

# **UNION PUBLIC SERVICE COMMISSION**

Date of STARTING filling online DAF: **22nd November 2021**

Date of CLOSURE for filling online DAF: **1st December 2021**

## **INSTRUCTIONS TO CANDIDATES OF CIVIL SERVICES (MAIN) EXAMINATION, 2021**

1. The Main Examination in the scheme of the Civil Services Examination, **2021** for the services and posts mentioned in preamble to the Rules will be held from **7<sup>th</sup> January, 2022**. The detailed Time Table of Examination will be made available along with the e-Admit Card.

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

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

In the interest of coordinated and secured logistics, the Commission may not operate Centres where the number of candidates is very low. In such cases, the Commission may allot nearest Centres to the candidates. **THE DECISION OF THE COMMISSION IN THIS REGARD WILL BE FINAL AND NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED FROM CANDIDATES.**

3. The Centres and the dates of holding the Main Examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidate to the Centre of his choice, the Commission may, at their discretion allot a different Centre or a new Centre that may be opened when circumstances so warrant.

4.1. The qualified candidates seeking admission to the Civil Services (Main) Examination must apply online through the Commission's website ([www.upsc.gov.in](http://www.upsc.gov.in)) by filling the Detailed Application Form - I (DAF - I) and uploading the scanned copies of the required document within the prescribed time limit so that DAF - I is submitted by the applicant on time.

4.2. The candidates must carry their Photo ID Proof submitted by them while applying for Civil Services (Preliminary) Examination, 2021 to the Examination Venues for Civil Services (Main) Examination alongwith the e-Admit Card in support of their identity.

4.3. THE CANDIDATES SHOULD NOTE THAT UNDER NO CIRCUMSTANCES WILL THEY BE ALLOWED TO CHANGE OPTIONAL SUBJECT, INDIAN LANGUAGE PAPER (PAPER-A) AND MEDIUM OF EXAMINATION THEY HAVE ALREADY INDICATED IN THEIR FILLED ONLINE CIVIL SERVICES (PRELIMINARY) APPLICATION FORM.

4.4. NO REQUEST FOR WITHDRAWAL OF CANDIDATURE RECEIVED FROM A CANDIDATE AFTER HE / SHE HAS SUBMITTED HIS/HER APPLICATION WILL BE ENTERTAINED.

### **5. FEE:**

Candidates applying (Except Female/SC/ST/PwBD candidates who are exempted

from payment of fee) for Civil Services (Main) Examination are required to pay a fee of Rs.200/- (Rupees Two Hundred only) either by depositing the money in any Branch of SBI by cash, or by using Net Banking facility of SBI or by using Visa/Master/RuPayCredit/Debit card.

Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-slip during filling of payment mode of **Detailed Application Form -I** and deposit the fee at the counter of SBI Branch on the next working day only. "Pay by Cash" mode will be deactivated on **30th November 2021** i.e. one day before the closing date; however applicants who have generated their Pay-in-Slip before it is deactivated may pay at the counter of SBI Branch during banking hours on the closing date. Such applicants who are unable to pay by cash on the closing date i.e. during banking hours at SBI Branch, for reasons, whatsoever, even if holding valid pay-in-slip will have no other offline option but to opt for available Online Debit/Credit Card or Internet Banking payment mode on the closing date i.e. till 1800 hours of **1st December 2021**.

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's website within two weeks after the last day of submission of Online **Detailed Application Form - I**. 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 applicants, **THEIR APPLICATIONS SHALL BE SUMMARILY REJECTED AND NO FURTHER CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD.**

All female candidates and candidates belonging to Scheduled Castes/Scheduled Tribes/ Persons with Benchmark Disability categories are not required to pay any fee. No fee exemption is, however, available to OBC and EWS candidates and they are required to pay the full prescribed fee.

Persons with Benchmark Disability 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 Persons with Benchmark Disability). A candidate belonging to Persons with Benchmark Disability category claiming age relaxation/fee concession will be required to **upload** along with his/her Detailed Application Form scanned Certificate of Disability from a Government Hospital/Medical Board in support of his/her claim of belonging to Persons with Benchmark Disability Category as per norms.

**Note I: Notwithstanding the aforesaid provision for age relaxation/fee exemption, a candidate belonging to Persons with Benchmark Disability category 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 candidates belonging to the Persons with Benchmark Disability category by the Government.**

**Note II: Applications without the prescribed fee (unless remission of fee is claimed) shall be summarily rejected.**

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

6. Candidates are advised to read carefully the Rules of Civil Services Examination, 2021 which include the detailed scheme of the examination, as published in Part I – Section 1 of the Govt. of India Gazette of India (Extraordinary) dated 4<sup>th</sup> March, 2021. They should note that no correspondence will be entertained by the commission from candidates to change any of the entries made in DAF-I. They should, therefore, take special care to fill up the application form correctly. No column of the application form should be left blank.

7. If any candidate appears, —

(i) at a centre other than the one indicated by the Commission in his/her e-Admit Card; or

(ii) in an optional subject other than the one indicated by the Commission in his /her e-Admit Card; or

(iii) in an Indian language paper other than the one indicated by the Commission in his e-Admit Card.

**PAPERS OF SUCH A CANDIDATE WILL NOT BE VALUED, AND THE CANDIDATURE WILL BE LIABLE TO BE CANCELLED.**

**7.1. The online submission of the DAF-I alongwith uploaded requisite documents/certificates will be acknowledged electronically by sending email by the Commission. If the DAF-I be incomplete or has not been submitted within prescribed time limit or is incorrectly filled in or gives wrong code numbers in any of the columns is liable to be rejected. The candidates must ensure that they upload all the requisite documents before finally submitting the DAF – I online. The candidates should contact the Commission, through email [web-upsc@nic.in](mailto:web-upsc@nic.in) or 011-23385271 in case of any assistance regarding filling up the Detailed Application Form-I.**

**The e-admit cards will be uploaded in the Commission's website. The candidates should download the same and check it carefully to ensure that the particulars on the e-Admit Card are correct. In case, there is any mistake in the e-Admit Card, it should be brought to the notice of the Commission with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of e-Admit Card issued in respect of another candidate. No candidate will be allowed to take the examination without the e-admit card.**

8. All the candidates who qualify for Personality Test/Interview on the basis of Result of Civil Services (Main) Examination, 2021 will be required to submit their Order of Preferences for Zone(s)/State(s) Cadre (for IAS/IPS) through online Detailed Application Form - II. This DAF-II will be made available to the qualified candidates of written examination of Civil Services (Main) Examination, 2021.

9. All the candidates who qualify for Personality Test/Interview on the basis of Result of Civil Services (Main) Examination, 2021 will be required to submit their Order of Preferences for Participating Services through an online Detailed Application Form (DAF) -II. This DAF - II will be made available to the qualified candidates of written examination of Civil Services (Main) Examination, 2021.

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

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

12. A candidate must **upload** along with DAF - I a scanned copy of the relevant certificate showing that he has one of the qualifications prescribed in **Rule 6 of CSE Rules, 2021**. The certificate uploaded must be one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification. Attention is invited to Notes I and IV under **Rule 6 of the Rules** for the Civil Services Examination, **2021**. All candidates who are declared qualified by the Commission for taking the Civil Services (Main) Examination will be required to upload the proof of passing the requisite minimum educational qualification along with their application (i.e. Detailed Application Form-I) for the Main Examination, failing which such candidates will not be admitted to the Main Examination. Such proof of passing the requisite examination should be dated earlier than the due date (closing date) of Detailed Application Form-I of the Civil Services (Main) Examination. (Please refer Rule 6 of CSE Rules, 2021).

13. Persons in Government service whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are required to **upload** an undertaking (as in the **Declaration in the Detailed Application Form - I**) 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 applications will be liable to be rejected/candidature will be liable to be cancelled. **(Please refer Rule 8 of CSE Rules, 2021)**

**The form of the Undertaking to be uploaded by the candidate:**

UNDERTAKING 'A' (for Government Employees)

I have intimated my Head of Office / Department in writing on \_\_\_\_\_ that I have applied for the Civil Services Examination, 2021.

(Signature)

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

NOTE: All candidates in Government service, whether in a permanent or in temporary capacity or as work charged employee, other than casual or daily rated employees or those serving under Public Enterprises will be required to submit 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 applications will be liable to be rejected/candidature will be liable to be cancelled.

14. A candidate appearing in the examination should also bring with him/ her to the examination hall extra copies of the photograph similar to the one uploaded in the application form.

15. A candidate who claims to belong to one of the Scheduled Castes/Scheduled Tribes or the Other Backward Classes(OBCs) should **upload** in support of his/her claim a scanned copy of the certificate in the form given below from the District Officer or the Sub-Divisional Officer or any other Officer as indicated below, of the district in which his/ her parents (or surviving parent) ordinarily reside, who has been designated by the State Government concerned as competent to issue such a certificate. If both his/her parents are deceased, the officer signing the certificate should be of the district in which

candidate himself/herself ordinarily resides otherwise than for the purpose of his/her own education.

15.1 A candidate who claims reservation benefit under Economically Weaker Section (EWS) should **upload** in support of his/her claim a scanned copy of the Income and Asset Certificate in the form indicated below.

**Note 1: Candidates should note that their SC/ST/OBC/PwBD/Ex-servicemen/EWS certificate should be earlier than the closing date of application for Civil Services (Preliminary) Examination, 2021 [i.e. prior to 24.03.2021] as prescribed in the Rule 26 of the rules for the examination.**

**Note 2: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.**

**Note 3:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him based on his father's OBC certificate from the State to which he (father) originally belongs.

**Note 5:** No change in the community status indicated by a candidate in his/her application form for the Civil Services (Preliminary) Examination will be allowed by the Commission.

16. A candidate must upload with his/her application a scanned copy of certificate of age (indicating his date of birth) **(Please refer Para regarding proof of Date of Birth below Note IV under Rule 5 of CSE Rules, 2021).**

**Note:** 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/Higher Secondary Examination Certificate in this part of the Instruction include the alternative certificates mentioned above.

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

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

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

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

\*Strike out whichever is not applicable.

(iii) Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession in terms of Rule 5(d) or 5(e) of the Rules for the Examination should produce an attested/certified copy of the certificate as applicable to them, in the form prescribed below, from the authority concerned.

**(A) FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL.**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/Air Force and he fulfils ONE of the following conditions:

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

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

Name and Designation of the  
Competent Authority seal

**(B) FORM OF CERTIFICATE FOR SERVING PERSONNEL**

(Applicable for serving personnel who are due to be released within one year).

I hereby certify that, according to the information available with me (No.) \_\_ (Rank) \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_ and is due to complete the specified term of his engagement with the Armed Forces on the date \_\_\_\_\_

Place: Signature of Commanding Officer

Date: Office Seal

Candidates furnishing certificate (B) as above will have to give the following undertaking:—

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

Place:

Date: Signature of Candidate

**(C) FORM OF CERTIFICATE APPLICABLE FOR SERVING ECOs/SSCOs WHO HAVE**

**ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ONE EXTENDED ASSIGNMENT.**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_

2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_

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

Station:

Name and Designation of the  
Competent Authority

Date:

SEAL

Authorities who are competent to issue certificates are as follows:

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

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

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

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

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

Air Force— Air Force Records NERW, New Delhi.

18. **Exemption from Paper A on Indian Language:** The paper-A on Indian Language will not, however, be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.

Accordingly, such candidates will be required to **upload** a certificate to that effect from the same authorities as are empowered, to issue certificates in regard to SC/ST/OBC candidates (see para **15** above). These certificates will have to be issued by the competent authorities of the above States only.

**The form of the certificate will be as under: —**

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

Date.....

Signature.....

Place.....

Designation.....

(Seal of Office)

\*Please delete the words which are not applicable.

\*\*Strike off the names of States not applicable.

18.1 The paper A on Indian Language will not, however, be compulsory for candidates of Persons with Benchmark Disability (only Hearing Impaired) provided that they have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University. The candidate needs to provide an undertaking/self-declaration in this regard in order to claim such exemption. The format of declaration/under-taking is given as under:

“

## UNDERTAKING 'B'/SELF-DECLARATION

I seek to avail the exemption from appearing in Indian Language Paper A of Civil Services (Main) Examination. I have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the .....(Education Board)/..... (University).

I have read the Rules of Civil Services Examination, 2021 and aware of the Rule that *Such exemption from appearing at INDIAN LANGAUGE FOR PAPER A is permissible to those Hard of Hearing candidates with Benchmark Disability who have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University.*

(Signature)

Name: \_\_\_\_\_  
Roll No. \_\_\_\_\_

19. A candidate belonging to Persons with Benchmark Disability category shall be required to meet one or more of the physical requirements/abilities, as laid down in Rule 25 of the Rules for the Civil Services Examination, 2021 and upload scanned Certificate of Disability in Form V / Form VI / Form VII/ others issued by notified Medical Authority of the Central/State Government. Such Disability Certificate should be of a date prior to the closing date for submission of online application form for Civil Services (Preliminary) Examination 2021 (i.e. prior to 24.03.2021) as prescribed in Rule 28 of the Rules of the examination.

20A. The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be allowed Compensatory Time of twenty minutes per hour of the examination. In case of other categories of Persons with Benchmark Disabilities, this facility will be provided on production of a certificate to the effect that the person concerned has physical limitation to write from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per proforma at Appendix – IV of the Notice of CSE, 2021 dated 4<sup>th</sup> March, 2021. Thus these candidates will be allowed compensatory time of 60 minutes for each paper which will be over and above the duration of 3 hours per applicable to all candidates.

20B. The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe will be allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per proforma at Appendix – IV of the Notice of CSE, 2021 dated 4<sup>th</sup> March, 2021.

The candidates have discretion of opting for his/her own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the details of scribe in case candidates are bringing their own scribe, will be sought at the time of filling up the application form online. Suitable provisions in Online Application have been made

The qualification of the Commission's scribe as well as own scribe will not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.



21. Detailed Application Form-I submitted online without the uploaded scanned copies of the required/prescribed documents are liable to be summarily rejected.

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

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

24.(i)Candidates should note that name, roll no., email and mobile number of the candidate and data of Col: 1(a), 1(b),3, 8(a), 8(f), 8(g), 8(h), 9(a), 9(b), 9(c), 10, 11, 12(a), 12(b),13(a), 13(b), 18(a) and 21 are pre-populated and have been taken from the data filled up by the candidates at the time of filling up of on-line application form for Civil Services (Preliminary) Examination, **2021** and no change is permitted in any of these columns in the Detailed Application Form-I.

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

25. Candidates are required to indicate in the relevant column of Col.12 of the DAF-I about the language medium in which they would like to be interviewed at the time of Interview for Personality Test as below **(Please refer Rule 15(2) of CSE Rules, 2021)** :-

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

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

26. Candidates should note that instead of separate Question Paper and answer book, a consolidated Question Paper-cum-Answer book (QCAB), having space below each part/sub part of a question shall be provided to them for writing the answers. Candidates shall be required to attempt answer to the part/sub-part of a question strictly within the pre-defined space. Any attempt outside the pre-defined space shall not be evaluated. Marks may be deducted as PENALTY for violating any of the instructions contained in the QCAB.

27. Candidates should note that in no circumstances will they be allowed a change in the language medium of Interview for Personality Test which they have indicated in their Detailed Application Form - I for the Main Examination.

28. Candidates should note that evaluation of the papers, namely, Essay, General Studies and Optional Subject of all the candidates would be done simultaneously along with evaluation of their qualifying papers on 'Indian Languages' and 'English' but the

papers on Essay, General Studies and Optional Subject of only such candidates will be taken cognizance who attain 25% marks in Indian Language and 25% marks in English as minimum qualifying standards in these qualifying papers.

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

A candidate must see that communication sent to him at the address stated in his application is redirected, if necessary. Any change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes, they can not accept any responsibility in the matter.

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

31. Documents to be scanned and uploaded while submitting the Detailed Application Form - I on the website of the Commission by the candidate are as follows:

- (1) Scanned Copy of proof of date of birth as prescribed in Para below Note IV under Rule 6 of the rules for the exam. [Col. 1 (a) of DAF-I]
- (2) Scanned Copy of certificate in support of claim for age relaxation (where applicable) [Col. 1 (c) of DAF-I]
- (3) Scanned Copy of Certificate in support of claim to belong to SC / ST / OBC (Non Creamy Layer)/ EWS (details of which have been indicated in Col.8), and UNDERTAKING FOR OBC/EWS CANDIDATES, as applicable.
- (4) Scanned Copy of certificate in support of claim to being PwBD. [Col. 9 of DAF-I]
- (5) A scanned copy of Hailing Certificate to show that the candidate hails from Arunachal Pradesh/ Manipur/ Meghalaya/ Mizoram/ Nagaland or Sikkim (Where applicable)
- (6) A scanned copy of *an Undertaking 'B'/self-declaration by those Hard of Hearing candidates with Benchmark Disability who have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University and who are availing the Exemption from appearing in Indian Language Paper A . [Ref. para 18(1) of the Instructions to candidates annexed]*
- (7) Scanned Copy of the certificate of educational qualifications (including a copy of recognition letter / equivalence certificate from AIC/UGC, if applicable) [Col. 14 of DAF-I]
- (8) Undertaking "A" for Government employees in the prescribed format annexed with Instructions to Candidates. [Ref. Col. 15(i) of DAF-I and Para 13 of the Instructions to the candidate]

**NOTE: CANDIDATES QUALIFIED FOR INTERVIEW FOR THE PERSONALITY TEST ON THE RESULTS OF THE WRITTEN PART OF THE MAIN EXAMINATION WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE CERTIFICATES MENTIONED ABOVE. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THAT TIME WILL ENTAIL CANCELLATION OF CANDIDATURE.**

## **I Column 5 of the Application Form — CITIZENSHIP STATUS**

Code Description

- 1 -a citizen of India.
  - 2 -a subject of Nepal.
  - 3 -a subject of Bhutan.
  - 4 a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962, with the intention of permanently settling in India.
  - 5 -a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India.
- (Please refer Rule 4 of CSE Rules, 2021)**

**(A) The form of certificate to be produced by Scheduled Castes/Scheduled Tribes candidates applying for appointment to posts under the Government of India.**

'This is to certify that Shri/Shrimati/Kumari\*  
 .....son/daughter\*of.....of village/town \* .....in  
 District/Division\*.....of the State/Union Territory\*  
 .....belongs to ..... the  
 caste/tribe\* which is recognized as Scheduled Caste/Scheduled Tribe\* under:—

The Constitution (Scheduled Castes) Order, 1950@.

The Constitution (Scheduled Tribes) Order, 1950@.

The Constitution (Scheduled Castes)(Union Territories) Order,1951@.

The Constitution (Scheduled Tribes)(Union Territories) Order, 1951@. [as amended by the Scheduled Castes and Scheduled Tribes List(Modification) Order,1956; the Bombay Reorganization Act, 1960; the Punjab Reorganization Act,1966;the State of Himachal Pradesh Act,1970; and the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,1976, the State of Mizoram Act,1986 the State of Arunachal Pradesh Act,1986 and the Goa, Daman and Diu(Reorganization)Act,1987.]

The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956@.  
 the Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order(Amendment)Act,1976.@

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

the Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order,1962.@

the Constitution(Pondicherry) Scheduled Castes Order,1964.@

the Constitution (Uttar Pradesh) Scheduled Tribes Order,1967.@

the Constitution (Goa, Daman and Diu) Scheduled Castes Order,1968.@

the Constitution (Goa, Daman and Diu) Scheduled Tribes Order,1968.@

the Constitution (Nagaland) Scheduled Tribes Order,1970.@

the Constitution (Sikkim) Scheduled Castes Order,1978.@

the Constitution (Sikkim) Scheduled Tribes Order, 1978.@

the Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.@

the Constitution (SC) Order (Amendment) Act,1990.@

the Constitution (ST) Order (Amendment) Act,1991.@

the Constitution(ST) Order (Second Amendment) Act,1991.@

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

the Constitution (Scheduled Castes) Order( Amendment) Act, 2002.@

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

The Constitution (Scheduled Castes) Orders(Second Amendment) Act,2002.@

%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate\* issued to Shri/Shrimati\* ..... father/mother of ..... Shri / Shrimati /Kumari\* ..... of village/ town\* ..... in District / Division\* ..... of the State / Union Territory\* ..... who belongs to the ..... caste / tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory.....issued by the..... dated.....

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

Signature.....  
\*\*Designation.....  
(With Seal of Office)

Place: .....

State/Union Territory \* .....

Date: .....

\*Please delete the words which are not applicable.

@ Please quote specific Presidential order.

%Delete the paragraph which is not applicable.

**NOTE:** The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

(I ) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/...Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.(...not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

**(B) The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\* ..... son/daughter\* of Shri ..... of village/town\* ..... in District / Division\*: ..... of the State/Union Territory\* ..... belongs to the ..... community which is recognized as a backward class under:—

@Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I, Section I, No. 186 dated the 13<sup>th</sup> September, 1993.

@Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extra ordinary Part I, Section I, No.163dated20-10-1994.

@Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part I, Section I, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9<sup>th</sup> March, 1996 published in Gazette of India Extraordinary Part I, Section I, No. 60 dated 11<sup>th</sup> March, 1996.

@ Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December, 1996 published in the Gazette of India Extraordinary Part I, Section I, No. 210 dated 11<sup>th</sup> December,1996.

@ Government of India, Ministry of Welfare Resolution No.12011/13/97-BCC dated 3<sup>rd</sup> December, 1997 published in the Gazette of India Extraordinary Part-I, Section-I, No.239 dated the 17<sup>th</sup> December, 1997.

@ Government of India, Ministry of Welfare Resolution No.12011/99/94-BCC dated the 11<sup>th</sup> December, 1997 published in the Gazette of India Extraordinary Part I, Section I, No.236 dated the 12<sup>th</sup> December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27<sup>th</sup> October, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 241 dated the 27<sup>th</sup> October,1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated the 6<sup>th</sup> December, 1999 published in the Gazette of India Extraordinary Part I, Section I, No. 270 dated the 6<sup>th</sup> December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated the 4<sup>th</sup> April, 2000 published in the Gazette of India Extraordinary Part I, Section I, No. 71 dated the 4<sup>th</sup> April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/44/99-BCC dated the 21<sup>st</sup> September, 2000 published in the Gazette of India Extraordinary Part I, Section I, No.210 dated the 21<sup>st</sup> September, 2000.

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

@Government of India. Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19<sup>th</sup> June, 2003 published in the Gazette of India Extraordinary Part I, Section I, No.151 dated 20<sup>th</sup> June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13<sup>th</sup> January, 2004 published in the Gazette of India Extraordinary, Part I, Section I, No.9 dated 13<sup>th</sup> January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/9/2004-BCC dated 16<sup>th</sup> January, 2006published in the Gazette of India Extraordinary, Part I, Section I, No. 10 dated 16<sup>th</sup> January, 2006.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12<sup>th</sup> March, 2007 published in the Gazette of India Extraordinary, Part I, Section I, No. 67 dated12<sup>th</sup> March, 2007.

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

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

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

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

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

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/04/2014-BC-II dated the 14<sup>th</sup> January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.16 dated the 14<sup>th</sup> January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/07/2014-BC-II dated the 23<sup>rd</sup> January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.26 dated the 23<sup>rd</sup> January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/01/2015-BC-II dated the 27<sup>th</sup> May, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.144 dated the 27<sup>th</sup> May, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/05/2011-BC-II dated the 14<sup>th</sup> July, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.191 dated the 15<sup>th</sup> July, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 09<sup>th</sup> September, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.234 dated the 09<sup>th</sup> September, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 25<sup>th</sup> May, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.160 dated the 26<sup>th</sup> May, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2016-BC-II dated the 13<sup>th</sup> June, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.188 dated the 15<sup>th</sup> June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/15/2016-BC-II dated the 30<sup>th</sup> June, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.206 dated the 30<sup>th</sup> June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/04/2014-BC-II dated the 11<sup>th</sup> August, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.266 dated the 11<sup>th</sup> August, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 06<sup>th</sup> December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.363 dated the 07<sup>th</sup> December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 22<sup>nd</sup> December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.374 dated the 22<sup>nd</sup> December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.20012/01/2017-BC-II dated the 18<sup>th</sup> January, 2017 published in the Gazette of India Extraordinary Part-I, Section-1, No.18 dated the 19<sup>th</sup> January, 2017.

Shri/Smt./Kumari\* ..... and /or\* his/her\* family ordinarily reside(s) in village /town\* ..... of District/Division\* of the ..... State/ Union Territory\* of ..... This is also to certify that he/she\* does not belong to the persons/ sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 8-9-1993, O.M. No. 36033/3/2004- Estt. (res.) dated 9<sup>th</sup> March, 2004 and O.M. 36033/3/2004-Estt.(Res) dated 14-10-2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013.

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

Place.....

Date.....

\*Please delete the words which are not applicable.

**Note:** The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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

@ Strike out whichever is not applicable.

## II. FORMAT OF UNDERTAKING TO BE FURNISHED BY OBC CANDIDATES.

### UNDERTAKING

“I,.....son/daughter of Shri..... Resident of village/town/ city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT),dated 8.9.1993. It is also declared that I have read and understood the instructions mentioned in the said DOPT’s Office Memorandum dated 08.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that I do not fall under OBC (Creamy Layer) category.

\*\*\*\*\*

**Note:** Creamy layer clause in respect of OBC candidates must be as per OM No. 36033/1/2013-Estt (Res) dated 13/09/2017 (This Note is not part of the undertaking or OBC Certificate).

## III. FORMAT OF UNDERTAKING TO BE FURNISHED BY EWS CANDIDATES.

### UNDERTAKING

“I,.....son/daughter of Shri..... Resident of village/town/city.....district.....

state.....hereby declare that I belong to the **ECONOMICALLY WEAKER SECTION** for the purpose of reservation in services under the Government of India as per orders contained in Department of Personnel and Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 19/01/2019 and 31/01/2019. It is also declared that I have read and understood the instructions mentioned in the said O.Ms and I have reason to declare that I come under the criteria of **ECONOMICALLY WEAKER SECTION**.

\*\*\*\*\*

(1) Name : \_\_\_\_\_

(Surname) (First Name) (Middle Name)

(2) Father's Name : \_\_\_\_\_ Mother's Name: \_\_\_\_\_

(3) Date of Birth : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Date) (Month) (Year)

(4) Age at the time of application : \_\_\_\_\_ years

(5) Sex: Male/Female/Transgender \_\_\_\_\_

(6) Address:

(a) Permanent address (b) Current Address (i.e. for communication)

\_\_\_\_\_  
\_\_\_\_\_

(c) Period since when residing at current address \_\_\_\_\_

(7) Educational Status (please tick as applicable)

- (i) Post Graduate
- (ii) Graduate
- (iii) Diploma
- (iv) Higher Secondary
- (v) High School
- (vi) Middle
- (vii) Primary
- (viii) Non-literate

(8) Occupation \_\_\_\_\_

(9) Identification marks (i) \_\_\_\_\_ (ii) \_\_\_\_\_

(10) Nature of disability :

(11) Period since when disabled: From Birth//since year \_\_\_\_\_

(12) (i) Did you ever apply for issue of a certificate of disability in the past \_\_\_ yes/no

(ii) If yes, details:

(a) Authority to whom and district in which applied \_\_\_\_\_

(b) Result of application \_\_\_\_\_

(13) Have you ever been issued a certificate of disability in the past? If yes, please enclose a true copy.

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

\_\_\_\_\_



(signature or left thumb impression of person with disability, or of his/her legal guardian in case of persons with intellectual disability, autism, cerebral palsy and multiple disabilities, etc)

Date :

Place:

Enclosures:

1. Proof of residence (Please tick as applicable).
  - (a) ration card,
  - (b) voter identity card,
  - (c) driving license,
  - (d) bank passbook,
  - (e) PAN card,
  - (f) passport,
  - (g) telephone, electricity, water and any other utility bill indicating the address of the applicant,
  - (h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Government school,

(i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, and other disability, a certificate of residence from head of such institution.

2. Two recent passport size photographs

-----  
(For office use only)

Date:

Place:

Signature of issuing authority

Stamp

Form-V  
Certificate of Disability

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

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size attested  
photograph  
(Showing face  
only) of the person  
with disability.

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

Form - VI  
Certificate of Disability  
(In cases of multiple disabilities)  
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.
---

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of \_\_\_\_\_ Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures : - ----- percent

In words :- ----- percent

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

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

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

# e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

Form – VII  
 Certificate of Disability  
 (In cases other than those mentioned in Forms V and VI)  
 (Name and Address of the Medical Authority issuing the Certificate)  
 (See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_  
 This is to certify that I have carefully examined  
 Shri/Smt/Kum \_\_\_\_\_ son \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_  
 \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_  
 permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_  
 Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
 whose photograph is affixed above, and am satisfied that he/she is a case of  
 \_\_\_\_\_ disability. His/her extent of percentage physical  
 impairment/disability has been evaluated as per guidelines (.....number and date of issue of the  
 guidelines to be specified) and is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€- eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

Countersigned  
{ Countersignature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who is  
not a Government servant (with seal) }

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

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

FORM - VIII  
[Intimation of rejection of Application for Certificate of Disability]  
[See rule 18 (4)]

No. \_\_\_\_\_ Dated :  
To,

(Name and address of applicant  
for Certificate of Disability)

Sub: Rejection of Application for Certificate of Disability

Sir/ Madam,

Please refer to your application dated \_\_\_\_\_ for issue of a Certificate of Disability for the following disability:

2. Pursuant to the above application, you have been examined by the undersigned/ Medical Authority on \_\_\_\_\_, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of Disability in your favour:

- (i)
- (ii)
- (iii)

3. In case you are aggrieved by the rejection of your application, you may represent to \_\_\_\_\_, requesting for review of this decision.

Yours faithfully,  
(Authorised Signatory of the notified Medical Authority)  
(Name and Seal)

**HAILING FROM CERTIFICATE**

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

Date.....

Signature.....

Place.....

Designation.....

(Seal of Office)

\*Please delete the words which are not applicable.

\*\*Strike off the names of States not applicable.

**UNDERTAKING "A" (for Government Employees)**

I have intimated my Head of Office / Department in writing on \_\_\_\_\_ that I have applied for the Civil Services Examination, 2021.

(Signature)

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

NOTE: All candidates in Government service, whether in a permanent or in temporary capacity or as work charged employee, other than casual or daily rated employees or those serving under Public Enterprises will be required to submit 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 applications will be liable to be rejected/candidature will be liable to be cancelled.

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR 2020-21**

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of, ..... Village/Street, ..... Post Office, ..... District..... in the State/Union Territory..... Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year 2019-2020. His/her family does not own or possess any of the following assets\*\*\* :

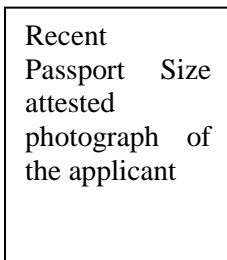
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.