

# UNION PUBLIC SERVICE COMMISSION

## APPLICATION FORMAT FOR RECRUITMENT BY SELECTION

NOTE : PLEASE FILL IN THE FORM ACCORDING TO INSTRUCTIONS TO CANDIDATES

## **PART –I (BRIEF PARTICULARS OF CANDIDATE)**

1. ADVT. NO.:

ITEM NO. :

YEAR: 

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2. NAME OF THE POST APPLIED FOR \_\_\_\_\_

3. FULL NAME :   
(IN CAPITALS)

**FIRST NAME**

### MIDDLE NAME

**SURNAME**

**(PLEASE LEAVE ONE BOX BLANK BETWEEN EACH NAME)**

4. (a) DATE OF BIRTH : 

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 (IN FIGURES) DAY MONTH YEAR

(b) DATE OF BIRTH : \_\_\_\_\_  
(IN WORDS)

5. GENDER : (Write '1' for Male, '2' for Female)

6. WHETHER PHYSICALLY HANDICAPPED ? (Write '1' for Yes, '2' for No)  
(See "Instructions and Additional Information to Candidates for Recruitment by Selection")

7. COMMUNITY :

[Write '1' for SC  
'2' for ST  
'3' for OBC  
'4' for GENERAL ]

8. IS ANY AGE RELAXATION BEING CLAIMED?

(Write '1' for Yes, '2' for No)

IF 'YES' FURNISH DETAILS UNDER THE RELEVANT CATEGORY / CATEGORIES GIVEN BELOW:  
**(See Instruction - I)**

(A) CENTRAL / U.T. GOVERNMENT SERVANT (As on closing date)

(B) SPORTSPERSON

(C) ORDINARILY DOMICILED IN THE STATE OF J&K

(D) WIDOW / DIVORCEE / JUDICALLY SEPARATED

(E) EX- SERVICEMAN

(IF ANSWER TO 8 (E) IS ' YES' TOTAL NO. OF YEARS OF ELIGIBLE SERVICE  
IN THE ARMED FORCES.

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YEARS

9. DO YOU POSSESS THE ESSENTIAL EDUCATIONAL QUALIFICATIONS  
AS MENTIONED IN THE ADVERTISEMENT? (Write '1' for Yes, '2' for No)

10. (A) DO YOU POSSESS RELEVANT EXPERIENCE FOR THE POST ?  
(Write '1' for Yes, '2' for No) ( See Instruction – II)

(B) IF YES, INDICATE THE LENGTH OF EXPERIENCE  
AS ON CLOSING DATE :

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YEARS

MONTHS

DAYS

11.(A) DO YOU POSSESS HIGHER EDUCATIONAL QUALIFICATIONS(OVER AND  
ABOVE THE ESSENTIAL EDUCATIONAL QUALIFICATIONS) LIKE Ph.D.,  
M.Phil., M.Tech. / M.E., M.D. / M.S., Etc ? (Write '1' for Yes, '2' for No)

(B) IF "YES" Write '1' IN THE RELEVANT BOX / BOXES :

Ph.D

M.Phil

M.E./  
M.Tech

MD/MS

Others

12 DO YOU POSSESS ANY OF THE DESIRABLE QUALIFICATIONS ?  
(Write '1' for Yes, '2' for No, '3' for Not Applicable)

13 (A) MODE OF SUBMISSION OF APPLICATION :  
(Write '1' if Submitted by Hand / Courier, '2' if submitted by Post /Speed Post).

(B) IF ANSWER TO 13(A) IS '2' INDICATE REGION CODE :  
**(See Instruction -III)**

I hereby declare that all the statements made in the application are true and complete to the best of my Knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office / Department in writing that I am applying for this selection.

**Date :**

**Place :**

**Signature of the Candidate**

**(Candidate must fill detailed particulars in Part -II of form)**

## **GENERAL INSTRUCTIONS FOR FILLING THE APPLICATION FORM**

- 1. Candidates must read the detailed “Instructions and Additional Information to Candidates for Recruitment by Selection ” before filling up PART – I and PART –II of the form. He must fill the form strictly according to the instructions.**
- 2. CANDIDATES MUST ENSURE THAT NO COLUMN IS LEFT BLANK OR WRONGLY FILLED IN EITHER PART -I OF PART – II OF THE FORM AS THE INFORMATION FURNISHED THEREIN WOULD BE USED FOR DECIDING THE ELIGIBILITY AND SUITABILITY OF THE CANDIDATE FOR BEING CALLED FOR THE INTERVIEW. APPLICATIONS NOT FILLED CORRECTLY, COMPLETELY AND AS PER THE INSTRUCTIONS IN BOTH PART-I AND PART –II ARE LIABLE TO BE REJECTED AND THE ONUS OF SUCH REJECTION WOULD BE ON THE CANDIDATE HIMSELF / HERSELF. THE COMMISSION WILL NOT ENTERTAIN ANY CLAIM AFTER SUCH REJECTION**
- 3. Copies of certificates should be attached in support of information given in the form where necessary. Any Information contained in the attached certificates shall not be considered unless it is claimed in the Application form.**
- 4. The provisional claim whatever in regard to eligibility to the post will NOT be accepted by the Commission.**

### **INSTRUCTIONS FOR FILLING UP PART – I OF THE FORM.**

**Instruction-I (For column 8) :** Please read the detailed “**Instructions and Additional Information to Candidates for Recruitment by Selection**” very carefully before filling up this column. Furnish details under the relevant category / categories mentioned in the form as shown under :-

In Column 8(A) : Write ‘1’ for Central / U.T. Govt. Servants and ‘2’ for others. (**NB.** Employees of State Govt. and Central / State Public Sector Undertakings do not fall within this category)

For column 8(B) to (E) Write ‘1’ for Yes, ‘2’ for No

**Instruction-II** (For column 10) : Even if experience is not prescribed for the post applied for, do indicate relevant experience if you have any, in this column.

**Instruction-III (For column-13 B)**

**REGION CODES :**

'1'for ABROAD, '2' for NORTH EASTERN STATES, '3' for JAMMU & KASHMIR, '4' FOR LAHAUL & SPITI DISTRICT OF HIMACHAL PRADESH, '5' for SIKKIM, '6' for PANGI SUB-DIVISION OF CHAMBA, '7' for ANDAMAN AND NICOBAR ISLANDS, '8' for LAKSHADWEEP, '9' FOR ANY OTHER REGION OF INDIA.

\* **Fee amount is Rs.50/- payable in the shape of Central Recruitment Fee Stamp Only. No other mode of payment is acceptable.** For details of recruitment fee concessions to specified categories of applicants, kindly refer to instruction No.4 in the **“Instructions and Additional Information to Candidates for Recruitment by Selection”** published in Employment News