

Branch, for reason whatsoever, even if holding a valid Pay-in-Slip will have no other offline option but to opt for online Debit/Credit Card or internet Banking Payment mode on the closing date i.e. till 6:00 PM of 08.07.2019.

**NOTE 2 :** Candidates should note that payment of examination fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode (unless remission of fee is claimed) shall be summarily rejected.

**NOTE 3 :** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**NOTE 4 :** For the applicants in whose case payments details have not been received from the bank, they will be treated as fictitious payment cases and their applications will be rejected in the first instance. A list of all such applicants shall be made available on the Commission website within two weeks after the last day of submission of online application. The applicants shall be required to submit the proof of their fee payment within 10 days from the date of such communication either by hand or by speed post to the Commission. On receipt of documentary proof, genuine fee payment cases will be considered and their applications will be revived, if they are otherwise eligible.

ALL FEMALE CANDIDATES AND CANDIDATES BELONGING TO SCHEDULED CASTES/SCHEDULED TRIBES ARE NOT REQUIRED TO PAY ANY FEE. NO FEE EXEMPTION IS, HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE FULL PRESCREIBED FEE.

## **5. HOW TO APPLY:**

Candidates are required to apply Online using the link [www.upsconline.nic.in](http://www.upsconline.nic.in) Detailed instructions for filling up Online Applications are available on the above-mentioned website.

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

All candidates whether already in Government Service including candidates serving in the Armed Forces, Government owned industrial undertakings or other similar organizations or in private employment should submit their applications online direct to the Commission.

N.B.I: Persons already in Government Service, whether in permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are, however, required to

inform their Head of Office/Department in writing that they have applied for the Examination.

N.B.II: Candidates serving in the Armed Forces are required to inform their Commanding Officer in writing that they have applied for this examination. They are also required to submit NOC in this regard at the time of SSB interview.

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/candidatures will be liable to be cancelled.

**NOTE: APPLICATIONS WITHOUT THE PRESCRIBED FEE (UNLESS REMISSION OF FEE IS CLAIMED AS IN PARA 4 ABOVE) OR INCOMPLETE APPLICATIONS SHALL BE SUMMARILY REJECTED.**

No representation or correspondence regarding such rejection shall be entertained under any circumstances. Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding age, educational qualifications, Scheduled Caste/Scheduled Tribe/OBC and fee remission etc.

The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination.

Their admission at all the stages of examination for which they are admitted by the Commission viz. written examination and interview test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or Interview Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

Candidates are advised to keep ready the following documents in original alongwith their self attested copies soon after the declaration of the result of the written part of the examination which is likely to be declared in the month of December, 2019 for submission to the Army HQ/Naval HQ/Air HQ as the case may be:

(1) Matriculation/Secondary School Examination Certificate or its equivalent showing date of birth (2) Degree/Provisional Degree Certificate/Marks sheet showing clearly having passed degree examination and eligible for award of degree.

In the first instance all qualified candidates eligible for SSB interview will carry their original Matriculation/Secondary School Examination Certificate as also their Degree/Provisional Degree Certificate/Marks sheet with them while going to the Services Selection Centres for SSB interview. Candidates who have not yet qualified the final year Degree examination must carry with them a certificate in original from the Principal of the College/Institution stating that the candidate has appeared/is appearing at the final year Degree examination. Candidates who do not carry the above certificates with them while going to the Services Selection Centres shall not be allowed to appear for the SSB interview. No relaxation for production of the

above certificates in original at the selection centre is allowed, and candidates who do not carry with them any of these certificates in original will not be permitted to appear for their SSB test and interview and they will be sent back home at their own expense.

If any of their claims is found to be incorrect/false/fraud/fabricated they may render themselves liable to disciplinary action by the Commission in terms of the following provisions:

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

- (i) Obtaining support for his candidature by the following means, namely :—
    - (a) offering illegal gratification to; or
    - (b) applying pressure on; or
    - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
  - (ii) impersonation; or
  - (iii) procuring impersonation by any person; or
  - (iv) submitting fabricated documents or documents which have been tampered with; or
  - (v) uploading irrelevant photos in the application form in place of actual photo/signature.
  - (vi) making statements which are incorrect or false or suppressing material information; or
  - (vii) resorting to the following means in connection with his candidature for the examination, namely :—
    - (a) obtaining copy of question paper through improper means;
    - (b) finding out the particulars of the persons connected with secret work relating to the examination;
    - (c) influencing the examiners; or
  - (viii) being in possession of or using unfair means during the examination; or
  - (ix) misbehaving in the examination hall including provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
  - (x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
  - (xi) being 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; or
  - (xii) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
  - (xiii) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses;
- may in addition to rendering himself liable to criminal prosecution, be liable :—

- (a) to be disqualified by the Commission from the Examination for which he is a candidate; and/or
- (b) to be debarred either permanently or for a specified period :—
  - (i) by the Commission, from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them; and
- (c) if he is already in service under Government to disciplinary action under the appropriate rules :
 

Provided that no penalty under this rule shall be imposed except after :—

  - (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
  - (ii) taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.

#### **6. LAST DATE FOR SUBMISSION AND WITHDRAWAL OF APPLICATIONS:**

- (iii) The Online Applications can be filled upto 8<sup>th</sup> July, 2019 till **6:00 PM**.
- (iv) The online Applications can be withdrawn from 15.07.2019 to 22.07.2019 till 6.00 PM. Detailed instructions regarding withdrawal of Applications is available at Appendix-II (B).

#### **7. CORRESPONDENCE WITH THE COMMISSION/ARMY/NAVAL/AIR HEAD QUARTERS.**

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

- (i) The eligible candidates shall be issued an e-Admit Card three weeks before the commencement of the examination. The e-Admit Card will be made available in the UPSC website [[www.upsc.gov.in](http://www.upsc.gov.in)] for downloading by candidates. No Admit Card will be sent by post. For downloading the e-Admit Card the candidate must have his/her vital parameters like RID & Date of Birth or Roll No. (if received) & date of birth or name, Father's name & Date of Birth available with him/her.
- (ii) If a candidate does not receive his/her e-Admit Card or any other communication regarding his/her candidature for the examination three weeks before the commencement of the examination, he/she should at once contact the Commission. Information in this regard can also be obtained from the Facilitation Counter located in the Commission's Office either in person or over phone Nos. 011-23381125/011-23385271/011-23098543. In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admit Card at least 3 weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e-Admit Card.