

**RECRUITMENT SPECIAL ADVERTISEMENT NO.51/2024  
UNION PUBLIC SERVICE COMMISSION  
INVITES ONLINE RECRUITMENT SPECIAL ADVERTISEMENT APPLICATIONS  
FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS  
(\*: by using the website <https://www.upsconline.nic.in>)**

**VACANCY DETAILS**

**(Vacancy No. 24035101707) Three hundred twenty-three vacancies for the post of Personal Assistant in Employees' Provident Fund Organisation, Ministry of Labour & Employment.**

**RESERVATION POSITION:**

**(UR-132, EWS-32, OBC-87, SC-48, ST-24) (PwBD-12)\*.**

**Reservation/Suitability of the post for PwBD:**

\*Of the three hundred twenty-three vacancies, Twelve vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD). Of the twelve vacancies reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD), three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind (**B**) or Low Vision (**LV**), three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Deaf and Hard of Hearing with disability i.e. Hard of Hearing (**HH**), three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (**BL**) or One leg affected (R or L) (**OL**) or One arm affected (R or L) (**OA**) or Both legs and both arms affected (**BLA**) or One leg and One arm affected (**OLA**) or Both Legs and One Arm affected (**BLOA**) or Cerebral Palsy (**CP**) or Leprosy Cured (**LC**) or Dwarfism (**DW**) or Acid Attack Victims (**AAV**) and remaining three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Specific Learning Disability (**SLD**) or Mental Illness (**MI**), Multiple disabilities (**MD**) i.e. at least two disabilities from the categories of the disabilities indicated below.

The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind (**B**) or Low Vision (**LV**), Deaf and Hard of Hearing with disability i.e. Hard of Hearing (**HH**), Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (**BL**) or One leg affected (R or L) (**OL**) or One arm affected (R or L) (**OA**) or Both legs and both arms affected (**BLA**) or One leg and One arm affected (**OLA**) or Both Legs and One Arm affected (**BLOA**) or Cerebral Palsy (**CP**) or Leprosy Cured (**LC**) or Dwarfism (**DW**) or Acid Attack Victims (**AAV**), Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability (**SLD**) or Mental Illness (**MI**), Multiple disabilities (**MD**) i.e. at least two disabilities from the categories of the disabilities indicated above.

**PAY SCALE:**

Level- **07** in the Pay Matrix as per 7<sup>th</sup> CPC.

**AGE:**

30 years for URs/EWSs,  
33 years for OBCs,  
35 years for SCs/STs and  
40 years for PwBDs.  
(Lower Age limit for all Categories is 18 Years)

**ESSENTIAL QUALIFICATIONS:**

(i) Bachelor's Degree from a recognised University.

(ii) (a) Dictation for a period of 10 minutes with a Speed of 120 words per minute in Stenography (English or Hindi) (b) Transcription Time for the dictation taken as per (ii) (a): 50 minutes (English) / 65 minutes (Hindi) (Only on Computer)

**DUTIES:**

Taking dictation and typing from officer concerned, Handling telephone calls of members and field offices, Handling visitors, Maintaining engagements, preparing tour programmes and travel arrangements, Handling parliamentary work, Diarizing files and papers, Tracking of files and important papers, Monitoring management system of important references.

**OTHER DETAILS:**

The post is permanent. Group- "B" Non-Gazetted.

**HEADQUARTERS** : New Delhi. The Officers recruited are liable to be posted any-where in India.

**PROBATION** : Two years.

**ANY OTHER CONDISTIONS:**

The Candidates recruited to the post will be governed/covered by the New Pension Scheme w.e.f. **01.01.2004**.

<b>(IMPORTANT)</b>
ONLINE APPLICATIONS ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE <a href="https://www.upsconline.nic.in">https://www.upsconline.nic.in</a> TO THE ABOVE POSTS FROM <b>07-03-2024</b> .
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION THROUGH WEBSITE <a href="https://www.upsconline.nic.in">https://www.upsconline.nic.in</a> IS <b>18:00 HRS (6.00 P.M.) ON 27-03-2024</b> .
EDIT/CORRECTION(S) FACILITY FOR THE FINALLY SUBMITTED APPLICATION FORM WILL BE AVAILABLE FROM <b>28<sup>TH</sup> MARCH 2024 TO 03<sup>RD</sup> APRIL, 2024</b> FOR SEVEN (07) DAYS.
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.

**\* Persons with Benchmark Disabilities.**

**NOTES:**

- a) Candidates are requested to apply only Online against this advertisement on the Online Application website <https://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <https://www.upsconline.nic.in>
- b) The age limit shown against all items is the normal age limit for EWS/URs candidates and is relaxed age limit for SC/ST/OBC/PwBD candidates i.e. upto five years for SC/ST candidates, upto three years for OBC candidates and upto ten years for PwBD candidates in respect of vacancies reserved for them. The SC/ST/OBC/PwBD candidates have to produce a caste certificate in prescribed proforma. **Age limit is also relaxable for Regular Employees of the Employees' Provident Fund Organisation upto Five years.** For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection".
- c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- d) A pen & paper based Recruitment Test (**RT**) followed by Skill Test(s) to short-list the candidates to appear in the Skill test(s) for the post of **Personal Assistant** shall be conducted by the Commission. **The date of Skill Test(s) will be intimated later on UPSC website.**
- e) **Scheme and syllabus for the Recruitment Test (RT) for the posts of Personal Assistant is as under:-**

**Scheme, syllabus and Weightage of the Recruitment Test (RT):**

**(a) Scheme:**

- (i) The test will be of two hours duration.
- (ii) All questions will carry equal marks.
- (iii) The test will be objective type questions with multiple choices of answer.
- (iv) The medium of Question Paper is in English and Hindi except for those questions in English Language.
- (v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

**(b) Syllabus:**

The syllabus of the Test broadly comprises the following topics :-

- i) English Language.
- ii) General Awareness.
- iii) Quantitative Aptitude.
- iv) Reasoning & Computer Aptitude.

**(c) Weightage:**

- (i) 300 marks (100% weightage) will be accorded for the Recruitment Test.
- (ii) Based on the marks scored in the Recruitment test, candidates will be shortlisted, category-wise to appear in the Skill Test(s) for the post(s) they have applied for.
- (iii) Skill Test is mandatory but qualifying in nature. The candidates who qualify the Skill Test will be considered for final selection on the basis of merit in the recruitment test.
- (iv) In the Online Applications Form, candidate will have to indicate the language (English/Hindi) for the purpose of Stenography [dictation and respective transcription for the dictation taken (only in Computer)].
- (v) The qualifying standard in the Skill Test(s) are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

f) The Recruitment Test (RT) will be conducted across the following centers:

Sl. No.	Centre Name	Sl. No.	Centre Name	Sl. No.	Centre Name
1	AGARTALA	28	GORAKHPUR	55	PATNA
2	AGRA	29	GURUGRAM	56	PORTBLAIR
3	AHMEDABAD	30	GWALIOR	57	PRAYAGRAJ (ALLAHABAD)
4	AIZAWL	31	HYDERABAD	58	PUDUCHERRY
5	AJMER	32	IMPHAL	59	PUNE
6	ALIGARH	33	INDORE	60	RAIPUR
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RAJKOT
8	ANANTHAPURU	35	JABALPUR	62	RANCHI
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SAMBALPUR
10	BAREILLY	37	JAMMU	64	SHILLONG
11	BENGALURU	38	JODHPUR	65	SHIMLA
12	BHOPAL	39	JORHAT	66	SILIGURI
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR
14	CHANDIGARH	41	KOHIMA	68	SRINAGAR (UTTARAKHAND)
15	<b>CHENNAI*</b>	42	<b>KOLKATTA*</b>	69	SURAT
16	COIMBATORE	43	KOZHIKODE (CALICUT)	70	THANE
17	CUTTACK	44	LEH	71	THIRUVANANTHAPURAM
18	DEHRADUN	45	LUCKNOW	72	TIRUCHIRAPALLI
19	DELHI	46	LUDHIANA	73	TIRUPATI
20	DHARAMSHALA (HIMACHAL PRADESH)	47	MADURAI	74	UDAIPUR
21	DHARWAD	48	MANDI (HIMACHAL PRADESH)	75	VARANASI
22	<b>DISPUR*</b>	49	MUMBAI	76	VELLORE
23	FARIDABAD	50	MYSURU	77	VIJAYAWADA
24	GANGTOK	51	<b>NAGPUR*</b>	78	VISHAKHAPATNAM
25	GAUTAM BUDDH NAGAR	52	NASIK	79	WARANGAL
26	GAYA	53	NAVI MUMBAI	80	KARGIL
27	GHAZIABAD	54	PANAJI (GOA)		
	<b>*OPEN CENTRE</b>				

**The Date of the Recruitment Tests (RT) is 07-07-2024.** The Centers and the date of holding the Recruitment Test as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers, except **Chennai, Dispur, Kolkata and Nagpur**. Allotment of Centers will be on

the "**first-apply-first allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

**NB: Notwithstanding the aforesaid provision**, the Commission reserves the **right to change the Centres at its discretion if the situation demands**. All the Recruitment Test Centres for the post of **PERSONAL ASSISTANT IN EMPLOYEES PROVIDENT FUND ORGANISATION (EPFO)**, 2024 will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centres. Candidates admitted to the Recruitment Test (RT) will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

### **IMPORTANT NOTES**

- i) Shortlisted Candidates would be asked to submit the documents in support of their claim for the post. Their documents will be scrutinized and those Candidates who fulfil all the eligibility conditions of the post shall be called for **Skill Test(s)**.
- ii) The Candidates are directed to undertake the Recruitment Test (**RT**) at their own risk i.e. after verifying that they fulfil the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.
- (iii) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe 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-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(iv) The candidates have discretion of opting for their 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 as per proforma at **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(v) 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.

(vi) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility 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-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(vii) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

## **INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION**

### **1. CITIZENSHIP:**

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**NOTE** The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

**2. AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

**3. MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

**NOTE-I:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Skill Test(s).

**NOTE-II:** After Result of written Recruitment Test Result, the successful candidates will be provided a link to fill up the Detailed Application Form (DAF).

### **APPLICATION FEE:**

- (a) Candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of any bank or by using Visa/Master/Rupay/Credit/Debit Card/UPI payment.

(b) Applicants who opt for “Pay by Cash” mode should print the system generated Pay-in-Slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only “Pay by Cash” mode will be deactivated at **11:59 P.M. of 26<sup>th</sup> March 2024** 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/UPI Payment or Internet Banking payment mode **on the closing date i.e. till 18:00 hrs (6:00 P.M.) of 27<sup>th</sup> March 2024.**

(c) No fee for SC/ST/PwBD/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.

(d) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(e) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

## 5. CONCESSIONS & RELAXATIONS:

(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above,** candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Central Government employees:**

The upper age limit is relaxable for **Central/EPFO/U.T. Regular Govt. Servants** up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them in accordance with the instructions issued by the Government of India). This relaxation will be admissible to Government servants with 3 years continuous service **in Central Government/EPFO/U.T.** and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the Commission. A candidate claiming to belong to the category of **Central Government/EPFO/U.T.** servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **issued after the date of advertisement** from his/her Employer on the Office letter head to the effect that he/she is a regularly **appointed Central Government/EPFO/U.T.** Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

(d) **Age relaxation to Persons with Benchmark Disabilities (PwBD):**

i) Age relaxation of 10 years (This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category) in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

(e) Facility of scribe for candidates appearing in Recruitment Tests (RTs) to Persons with Benchmark Disabilities (PwBD):

(i) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe 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-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(ii) The candidates have discretion of opting for their 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 as per proforma at **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(iii) 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.

(iv) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible

for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility 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-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(v) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

#### **6. (A) HOW TO APPLY:**

i) Candidates must apply online through the website <https://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.

ii) **Candidates need not to upload any document except latest photograph, signature and identity proof while filling up the on-line application.**

iii) **IMPORTANT** : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY.

iv) After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

v) **Modification in OTR Profile:**

In case, the candidate wants to effect any change in his/her OTR profile, it shall be allowed only once in the lifetime after the registration at OTR platform. The change in OTR profile data shall be available till expiry of 7 days from the next day after the closure of application window of his/her first final application for any examination of the Commission. In case, the candidates after registration of OTR applies for the first time in the Recruitment Test (RT), last date of modification of OTR would be **03.04.2024**.

vi) **Modification in application form (other than OTR Profile):**

The Commission has also decided to extend the facility of making correction(s) in any field(s) of the application form for the Recruitment Test (RT) from next day of the closure of the application window of the Recruitment Test (RT). This window will remain open for 7 days from the date of opening of the same, i.e. from **28.03.2024 to 03.04.2024**. In case a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form.

vii) The candidates will not be allowed to withdraw their application after the submission of the same.

viii) The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

**6 (B) CANDIDATES WILL BE SHORT-LISTED FOR SKILL [TEST(S)] ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATION AND THEIR PERFORMANCE IN THE RECRUITMENT TEST (RT). THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF SKILL [TEST(S)] ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :**

- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**
- **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

**7. A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-**

i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

a) Certificate/ Document in respect of Age relaxation for:

- i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
  - ii) Central/EPFO/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
  - iii) Persons seeking age relaxation under special provision/ order.
- b) Persons already in Regular Government service in Central/EPFO/UT Government Employees/Servants whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- c) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.
- d) Documentary support for any other claim(s) made.

**NOTE I:** Date of birth mentioned in Online Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE II:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

**8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

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

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person , or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall.
- l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
  - ii) to be debarred either permanently or for a specified period:-
    - by the Commission from any examination or selection held by them
    - by the Central Government from any employment under them, and
  - iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

## **9. OTHER INFORMATION/INSTRUCTIONS:**

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.
- c) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Application is liable to be rejected.
- d) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

- e) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for appointment.
- f) Canvassing in any form will disqualify a candidate.

**IMPORTANT**

**MOBILE PHONES ARE BANNED IN THE CAMPUS OF EXAMINATION HALL.**

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

## Appendix-II

### INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

- Candidates are required to apply Online using the website [www.upsconline.nic.in](http://www.upsconline.nic.in).
- Salient features of the system of Online Application Form are given hereunder:
- Detailed instructions for filling up online applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part- I and Part-II as per the instructions available in the above mentioned site through drop down menus.
- The candidates are required to pay a fee of Rs.25/- Rupees Twenty Five only) [Except SC/ST/ Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by remitting the money in any branch of State Bank of India by cash, or by using net banking facility of any bank or by using any Visa/Master/RuPay/Credit/ Debit Card/UPI Payment.
- The photograph should be clear with plain white background and 3/4 of photograph should present full face (full head from top of hair to bottom of chin) the photograph should be latest (Not older than 10 days for filling Online Application Form) and at bottom of photograph name of candidate and date of photo to be mentioned.
- The candidate should have details of one Photo ID Card viz. Aadhar Card/ Voter Card / PAN Card / Passport/ Driving License / Any other photo ID card issued by the State / Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. This photo ID will be used for all future references and the candidate is advised to carry this Photo ID while appearing for the Examination/Personality Test.
- The Online applications (Part I and II) can be filled from **07<sup>th</sup> March, 2024 to 27<sup>th</sup> March, 2024 till 18:00 Hrs.**
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the applications with higher RID is complete in all respects.
- In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted

against any other RID.

- The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.
- The applicants are advised to check their emails at regular intervals and ensure that the email addresses ending with @ nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.



**Appendix –V**

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs..... (name of the candidate

with benchmark disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o....., a resident of .....

(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

**Chief Medical Officer/Civil Surgeon / Medical Superintendent of a Government Health Care Institution.**

**Note:** Certificate should be given by a specialist of the relevant stream/disability (eg. Visual Impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

## Appendix – VI

### Letter of Undertaking for Using Own Scribe

*(To be filled by the candidates online to the Commission)*

I....., a candidate with.....(name of the disability) appearing for the ..... (name of the examination)..... bearing Roll No..... at ..... (name of the centre) in the District ..... ,..... (name of the State). My qualification is .....

I do hereby state that ..... (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is ..... In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims thereto.

**(Signature of the candidates with Disability)**

**Place:**

**Date:**

## Appendix-VII

**Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

This is to certify that, we have examined  
 Mr./Ms./Mrs.....  
 (name of the candidate), S/o / D/o  
 ....., a resident of  
 ..... (Vill/PO/PS/District/State),  
 aged.....yrs, a person with (nature of disability/condition), and to  
 state that he/she has limitation which  
 hampers his/her writing capability owing to his/her above condition. He/she requires  
 support of scribe for writing the examination.

8. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination, with the assistance of scribe.

9. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto ..... (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PMR Specialist	Clinical psychologist/ Rehabilitation Psychologist / Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer .. Chairperson				

Name of Government Hospital / Health Care Centre with seal

Place :

Date :

Appendix-VIII

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I....., a candidate with ..... (nature of

disability/condition) appearing for the ..... (name of the examination) bearing Roll No..... at ..... (name of the centre) in the District ..... (name of the state).

My educational qualification is .....

2. I do hereby state that ..... (name of the scribe) will provide the service of

scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is ..... In case, subsequently it is

found that his qualification is not as declared by the undersigned and is beynd my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place :

Date :



THIS PROFORMA OR MATERIAL GIVEN BELOW IS TO BE INDUCTED IN/ OR THE PART OF THE SOAP SYSTEM.

**RECRUITMENT SPECIAL ADVERTISEMENT No. 51/2024-RECTT. DATE: 07.03.2024**

**(LAST DATE FOR RECEIPT OF APPLICATIONS: 27.03.2024 FOR VACANCIES FOR THE POST OF Personal Assistant in Employees' Provident Fund Organisation, Ministry of Labour & Employment (The Commission's Website : [www.upsc.gov.in](http://www.upsc.gov.in))**

**IMPORTANT**

**1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE RECRUITMENT TEST (RT):**

All candidates (male/female/transgender) are requested to carefully read the Advertisement. The Candidates applying for the Recruitment Test (RT) should ensure that they fulfil all eligibility conditions for admission to Recruitment Test (RT). Their admission to all the stages of the Recruitment Test (RT) will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

**2. HOW TO APPLY:**

Candidates are required to apply online by using the website [upsconline.nic.in](http://upsconline.nic.in). It is essential for the applicant to register himself/herself first at One Time Registration (OTR) platform, available on the Commission's website, and then proceed for filling up the online application for the Recruitment Test (RT). OTR has to be registered only once in life time. This can be done anytime throughout the year. If the candidate is already registered, he/she can proceed straightway for filling up the online application for the Recruitment Test (RT).

**2.1 Modification in OTR Profile:**

In case, the candidate wants to effect any change in his/her OTR profile, it shall be allowed only once in the lifetime after the registration at OTR platform. The change in OTR profile data shall be available till expiry of 7 days from the next day after the closure of application window of his/her first final application for any Recruitment Test (RT) of the Commission. In case, the candidate, after registration of OTR, applies for the first time in this Recruitment Test (RT), last date of modification of OTR would be **03.04.2024**.

**2.2 Modification in application form (Other than OTR Profile):**

The Commission has also decided to extend the facility of making correction(s) in any field(s) of the application form for this Recruitment Test (RT) from next day of the closure of the application window of this Recruitment Test (RT). This window will remain open for 7 days from the date of opening of the same, i.e., from **28.03.2024 to 3.04.2024**. In case, a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form from **28.03.2024 to 03.04.2024**. In case, a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form. The candidates will not be allowed to withdraw their applications after the submission of the same.

Candidate should have details of one Photo ID Card viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the State/Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. This Photo ID Card will be used for all future reference and the candidate is advised to carry this Photo ID Card while appearing for Recruitment Test (RT)/Skill Test.

**3. LAST DATE FOR RECEIPT OF APPLICATIONS :**

The online Applications can be filled up to **27<sup>th</sup> March, 2024 till 6:00 PM**. The eligible candidates shall be issued an e-Admit Card three weeks before the commencement of the Recruitment Test (RT). The e- Admit Card will be made available in the UPSC website [ <https://upsconline.nic.in> ] for downloading by candidates. No Admit Card will be sent by post.

**4. PENALTY FOR WRONG ANSWERS:**

There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

**5. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:**

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

**6. MOBILE PHONES BANNED:**

(a) The use of 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 blue tooth 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 Recruitment Test (RT) is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future Recruitment Test (RT)s.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the Recruitment Test (RT), as arrangement for safe-keeping cannot be assured.

**7.** Candidates are advised not to bring any valuable/costly items to the venue of the Recruitment Test (RT), as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

**Centers of Recruitment Test: The Recruitment Test will be held at the following Centers:**

Sl. No.	CENTRE	Sl. No.	CENTRE	Sl. No.	CENTRE
1	AGARTALA	28	GORAKHPUR	55	PATNA
2	AGRA	29	GURUGRAM	56	PORTBLAIR
3	AHMEDABAD	30	GWALIOR	57	PRAYAGRAJ (ALLAHABAD)
4	AIZAWL	31	HYDERABAD	58	PUDUCHERRY
5	AJMER	32	IMPHAL	59	PUNE
6	ALIGARH	33	INDORE	60	RAIPUR
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RAJKOT
8	ANANTHAPURU	35	JABALPUR	62	RANCHI
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SAMBALPUR
10	BAREILLY	37	JAMMU	64	SHILLONG
11	BENGALURU	38	JODHPUR	65	SHIMLA
12	BHOPAL	39	JORHAT	66	SILIGURI
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR
14	CHANDIGARH	41	KOHIMA	68	SRINAGAR (UTTARAKHAND)
15	<b>CHENNAI*</b>	42	<b>KOLKATTA*</b>	69	SURAT
16	COIMBATORE	43	KOZHIKODE (CALICUT)	70	THANE
17	CUTTACK	44	LEH	71	THIRUVANANTHAPURAM
18	DEHRADUN	45	LUCKNOW	72	TIRUCHIRAPALLI
19	DELHI	46	LUDHIANA	73	TIRUPATI
20	DHARAMSHALA (HIMACHAL PRADESH)	47	MADURAI	74	UDAIPUR
21	DHARWAD	48	MANDI (HIMACHAL PRADESH)	75	VARANASI
22	<b>DISPUR*</b>	49	MUMBAI	76	VELLORE
23	FARIDABAD	50	MYSURU	77	VIJAYAWADA
24	GANGTOK	51	<b>NAGPUR*</b>	78	VISHAKHAPATNAM
25	GAUTAM BUDDH NAGAR	52	NASIK	79	WARANGAL
26	GAYA	53	NAVI MUMBAI	80	KARGIL
27	GHAZIABAD	54	PANAJI (GOA)		*OPEN CENTRE

The Centers and the date of holding the Recruitment Test (RT).as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers, except **Chennai, Dispur, Kolkata and Nagpur**. Allotment of Centers will be on the "**first-apply-first allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

**NB : Notwithstanding the aforesaid provision**, the Commission reserves the **right to change the Centers at its discretion if the situation demands**. All the Recruitment Test Centers for **POST OF Personal Assistant in Employees' Provident Fund Organisation, Ministry of Labour & Employment, 2024** will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centers. Candidates admitted to the Recruitment Test (RT).will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

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