |
|--|----------|--------------|---------------|
| Paper-I General Ability Test (English, General Knowledge and Psychological Test) | 01 | 2 Hours | 200 |
| Paper-II Physical Sciences (Physics and Chemistry) | 02 | 2 Hours | 200 |
| Paper-III Mathematics | 03 | 2 Hours | 200 |
| Total Marks | | | 600 |

3. The papers in all the subjects will consist of Objective (multiple choice answer) Type

- questions only. The Question Papers (Test Booklets) will be set in English only.
- 4. In the question papers, wherever required, SI units will be used.
- 5. Question Papers will be approximately of the Intermediate standard.
- 6. Candidates must write the answers in their own hand. In no circumstances, will they be allowed the help of a scribe to write the answers for them. Blind candidates will, however, be allowed to write the examination with the help of a scribe.
- 7. An extra time of 20 minutes for each paper will be permitted to the blind candidates for papers (Objective type) of duration two hours each.
- 8. The Commission have discretion to fix qualifying marks in any or all the subjects of the examination.
- 9. 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.

Section - II
Syllabus of Examination
Paper-I

(I) ENGLISH

The questions will be designed to test the candidates' understanding and command of the language.

(II) GENERAL KNOWLEDGE

The questions will be designed to test a candidate's general awareness of the environment around him/her and its application to society. The standard of answers to questions should be as expected of students of standard 12 or equivalent.

Man and his environment—

Evolution of life, plants and animals, heredity and environment—Genetics, cells, chromosomes, genes.

Knowledge of the human body—nutrition, balanced diet, substitute foods, public health and sanitation including control of epidemics and common diseases. Environmental pollution and its control. Food adulteration, proper storage and preservation of food grains and finished products, population explosion, population control. Production of food and raw materials. Breeding of animals and plants, artificial insemination, manures and fertilizers, crop protection measures, high yielding varieties and green revolution, main cereal and cash crops of India.

Solar system and the earth. Seasons, Climate, Weather, Soil—its formation, erosion. Forests and their uses. Natural calamities cyclones, floods, earthquakes, volcanic eruptions. Mountains and rivers and their role in irrigation in India. Distribution of natural resources and industries in India. Exploration of under-ground minerals including Oil Conservation of natural resources with particular reference to the flora and fauna of India.

History, Politics and Society in India—

Vedic, Mahavir, Budhdha, Mauryan, Sunga, Andhra, Kushan. Gupta ages (Mauryan Pillars, Stupa Caves, Sanchi, Mathura and Gandharva Schools, Temple architecture, Ajanta and Ellora). The rise of new social forces with the coming of Islam and establishment of broader contacts. Transition from feudalism to capitalism. Opening of European contacts. Establishment of British rule in India. Rise of nationalism and national struggle for freedom culminating in Independence.

Constitution of India and its characteristic features—Democracy, Secularism, Socialism, equality of opportunity and Parliamentary form of Government. Major political ideologies—Democracy, Socialism, Communism and Gandhian idea of non-violence. Indian political parties, pressure groups, public opinion and the Press, electoral system. India's foreign policy and non-alignment—Arms race, balance of power. World organisation – political, social, economic and cultural. Important events (including sports and cultural activities) in India and abroad during the past two years.

Broad features of Indian social system – The caste system, hierarchy – recent changes and trends. Minority social institution – marriage, family, religion and acculturation.

Division of labour, co-operation, conflict and competition, Social control – reward and punishment, art, law, customs, propoganda, public opinion, agencies of social control – family, religion, State educational institutions; factors of social change – economic, technological, demographic, cultural; the concept of revolution.

Social disorganisation in India – Casteism, communalism, corruption in public life, youth unrest, beggary, drugs, delinquency and crime, poverty and unemployment.

Social planning and welfare in India, community development and labour welfare; welfare of Scheduled Castes and Backward Classes.

Money – Taxation, price, demographic trends, national income, economic growth. Private and Public Sectors; economic and non-economic factors in planning, balanced versus imbalanced growth, agricultural versus industrial development; inflation and price stabilization, problem of resource mobilisation. India's Five Year Plans.

(iii) Psychological Test

The questions will be designed to assess the basic intelligence and mechanical aptitude of the candidate.

Paper-II**(I) PHYSICS**

Length measurements using vernier, screw gauge, spherometer and optical lever. Measurement of time and mass.

Straight line motion and relationships among displacement, velocity and acceleration.

Newton's Laws of Motion, Momentum, impulse, work, energy and power.

Coefficient of friction.

Equilibrium of bodies under action of forces. Moment of a force, couple. Newton's Law of Gravitation. Escape velocity. Acceleration due to gravity.

Mass and Weight; Centre of gravity, Uniform circular motion, centripetal force, simple Harmonic motion. Simple pendulum.

Pressure in a fluid and its variation with depth. Pascal's Law. Principle of Archimedes. Floating bodies, Atmospheric pressure and its measurement.

Temperature and its measurement. Thermal expansion, Gas laws and absolute temperature. Specific heat, latent heats and their measurement. Specific heat of gases. Mechanical equivalent of heat. Internal energy and First law of thermodynamics, Isothermal and adiabatic changes. Transmission of heat; thermal conductivity.

Wave motion; Longitudinal and transverse waves. Progressive and stationary waves, Velocity of sound in gas and its dependence on various factors. Resonance phenomena (air columns and strings).

Reflection and refraction of light. Image formation by curved mirrors and lenses, Microscopes and telescopes. Defects of vision.

Prisms, deviation and dispersion, Minimum deviation. Visible spectrum.

Field due to a bar magnet, Magnetic moment, Elements of Earth's magnetic field. Magnetometers. Dia, para and ferrromagnetism.

Electric charge, electric field and potential, Coulomb's Law.

Electric current; electric cells, e.m.f. resistance, ammeters and voltmeters. Ohm's law; resistances in series and parallel, specific resistance and conductivity. Heating effect of current.

Wheatstone's bridge, Potentiometer.

Magnetic effect of current; straight wire, coil and solenoid electromagnet; electric bell.

Force on a current-carrying conductor in magnetic field; moving coil galvanometers; conversion to ammeter or voltmeter.

Chemical effects of current; Primary and storage cells and their functioning, Laws of electrolysis.

Electromagnetic induction; Simple A.C. and D.C. generators. Transformers, Induction coil,

Cathode rays, discovery of the electron, Bohr model of the atom. Diode and its use as a rectifier.

Production, properties and uses of X-rays.

Radioactivity; Alpha, Beta and Gamma rays.

Nuclear energy; fission and fusion, conversion of mass into energy, chain reaction.

(II) CHEMISTRY**Physical Chemistry**

1. Atomic structure; Earlier models in brief. Atom as at three dimensional model. Orbital concept. Quantum numbers and their significance, only elementary treatment.

Pauli's Exclusion Principle. Electronic configuration. Aufbau Principle, s,p,d and f. block elements.

Periodic classification only long form. Periodicity and electronic configuration. Atomic radii, Electro-negativity in period and groups.

2. Chemical Bonding, electro-valent, co-valent, coordinate covalent bonds. Bond Properties, sigma and Pie bonds, Shapes of simple molecules like water, hydrogen sulphide, methane and ammonium chloride. Molecular association and hydrogen bonding.

3. Energy changes in a chemical reaction. Exothermic and Endothermic Reactions. Application of First Law of Thermodynamics, Hess's Law of constant heat summation.

4. Chemical Equilibria and rates of reactions. Law of Mass action. Effect of Pressure, Temperature and concentration on the rates of reaction. (Qualitative treatment based on Le Chatelier's Principle). Molecularity; First and Second order reaction. Concept of Energy of activation. Application to manufacture of Ammonia and Sulphur trioxide.

5. Solutions : True solutions, colloidal solutions and suspensions. Colligative properties of dilute solutions and determination of Molecular weights of dissolved substances. Elevation of boiling points. Depressions of freezing point, osmotic pressure. Raoult's Law (non-thermodynamic treatment only).

6. Electro-Chemistry : Solution of Electrolytes, Faraday's Laws of Electrolysis, ionic equilibria, Solubility product.

Strong and weak electrolytes. Acids and Bases (Lewis and Bronstead concept). pH and Buffer solutions.

7. Oxidation – Reduction; Modern, electronics concept and oxidation number.

8. Natural and Artificial Radioactivity: Nuclear Fission and Fusion. Uses of Radioactive isotopes.

Inorganic Chemistry

Brief Treatment of Elements and their industrially important compounds :

1. Hydrogen : Position in the periodic table. Isotopes of hydrogen. Electronegative and electropositive character. Water, hard and soft water, use of water in industries, Heavy water and its uses.

2. Group I Elements : Manufacture of sodium hydroxide, sodium carbonate, sodium bicarbonate and sodium chloride.

3. Group II Elements : Quick and slaked lime. Gypsum, Plaster of Paris. Magnesium sulphate and Magnesia.

4. Group III Elements: Borax, Alumina and Alum.

5. Group IV Elements : Coals, Coke and solid Fuels, Silicates, Zolitis semi-conductors. Glass (Elementary treatment).

6. Group V Elements. Manufacture of ammonia and nitric acid. Rock Phosphates and safety matches.

7. Group VI Elements. Hydrogen peroxide, allotropy of sulphur, sulphuric acid. Oxides of sulphur.

8. Group VII Elements. Manufacture and uses of Fluorine, Chlorine, Bromine and Iodine, Hydrochloric acid. Bleaching powder.

9. Group O. (Noble gases) Helium and its uses.

10. Metallurgical Processes : General Methods of extraction of metals with specific reference to copper, iron, aluminium, silver, gold, zinc and lead. Common alloys of these metals; Nickel and manganese steels.

Organic Chemistry

1. Tetrahedral nature of carbon, Hybridisation and sigma pie bonds and their relative strength. Single and multiple bonds. Shapes of molecules. Geometrical and optical isomerism.

2. General methods of preparation, properties and reaction of alkanes, alkenes and alkynes, Petroleum and its refining. Its uses as fuel.

Aromatic hydrocarbons : Resonance and aromaticity. Benzene and Naphthalene and their analogues. Aromatic substitution reactions.

3. Halogen derivatives : Chloroform, Carbon Tetrachloride, Chlorobenzene, D.D.T. and Gammexane.

4. Hydroxy Compounds : Preparation, properties and uses of Primary, Secondary and Tertiary alcohols, Methanol, Ethanol, Glycoerol and Phenol, Substitution reaction at aliphatic carbon atom.

5. Ethers; Diethyl ether.

6. Aldehydes and ketones : Formaldehyde, Acetaldehyde, Benzaldehyde, acetone, acetophenone.

7. Nitro compounds amines: Nitrobenzene TNT, Anlline, Diazonium Compounds, Azodyes.

8. Carboxylic acid : Formic, acetic, derezoic and salicylic acids, acetyl salicylic acid.

9. Esters : Ethylacetate, Methyl salicylates, ethylbenzoate.

10. Polymers : Polythene, Teflon, Perpex, Artificial Rubber, Nylon and Polyester fibers.

11. Nonstructural treatment of Carbohydrates, Fats and Lipids, amino acids and proteins – Vitamins and hormones.

Paper-III**MATHEMATICS****1. Algebra :**

Concept of a set, Union and Intersection of sets, Complement of a set, Null set, Universal set and Power set, Venn diagrams and simple applications. Cartesian product of two sets, relation and mapping – examples, Binary operation on a set – examples.

Representation of real numbers on a line. Complex numbers: Modulus, Argument, Algebraic operations on complex numbers. Cube roots of unity. Binary system of numbers, Conversion of a decimal number to a binary number and vice-versa. Arithmetic, Geometric and Harmonic progressions. Summation of series involving A.P., G.P., and H.P.. Quadratic equations with real co-efficients. Quadratic expressions: extreme values. Permutation and Combination, Binomial theorem and its applications.

Matrices and Determinants: Types of matrices, equality, matrix addition and scalar multiplication - properties. Matrix multiplication - non-commutative and distributive property over addition. Transpose of a matrix, Determinant of a matrix. Minors and Co-factors. Properties of determinants. Singular and non-singular matrices. Adjoint and Inverse of a square-matrix, Solution of a system of linear equations in two and three variables-elimination method, Cramers rule and Matrix inversion method (Matrices with m rows and n columns where $m, n \leq 3$ are to be considered).

Idea of a Group, Order of a Group, Abelian Group. Identity and inverse elements-Illustration by simple examples.

2. Trigonometry :

Addition and subtraction formulae, multiple and sub-multiple angles. Product and factoring formulae. Inverse trigonometric functions - Domains, Ranges and Graphs. DeMoivre's theorem, expansion of $\sin n\theta$ and $\cos n\theta$ in a series of multiples of Sines and Cosines. Solution of simple trigonometric equations. Applications: Heights and Distance.

3. Analytic Geometry (two dimensions):

Rectangular Cartesian. Coordinate system, distance between two points, equation of a straight line in various forms, angle between two lines, distance of a point from a line. Transformation of axes. Pair of straight lines, general equation of second degree in x and y - condition to represent a pair of straight lines, point of intersection, angle between two lines. Equation of a circle in standard and in general form, equations of tangent and normal at a point, orthogonality of two circles. Standard equations of parabola, ellipse and hyperbola - parametric equations, equations of tangent and normal at a point in both cartesian and parametric forms.

4. Differential Calculus:

Concept of a real valued function - domain, range and graph. Composite functions, one to one, onto and inverse functions, algebra of real functions, examples of polynomial, rational, trigonometric, exponential and logarithmic functions. Notion of limit, Standard limits - examples. Continuity of functions - examples, algebraic operations on continuous functions. Derivative of a function at a point, geometrical and physical interpretation of a derivative - applications. Derivative of sum, product and quotient of functions, derivative of a function with respect to another function, derivative of a composite function, chain rule. Second order derivatives. Rolle's theorem (statement only), increasing and decreasing functions. Application of derivatives in problems of maxima, minima, greatest and least values of a function.

5. Integral Calculus and Differential equations :

Integral Calculus : Integration as inverse of differential, integration by substitution and by parts, standard integrals involving algebraic expression, trigonometric, exponential and hyperbolic functions. Evaluation of definite integrals-determination of areas of plane regions bounded by curves - applications.

Differential equations : Definition of order and degree of a differential equation, formation of a differential equation by examples. General and particular solution of a differential equation, solution of first order and first degree differential equation of various types - examples. Solution of second order homogeneous differential equation with constant coefficients.

6. Vectors and its applications :

Magnitude and direction of a vector, equal vectors, unit vector, zero vector, vectors in two and three dimensions, position vector. Multiplication of a vector by a scalar, sum and difference of two vectors, Parallelogram law and triangle law of addition. Multiplication of vectors - scalar product or dot product of two vectors, perpendicularity, commutative and distributive properties. Vector product or cross product of two vectors. Scalar and vector triple products. Equations of a line, plane and sphere in vector form - simple problems. Area of a triangle, parallelogram and problems of plane geometry and trigonometry using vector methods. Work done by a force and moment of a force.

7. Statistics and probability :

Statistics : Frequency distribution, cumulative frequency distribution - examples. Graphical representation - Histogram, frequency polygon - examples. Measure of central tendency - mean, median and mode. Variance and standard deviation - determination and comparison. Correlation and regression.

Probability : Random experiment, outcomes and associated sample space, events, mutually exclusive and exhaustive events, impossible and certain events. Union and Intersection of events. Complementary, elementary and composite events. Definition of probability : classical and statistical - examples. Elementary theorems on probability - simple problems. Conditional probability, Bayes' theorem - simple problems. Random variable as function on a sample space. Binomial distribution, examples of random experiments giving rise to Binomial distribution.

Personality Test

Each candidate will be interviewed by a Board who will have before them a record of his career both academic and extramural. They will be asked questions on matters of general interest. Special attention will be paid to assessing their potential qualities of leadership, initiative and intellectual curiosity, tact and other social qualities, mental and physical energy, power of practical application and integrity of character.

APPENDIX - II

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

Candidates may apply Online using the Website <http://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 Female/SC/ST/ Physically Handicapped candidates who are exempted from payment of fee] either by remitting the money in any branch of SBI by cash, or by using net banking facility of SBI or by using any Visa/Master Credit/Debit Card.
- Before start filling up of Online Application, a candidate must have his/her

photograph and signature duly scanned in the .jpg format only in such a manner that each file size should not exceed 40 KB and should not be less than 3 KB each in size.

- The Online Application (Part I and II) can be filled from **22nd October, 2011 to 21st November, 2011 till 11.59 p.m.**, after which link will be disabled.
- Applicants should avoid submitting multiple applications however if due to any unavoidable circumstance any applicant submits multiple applications then he/she must ensure that the applications with higher RID is complete in all respects.
- In case of multiple applications, the application with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
- **Candidates wanting to apply online are strongly advised to do so well in time without waiting for last date for submission of online application.**

APPENDIX-III

Conditions of Apprenticeship for Special Class Apprentices Selected through the Examination

The terms and conditions of Apprenticeship will be as set out in the form of agreement prescribed in the Indian Railway Establishment Manual, brief particulars of which are given below :

1. A candidate offered appointment as a Special Class Railway Apprentice shall execute an agreement in the prescribed form binding himself/herself and one surety jointly and severally, to refund, in the event of his/her failing to complete training as a Special Class Railway Apprentices or to accept the service as an officer on probation in the Indian Railway Service of Mechanical Engineers, if offered to him/her to the satisfaction of the Government, any money paid to him/her and any other money expended by Government on him/her, the Government being the exclusive judge of the quantum of such expense. The apprentices will be liable to undergo practical and theoretical training for 4 years in the first instance under an indenture binding them, to serve on the Indian Railways on the completion of their training, if their services are required. The continuance of apprenticeship from year to year will depend on satisfactory reports being received from the authorities under whom the apprentices may be working. If at any time during his/her apprenticeship; any apprentice does not satisfy the superior authorities that he/she is making good progress, he/she will be liable to be discharged from the apprenticeship.

Note : The Government of India may at their discretion alter or modify the periods and courses of training.

2. The practical and theoretical training referred to above will be given in a Railway Workshop for four years of their apprenticeship. Special Class Railway Apprentice must pass within this period the Bachelor of Engineering in Mechanical Engineering from Birla Institute of Technology, Mesra (Ranchi). The apprentices will be granted a stipend of Rs. 9100/- per month during the 1st and 2nd years and Rs. 9400/- per month during the 3rd year and first six months of 4th year and Rs 9700 for last six months of 4th year. During the apprenticeship, the candidates will be required to undergo both theoretical and practical training. There will be in all Eight Semester Examinations passing each of which is compulsory. If unsuccessful at any of these examination, they will be depending on their performance, be asked to sit for and pass in supplementary examination or reverted to the next lower batch or removed from apprenticeship.

Note : Except as provided for in paragraph 4 below or in cases of discharge or dismissal due to insubordination, intemperance or other misconduct or breach of agreement a week's notice of discharge from apprenticeship will be given.

3. After the completion of 4th year of training referred to in paragraph 2 above, the apprentices will be listed in order of merit on the results of the examination held and the reports of the apprentices received during the period of apprenticeship. Successful apprentices will be appointed on probation for 18 months in the Indian Railway Service of Mechanical Engineers.

Note : An apprentice will be considered to have obtained the qualifying standard if he/she obtains a minimum of 40 per cent marks in the aggregate in all the examinations held during the Eight Semester Examination of his/her training and 60 percent marks in the reports of the Director Indian Railways Institute of Mechanical and Electrical Engineers, Jamalpur and of the Chief Works Manager, Jamalpur Workshop provided that in each of the Eight Semester Examination he/she has obtained a minimum of 40 per cent marks in the aggregate and minimum of 40 percent marks in all the subjects.

4. Unsuccessful apprentices will be discharged from their apprenticeship, one month's notice of discharge being given along with the intimation that the apprentice has been unsuccessful.

5. After successful completion of 4 years apprenticeship, the apprentices will be appointed as probationers in the Indian Railway Service of Mechanical Engineers subject to the proviso given below in Para 6. Particulars as to pay and general conditions of service of officers of Indian Railway Service of Mechanical Engineers have been given in Appendix-IV of the Rules published in Gazette of India.

6. The period of probation will be 18 months. The appointment and pay as probationers will commence from (a) the date of completion of 4 years of the apprenticeship or (b) the actual date of completion of training whichever is later :

Provided however, that those Special Class Apprentices who could not pass Bachelor of Engineering from Birla Institute of Technology, Mesra (Ranchi) within 4 years of their apprenticeship will be deemed to have been appointed as probationers only from the date when they pass in full in all the Eight Semester.

Note : (i) The retention in service of probationers and their grant of annual increments are subject to satisfactory reports on their work being received at the end of each year of probation.

(ii) The services of probationer may be terminated on three months notice on either side.

APPENDIX-IV

Special Instructions to Candidates for objective type tests

1. Articles permitted inside Examination Hall

Clip board or hard board (on which nothing is written), a good quality H.B. pencil for making 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), etc.

Mobile phones, pagers 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 item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping can not 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. Penalty for Wrong Answers

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

- 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.
- If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answer happens to be correct and there will be same penalty as above for that question.
- If a question is left blank i.e. no answer is given by the candidate, there will be no **penalty** for that question.

4. Unfair means strictly prohibited

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

5. 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.

6. 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 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 initialed 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.

- 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.
- 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.
- 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 HB pencil only to darken the circles. For writing in boxes, they should use blue or black 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.

10. 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 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 numbers, 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 completely blackening with HB 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) ● (c) (d)

To change a wrong marking, erase it completely and re-mark the new choice.

11. 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/her signatures.

- Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he/she will render himself/herself 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 candidates receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered he/she 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

| | | | |
|--------|---------|----------|-------------|
| 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 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/स्यही से लिखें

| | | | | |
|--------|-------|---------|----------|-------------|
| केंद्र | विषय | Paper I | विषय कोड | अनुक्रमांक |
| Centre | Delhi | Subject | General | S. Code |
| | | | Ability | 01 |
| | | | Test(A) | Roll Number |
| | | | | 081276 |

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 Numbers 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 Ability Test* 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 | 0 | 1 |
| ● | | ● | ① |
| Ⓐ | | ① | ● |
| Ⓑ | | ② | ② |
| Ⓒ | | 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 "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 081276. Do it thus similarly :

Important : Please ensure that you have carefully encoded your subject, Test Booklet Series and Roll Number. If you make any mistake, erase it completely and re-mark correctly.

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

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| | | | | | |
|--------------|---|---|---|---|---|
| अनुक्रमांक | | | | | |
| Roll Numbers | | | | | |
| 0 | 8 | 1 | 2 | 7 | 6 |
| ● | ① | ① | ① | ① | ① |
| ① | ① | ● | ① | ① | ① |
| ② | ② | ② | ● | ② | ② |
| ③ | ③ | ③ | ③ | ● | ③ |
| ④ | ④ | ④ | ④ | ④ | ● |
| ⑤ | ⑤ | ⑤ | ⑤ | ⑤ | ⑤ |
| ⑥ | ⑥ | ⑥ | ⑥ | ⑥ | ⑥ |
| ⑦ | ⑦ | ⑦ | ⑦ | ● | ⑦ |
| ⑧ | ● | ⑧ | ⑧ | ⑧ | ⑧ |
| ⑨ | ⑨ | ⑨ | ⑨ | ⑨ | ⑨ |

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