

EXAMINATION BRANCH  
FREQUENTLY ASKED QUESTIONS

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PREPARATION OF ANNUAL CALENDAR AND ISSUE OF EXAMINATION NOTICE:

**Q.1 What is the UPSC's Annual Programme (Calendar) of Examinations/RTs (Recruitment Tests)?**

The UPSC publishes an Annual Programme (Calendar) of all the Structured Examinations/RTs conducted by it at least 6 months in advance for the Examinations/RTs to be conducted during the next calendar year.

The Programme is uploaded on the UPSC's website as also published in the leading newspapers of the country. The date of issue of Examination Notice for each Examination is also mentioned in this Annual Programme.

**Q.2 When is the Examination Notice issued?**

UPSC Examination Notices encapsulate the Rules of Examinations notified by the Government. Examination Notices of all the Structured Examinations are uploaded on the Commission's website around 3 months before the date of Examination. Examination Notices (indicative) are also published in the Employment News/Rozgar Samachar.

**Q.3. How to apply for Examinations conducted by the UPSC?**

UPSC invites online application only for all its examinations on <https://upsconline.nic.in> . Detailed instruction for filling up of applications is available on the webpage and in sections of the application which applicants are requested to go through carefully before filling up the form.

**Q.4 How much time is given to the candidates for applying online?**

Time for applying online is clearly mentioned in the Examination Notice.

REGISTRATION PROCESS

**Q.5 How do I register on the portal?**

Follow these steps to register:

- Visit the official UPSC Online Application Portal (<https://upsconline.nic.in>)
- Go on the Home page and scroll down to “**Account Creation**” for new Candidates and Register and Verify your e-mail ID and Mobile number.
- Fill in the required personal details such as email ID, and mobile number.

- Create a password and submit.

Candidates are required to read the Instructions on home page carefully before filling up the form.

#### **Q.6 How can I log in after completing the account creation process?**

After completing the account creation process, you can log in using your registered **email ID, password**, and the **Captcha** code displayed on the login page. You can also log in using the registered **mobile number** and **OTP** and the Captcha code displayed on the login page. After Universal Registration, you can also log in using your **Universal Registration Number (URN)** and **password** and the Captcha code displayed on the login page.

#### **Q.7 What should I do if I forget my password?**

To reset your password, follow these steps:

- Go to the login page and select the "**Forgot Password**" option.
- Provide your registered **email address or mobile number**, and complete the **Captcha** verification.
- An **OTP (One-Time Password)** will be sent to your registered mobile number.
- Enter the OTP to validate your request.
- Once the OTP is successfully validated, you will be prompted to create a new password.

### **COMMON APPLICATION FORM**

#### **Q.8 What steps should I follow after logging in to apply for the examination/recruitment?**

After logging in, you must complete the **Universal Registration** and **Common Application Form**. Only after filling out the form in its entirety will you be able to proceed to the **Apply for Examination/Recruitment** section.

#### **Q.9 How should I fill out the Common Application Form?**

Navigate through each module of the **Common Application Form** one by one and complete them as per the provided "Instructions". Ensure all fields are filled accurately before proceeding to the next module.

#### **Q.10 What information is required during profile creation?**

You may need to provide the following details:

- **Personal Information:** Name, date of birth, gender, and Nationality.

- **Contact Information:** Email address, mobile number, and residential address.
- **Educational Qualifications:** Details about your academic achievements and certifications.
- **Work Experience:** Employment history, if applicable.
- **Other Documents:** Scanned copies of documents like ID proof, photographs, etc.

**Q.11. What types of documents may be required for uploading?**

Please read the Instructions for uploading documents on home page.

**Q.12. Can I edit my Aadhaar profile, 10th Board profile, or candidate identity profile after final submission?**

No, once you have made the final submission, the **Aadhaar profile, 10th Board profile, and Candidate Identity profile** cannot be unlocked or edited. Please review all details carefully before submitting.

**Q.13. After completing the “Common Application Form”, how do I apply for the desired examination?**

Once the Common Application Form is fully completed, you can proceed to the **"Apply for Examination"** section to submit your application for the desired examination.

**Q.14. Can I register multiple accounts using the same email or mobile number?**

No, each email and mobile number can be linked only to one user account. The candidate must be in possession of their account particulars always.

**Q.15. What browsers are compatible with this portal?**

The portal is best viewed and used on the latest versions of popular browsers such as Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari. Ensure your browser is updated for a seamless experience.

**Q.16. Are there any detailed instructions to guide an applicant for submitting an online application?**

Yes, an applicant must refer to the detailed instructions which are available on the home page <https://upsconline.nic.in> for filling up the online application.

**Q.17. I have a problem in filling up Name and Address fields. What should I do?**

Due to security reasons, some reserved words and special characters like (!, @, #, \$, %, ^, &, \*, (, ), <, >, ?, /, ~, ` , etc) are not acceptable in the Name and Address fields of the Online System. Please retry after deleting special characters.

**Q.18. What should I do if I have changed my Name after Matriculation / 10th Class?**

In the "**Identity Profile**" option during generation of URN, please select "No" against the question "Is the above name same as the name printed on the 10th class/Matriculation/ Equivalent Board Examination Certificate issued by the Examination board?"

Thereafter, enter your name as printed on the 10th class/Matriculation/ Equivalent Board Examination Certificate issued by the Examination board and upload the gazette notification for change of name.

**Q.19. What should I do if I am not able to proceed further after filling my details in Common Application Form?**

If you are unable to proceed after entering your details in the Common Application Form, please follow these steps:

- i. **Clear your browser cache** – Go to your browser settings and clear the cache and cookies **for all time**. This ensures that any outdated or conflicting data stored by the browser is removed.
- ii. **Close and reopen your browser** – After clearing the cache, close all browser windows completely and then reopen the browser.
- iii. **Try again** – Return to the Common Application Form and attempt to complete your application submission.

If the problem still persists, try using a different browser or device, or contact UPSC Helpdesk for assistance.

**Q.20. What details should I provide to make correspondence with the Commission?**

In case of correspondence with the commission an applicant must mention these details: Name of Examination, Applicant's name, Father's name, Date of Birth and the URN on the email id: upscsoap@nic.in.

**Q.21. I am unable to upload Photograph / Signature / Photograph ID in my application. What should I do?**

Please check if the signature/ photograph etc. are in accordance with the “Instructions to Upload Documents” given at the home page. Any deviation from the instructions will not allow the document to be uploaded.

**Q.22. What details should I retain after completion of successful submission of my form?**

The Account Creation details and CAF details including mobile number, email ID, password, URN number are permanent record and will be required every time the candidates fill any application. These may be retained and carefully preserved.

**Q.23 What is URN?**

URN is the Universal Registration Number which is generated after filling the Personal Details which once created forms the permanent record of the applicant using which he/she can fill all future applications of the Commission.

**Q.24 What are the precautions to be taken while uploading candidates’ photographs and signatures?**

The candidates are advised to go through “Instructions for uploading documents” on the main application page for file name format and size. Additional instructions for photo upload are available at “Instructions for filling the form” > “Photo & Signature” on the main application page under the heading “Instructions and FAQs.” Candidates are informed that any deviation from the given instructions will lead to non-upload of the document photo etc.

**FEE AND RELATED ISSUES**

**Q.25 What is mode of payment of fee by the candidates applying for any of the examination to be conducted by the Commission?**

All the candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) are required to pay the prescribed fee by any of the following online modes only:  
Net Banking facility of any bank or Credit/Debit Card or UPI Payment.

**Q.26 What is TID or Reference ID against the payment?**

TID is Transaction ID (Payment Reference ID), which is given, by the State Bank of India when the applicant deposits his/her fee. It is automatically generated when Internet Banking or credit/debit card mode is used for making the fee payment.

**Q.27 What if the payment fails?**

- In case your payment failed, please visit the Payment Page to verify the payment status (Double Verification). **“If you have already paid fee through Online (In case of Failure) you can update the status by [clicking here](#)”.**
- If the payment status remains unsuccessful even after this, please retry the payment or contact your bank / UPSC Helpdesk for assistance. Make sure to complete the payment before the deadline to avoid any inconvenience.

**Q. 28 Which category(ies) of candidates are exempted from payment of examination fee?**

Women candidates, Persons with Benchmark Disabilities (PwBD) candidates and candidates belonging to Scheduled Caste/Scheduled Tribe categories are exempted from payment of examination Fee for any of the examinations conducted by the Commission.

Additionally for NDA wards of NCO/JCO and Sainik School Candidates are exempted from payment of fee.

RESERVATION/ RELAXATION BENEFITS AVAILABLE FOR SCHEDULED CASTE/ SCHEDULED TRIBES/ OTHER BACKWARD CLASSES/ECONOMICALLY WEAKER SECTIONS/PERSONS WITH BENCHMARK DISABILITIES/ EX-SERVICEMEN

**Q. 29 What precautions must be taken by candidates for claiming community reservation or reservation for Persons with Benchmark Disabilities (PwBD)?**

Candidates seeking reservation/ relaxation benefits available for Scheduled Caste/Scheduled Tribes/Other Backward Classes/Economically Weaker Sections/Persons with Benchmark Disabilities/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation in accordance with the eligibility prescribed in the Examination Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claims for availing reservation before applying for the examination, and in any case, not later than the closing date for receipt of applications for the examination.

**Q. 30 Can a candidate request to change his/her category from non-PwBD to PwBD?**

In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid

document showing him/her acquiring a disability to the extent of 40% or more as mentioned in the relevant rules to enable him/her to get the benefits of PwBD reservation.

**Q.31 What action is taken by the Commission in case of submission of false information by the candidates or if a candidate is found involved in various unfair means?**

A candidate found to be furnishing false information to the Commission or suppressing information, adopting various unfair means in the Examination like impersonation, cheating, etc., is liable to be disqualified and/or debarred from the examinations/selections of the UPSC, for a specified period. In this regard Rules of Examination/ Examination Notices may also be referred to.

**ALLOTMENT OF ROLL NUMBERS, VENUE AND RELEASE OF E-ADMIT CARD**

**Q.32. Are the exam centres the same for Prelims and Mains?**

No, separate columns are to be filled for opting centres for Prelims and Mains exam.

**Q. 33 What is the procedure adopted for allotment of Roll Numbers, Centre and Venues to the candidates?**

Allotment of Roll Numbers and Venues to the eligible candidates is carried out through computer in a random manner without manual intervention. The Commission makes all efforts to allot the candidate the Centre of his/her choice, which is done on the “first-apply-first allot” basis. Once the capacity of a particular Centre is exhausted, the same shall not be available to the applicants as an option and will be highlighted in red colour. The applicants shall, therefore, be required to choose one of the available Centres. It is, thus, advised to apply early for getting the choice Centre. However, it may be noted that the Commission may change the Centres of the candidates as per its discretion to address the special situations arising at that point of time.

**Q. 34 When are the e-Admit Cards issued?**

The eligible candidates are issued e-Admit Cards on the last working day of the previous week before the date of the examination. The eAdmit Cards are made available on the UPSC website [<https://upsconline.nic.in>] for downloading by the candidates. The Admit Card is not sent by post. Candidates should check the e-Admit Card carefully and discrepancies/errors, if any, should be brought to the notice of the UPSC immediately.

If a candidate is not able to download his/her e-Admit Card or does not receive any other communication regarding his/her candidature for the examination around three (03) days before the commencement of the examination, he/she should immediately contact the Commission's helpline at 011-24041001.

**Q. 35 Are requests for change of Centre/ Venue accepted?**

No request for change of Centre /Venue is accepted from any candidate by the Commission.

**Q.36 Can a candidate appear at a Centre/Venue other than the Venue mentioned in his/her e-Admit Card?**

No candidate is allowed to appear at a Centre/Venue other than the Centre/Venue mentioned by the Commission in his/her e-Admit Card. If a candidate appears at such a Centre/Venue (except by a Court/CAT order), the papers of that candidate shall not be evaluated and his/her candidature will be liable for cancellation.

**Q. 37 I am having copy of e-Admit Card in my mobile phone, is it valid for getting entry into Examination Venue?**

As mobile phones are not allowed inside the Venue, the candidates are required to carry print-out of the e-Admit Cards with a submitted photo ID, without which no candidate will be allowed to enter inside the Examination Venue.

**Q. 38 Is it essential to carry Photo ID Card for appearing at an Examination/Interview?**

The applicant is required to fill in the number of the Photo ID Card (viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the Central/State/UT Government) and to upload the same while filling up the online application form of an Examination of the Commission. The above number of the Photo ID Card is printed on the e-Admit Card of the Examination issued to the candidate. The candidate is then required to carry the same Photo ID Card along with the e-Admit Card/e-Summon Letter for appearing at the Examination/Interview. This Photo ID Card will be used for all future referencing. In case he/she is unable to produce the same during Examination/Interview, he/she will have to submit an Undertaking along with any other Photo ID Card issued by the Central/State/UT Government.

**Q. 39 What are the timing for reporting at the Examination Venue and time of closure of entry into the Examination Venue?**

The candidates are advised to reach the Venue well in time so that their entry inside the Examination Venue could be ensured smoothly after observing necessary protocol. The candidate may note that as per present Policy of the Commission, the entry into the Examination Venue is closed 30 minutes before commencement of the Examination Session e.g. if the Forenoon Session starts at 09:30 A.M., the entry inside the Examination Venue shall be closed sharp at 09:00 A.M., and similarly, if the Afternoon Session starts at 02:30 P.M., the entry closes at 02:00 P.M.

**Q. 40 What happens if a candidate reports at the Examination Venue after closure of the entry viz. less than thirty (30) minutes before commencement of the Examination?**

Such candidate is not allowed to enter the Examination Venue. The candidates are, therefore, advised to check the details of their Venue mentioned in their e-Admit Card well in advance to avoid last minute problems. They are also advised to reach the Venue well in time so that their entry inside the Examination Venue could be ensured smoothly after observing necessary protocol.

**Q.41 Which items are banned at the Examination Venues during Examinations?**

Candidate should not be in possession of or using any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, etc., or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination. Any infringement of these instructions shall entail disciplinary action including ban from future Examinations.

Use of normal or simple wrist watches by candidates is allowed inside the Examination Rooms/ Halls. However, use of watches fitted with any special accessory that might be used as communication device or smart watches is strictly prohibited and candidates are not allowed to take such watches into the Examination Rooms/ Halls.

Candidates are not allowed to enter the examination premises with any bag, baggage, luggage, valuables/costly items, mobile phones, smart/digital watches, other IT gadgets, books, etc. Candidates are advised not to bring banned items as Venue Supervisor will not make any arrangement for keeping these items at the Venue. In case, a candidate brings any such

banned items, he/she will make his/her own arrangement for keeping the same outside the Venue and the Commission will not be responsible for any loss in this regard.

Candidates will be allowed to take with them only the print of e-Admit Card, pen, pencil, identity proof, copies of self-photographs (whichever applicable) and any other items as specified in the Instructions of e-Admit Card to the Venue. No other items shall be allowed to be taken inside the Venue.

### **CIVIL SERVICES EXAMINATION**

#### **Q. 42 What is the structure of the Civil Services Examination?**

The Civil Services Examination (CSE) comprises of two successive stages: the Civil Services (Preliminary) Examination (CSP) and the Civil Services (Main) Examination (Written and Interview).

#### **CIVIL SERVICES (PRELIMINARY) EXAMINATION:**

#### **Q. 43 What is the Civil Services (Preliminary) Examination?**

UPSC conducts Preliminary Examination of the Civil Services Examination for recruitment to the Indian Administrative Service (IAS), Indian Foreign Service (IFS), Indian Police Service (IPS) and other Central Services and posts in accordance with the Rules published by the Government (Department of Personnel & Training) in the Gazette of India Extraordinary. This Examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates, who are declared qualified for admission to the Main Examination, are not counted for determining their final order of merit. Only those candidates, who are declared by the Commission to have qualified in the Preliminary Examination in the year, will be eligible to appear at the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.

#### **Q. 44 What are the number of attempts available (category-wise) to the Candidates of the Civil Services Examination?**

Number of attempts	General / EWS	SC / ST	OBC	PwBD
	06	Unlimited	09	09 for General / EWS/ OBC Unlimited for SC/ST

**Q. 45 How an 'attempt' is counted in the Civil Services Examination?**

An attempt at the Preliminary Examination is considered an attempt at the Civil Services Examination:

(I) If a candidate actually appears in any one paper in the Preliminary Examination.

(II) Notwithstanding the disqualification/ cancellation of candidature, the fact of appearance of the candidate at the Preliminary Examination is counted as an attempt.

**Q. 46 How would an aspirant know the number of attempts already availed by him/her in the Civil Services Examination?**

It is the primary responsibility of the candidate to keep a record/track of number of attempts availed by him/her.

**Q. 47 What is the procedure followed by the Commission in verifying that the candidate has not exceeded the attempts allowed in respective category in the Civil Services Examination?**

The number of attempts availed by a candidate in the Civil Services Examination is checked/verified from the available data/records with the Commission at appropriate stage of the Civil Services Examination.

**Q. 48 What action the Commission takes against a candidate who has exceeded the permissible number of attempts by concealing or furnishing incorrect information in the application form?**

In the relevant provisions under Disqualification, Debarment, Disciplinary Action, Criminal Prosecution of the extant Civil Services Examination Rules, it has been provided that "A candidate who is or has been declared by the Commission to be guilty of – (f) making statements which are incorrect or false or suppressing material information; in addition to being liable to criminal prosecution, shall be disqualified by the Commission from the Examination held under these Rules; and/or shall be liable to be debarred either permanently or for a specified period by the Commission, from any Examination or Selection." Therefore, in accordance with this Rule, in all such cases of misleading information on the number of attempts availed by the candidates, the Commission cancels the candidature of the erring candidates for that particular Civil Services Examination and may also decide to debar

them for specified number of years in respect of all future Examinations/Selections of the Commission.

**Q. 49 If a candidate has applied for the Civil Services (Preliminary) Examination but has not appeared at any paper in the Civil Services (Preliminary) Examination will it be counted as an attempt?**

No, an attempt is counted only if a candidate has appeared in at least one paper of the Civil Services (Preliminary) Examination.

**Q. 50 What is the scheme of the Civil Services (Preliminary) Examination?**

The Examination is comprised of two compulsory papers of 200 marks each.

(i) Both the question papers are of objective type (multiple choice questions).

(ii) The question papers are set in Hindi and English. (iii) Details of the syllabi are provided in the Examination Notice and Rules notified by the Government.

(iv) Each paper is of two hours duration.

**Q. 51 Is the General Studies Paper-II of qualifying nature? What are the minimum qualifying marks for this Paper?**

Yes, the General Studies Paper-II is of qualifying nature. The minimum qualifying standards in this Paper is indicated in the Examination Rules and at present, it is 33%.

**Q. 52 Is there any negative marking at the Civil Services (Preliminary) Examination?**

Candidates should note that there is penalty (negative marking) for wrong answers marked by a candidate in the Civil Services (Preliminary) Examination. There are four alternatives for the answers to every question. (i) For each question for which a wrong answer has been given by the candidate, one-third (1/3rd) of the marks assigned to that question is deducted as penalty. (ii) If a candidate gives more than one answer, it is treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question. (iii) If answer bubble of a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

**Q. 53 What is the prescribed minimum educational qualification?**

The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or any other educational institution established by an Act of Parliament or declared to be deemed as a University

under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification.

**Q. 54 What are the eligibility criteria in terms of physical requirements/functional classification required for a Service/ Post?**

The Persons with Benchmark Disabilities (PwBD) candidates shall also be required to meet eligibility criteria in terms of physical requirements/functional classifications (abilities/disabilities) consistent with the requirements of the identified Service/Post as may be prescribed in the Rules/Notice of the Examination.

**Q. 55 What information should be given by persons already in Government Service to their Head of Office?**

Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Sector Enterprises, are required to submit an undertaking that they have informed their Head of Office/Department, in writing, that they have applied for the Examination. Candidates should note that in case the UPSC receives a communication from their employer 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.

**Q. 56 What are the provisions for reservation for SC, ST, OBC, EWS and PwBD candidates?**

Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections and Persons with Benchmark Disabilities candidates in respect of vacancies as may be fixed by the Government.

**Q. 57 Who is the competent authority to issue SC/ST/OBC/I&A Certificate?**

An authority in the State/UT, who has been authorized by the State/UT Government concerned, provided the details of the said authority (ies) have been placed on the State/UT website.

CIVIL SERVICES (MAIN) EXAMINATION:

**Q. 58 Can a candidate choose an optional subject, which he has not studied at graduate/post graduate level?**

Yes.

**Q. 59 Which is the language / medium of question papers?**

The question papers (other than the literature of language papers) are set in Hindi and English.

**Q. 60 Can a candidate write different papers of Civil Services (Main) Examination in different languages?**

No, the Candidates have the option to write their answers either in English or in any one of the Eighth Schedule languages except the Qualifying Language papers Paper-A and Paper-B, which they have indicated at the time of filling up of their online application form for the Civil Services (Preliminary) Examination.

**Q. 61 How are the Question Papers for the Civil Services (Main) Examination structured? What is the duration of each paper?**

The question papers for the examination are of conventional (essay) type. Each paper is of three hours duration.

**Q. 62 Can a candidate write the Civil Services (Main) Examination in English and take the interview in Hindi or any other Indian language?**

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. The candidates, opting to write the Civil Services (Main) Examination in English, may choose 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, as the medium for interview. The candidate has to indicate the language medium of interview at the time of filling up of the Detailed Application Form (DAF) However, the candidates, who are exempted from the compulsory Indian Language Paper, will have to choose either English or Hindi as medium of Interview or Personality Test.

**Q. 63 What are the minimum qualifying marks for the compulsory language Papers?**

The minimum qualifying standards in each of the two Qualifying Papers i.e. English and Indian Languages is indicated in the Examination Rules, is at present 25%.

**Q. 64 Is the Indian language Paper compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim?**

The Paper A on Indian Language is not compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim. In the Online Application, if a candidate hails from these North-Eastern States, the option for Indian Language will automatically be disabled in the Online Application.

**Q. 65 Is the Indian language Paper compulsory for Persons with Benchmark Disabilities categories?**

Yes, Paper A on Indian Language is compulsory for candidates belonging to Persons with Benchmark Disabilities category except for the candidates suffering from Hearing Impairment provided they have been granted such exemption from 2nd or 3rd 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 an exemption to the Commission.

**Q. 66 What marks are reckoned for merit ranking in the written part of the Civil Services (Main) Examination?**

Marks obtained by the candidates in Papers I-VII only will be counted for merit ranking (of those candidates who obtain the specified minimum marks in the qualifying papers). However, the Commission has the discretion to fix qualifying marks in any or all of these papers.

**OTHER IMPORTANT ISSUES:**

**Q. 67 What is the Question Paper Representation Portal (QPrep) of the Commission on the questions asked in an examination?**

(a) For each examination, a time frame of 7 days (a week) i.e. from the next day of the Examination Date to 6:00 p.m. of the 7th day is fixed for the candidates to make representations to the Commission on the questions asked in the Papers of that Examination. No representation shall be accepted under any circumstances after this window of 7 days is over.

(b) In case of Single Day Examinations, for example, if the Examination is held on 1st March, then the representations can be submitted from 2<sup>nd</sup> March to 8th March (till 6:00 p.m.).

(c) For Multi-Days Examinations, next day of the date on which the last Paper of that Examination is held, will be the crucial reckoning date for making representations on the questions asked in all the Papers of that Examination.

For example: if last Paper of a Multi-Days Examination is conducted on 1<sup>st</sup> July whereas the first Paper of that Examination is held on 29th June, then the candidates can submit representations from 2nd July to 8th July (till 6:00p.m.) for all the Papers of that Examination.

(d) Such representation must be submitted through the “Online Question Paper Representation Portal (QPrep)” only by accessing the URL:<http://upsconline.nic.in/miscellaneous/QPrep/>. No representation by email/post/hand or by any other mode shall be accepted.

#### **Q. 68 What is the Disclosure Scheme?**

This Scheme for disclosing the scores and other details of the non recommended candidates was implemented with the Combined Medical Services Examination-2017. The Scheme covers non-recommended willing candidates, who appeared at the Interview/SSB Stage of a Commission’s Examination. Details of such candidates which are disclosed at the Commission’s Website on a secure portal which can be accessed by companies, PSUs and autonomous organisations registered on the portal. The objective of the Scheme is to provide a useful database to other employers to enable them to identify good employable candidates. This information of an examination remains available for one year from the date of disclosure. Details of only those candidates are displayed who give their consent for the same in the online application form.

#### **EVALUATION OF CONVENTIONAL PAPERS:**

**Q. 69 After the written examination, on what criterion is the answer books sent for evaluation? Is it on Roll Number basis or based on Examination Centre? That is, will a particular examiner/ set of examiners get to evaluate answer books only of a particular centre or a particular group of Roll Numbers?**

Mixing of the answer books received from different Venues of all the Centres is done before sending them for evaluation. Computer-based randomized fictitious code number is given to each answer book before evaluation.

**Q. 70 Are answer books segregated/ sorted based on community of the candidate?**

This is not done at any stage of the evaluation process.

**Q. 71 Is it likely that my evaluated performance suffers because my answer books were evaluated by a 'strict' examiner, while another candidate benefits as his answer books were evaluated by a 'liberal' examiner?**

To achieve uniformity in evaluation, where more than one Examiner is involved, the Commission arranges a meeting of the Head Examiner with the Additional Examiners after the Examination is over. At this stage, they discuss thoroughly the question paper and decide the standard of evaluation. However, no model answer is made available to the Examiners in this regard. To further bring about uniformity of assessment inter se the Examiners, the following procedure is undertaken: The Head Examiner conducts a sample survey of answer books of each Additional Examiner to verify whether the uniform standards of evaluation evolved in the meeting of Examiners have actually been followed. Depending on the standard adopted by the Additional Examiner, the Head Examiner may confirm the awards without any change if the Examiner has correctly followed the standard decided upon, or may carry out upward/downward moderation as considered necessary to ensure maximum possible degree of uniformity in the evaluation process. Therefore, the aspect of inter-examiner variation in standards of evaluation in a Paper affecting candidates' performance is taken care of adequately.

**Q. 72 Can I know the 'question-wise' marks awarded to me for a paper?**

The evaluation process does not end after initial evaluation by an Examiner. Moderation, wherever applied, is on the total award initially given (the so-called 'raw marks') and not on question-wise basis. Therefore, once the evaluation process is complete, neither 'raw marks' nor 'question-wise marks' subsist. What subsists is the candidate's total score in a paper awarded at the end of the evaluation process and this award is normally made available to the candidate in due course on the Commission's website through a query-based application software. Further, in a competitive examination, what is relevant is not the absolute performance of a candidate, but his/ her relative performance that in fact determines whether the candidate qualifies and, if so, his/ her position in the merit list.

**Q. 73 If the overall marks of two or more candidates are equal, how is relative merit between such candidates decided?**

All tie cases shall be resolved in accordance with the tie breaking principles approved by the Commission from time to time.

**Q. 74 Wherever evaluation standards are set or moderation is applied, are these different for different mediums (languages) in which a particular subject/ paper Examination is written?**

No. The evaluation standards/ moderation for a Subject/ Paper are not medium specific. In other words, if the Rules of the Examination provide that a Paper can be written in any of, say, English/ Hindi/ a recognized Indian language, then the medium in which a candidate writes the Paper will not be a factor in determining evaluation standards or the moderation to be applied.

**Q. 75 Is it possible that evaluation/ assessment could be affected by the knowledge of a candidates' identity?**

No. Before evaluation, the Roll No. written on every answer book is detached and computer-based randomized fictitious code number is given. At no stage of the evaluation process (including the moderation stage) is the actual Roll Number/identity of the candidate made known to any of the Examiners/officials associated in the process.

**Q. 76 What should I do if my name in any of the document(s)/ID issued by the Government is different from given name?**

The Commission does not restrict the candidate from filling the application form for the said reason.

If the candidate has not changed the name but there is any mismatch in the given name and name mentioned in matriculation certificate or any other document, supporting document may be sought from the candidate at appropriate stage.

If the candidate has changed his/her name he/she may submit necessary Gazette notification along with the application form.

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