



# UNION PUBLIC SERVICE COMMISSION

**EXAMINATION NOTICE NO.04/2014 -IES/ISS**

**DATED : 08.02.2014**

**(LAST DATE FOR SUBMISSION OF APPLICATIONS : 10.03.2014)**

**INDIAN ECONOMIC SERVICE/INDIAN STATISTICAL SERVICE EXAMINATION, 2014**

**(COMMISSION'S WEBSITE : [www.upsc.gov.in](http://www.upsc.gov.in))**

**No. 12/2/2013-EI(B):** A combined competitive examination for recruitment to Junior Time Scale of the Services mentioned in Para 2 below will be held by the Union Public Service Commission commencing from **24th May, 2014** in accordance with the Rules published by the Ministry of Statistics & Programme Implementation in the Gazette of India dated the **8th February, 2014**. The examination will be held at the following centres:-

AHMEDABAD	JAIPUR
ALLAHABAD	JAMMU
BANGALORE	KOLKATA
BHOPAL	LUCKNOW
CHANDIGARH	MUMBAI
CHENNAI	PATNA
CUTTACK	SHILLONG
DELHI	SHIMLA
DISPUR	THIRUVANANTHAPURAM
HYDERABAD	THAPURAM

The centres and the date of holding the examination 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 Centres, except Chennai, Delhi, Dispur, Kolkatta and Ahmedabad. Allotment of Centres 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, Commission reserve the right to change the Centres at their discretion if the situation demands.** Blind candidates will, however, be required to take the examination at anyone of the seven centres viz. Chennai, Delhi, Hyderabad, Kolkata, Lucknow, Dispur and Mumbai.

Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

**2. (a)** The Services to which recruitment is to be made on the results of this examination and the approximate number of vacancies in Junior Time scale of the Services are given below :-

- (i) Indian Economic Service - 15  
(ii) Indian Statistical Service - 23

**NOTE :** 3 vacancies have been kept reserved for PH category candidates (one for Hearing Impairment and two for Locomotor Disability or Cerebral Palsy) for Indian Statistical Service by the Government through IES/ISS Exam, 2014.

The Government did not show any vacancy reserved for the PH Category in the Indian Economic Service

The number of vacancies mentioned above is liable to alteration.

Reservation will be given effect to as per policy of the Govt.

## IMPORTANT

### 1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions.

**Mere issue of e-Admission Certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.**

Verification of eligibility conditions with reference to original documents is taken up only after the candidate has qualified for Interview/Personality Test.

### 2. HOW TO APPLY:

Candidates are required to apply **online** only by using the website **[www.upsonline.nic.in](http://www.upsonline.nic.in)** Brief instructions for filling up the online Application Form have been given in Appendix-II. Detailed instructions are available on the above mentioned website.

### 3. LAST DATE FOR SUBMISSION OF APPLICATIONS:

The Online Applications can be filled upto **10th March, 2014 till 11.59 pm**, after which the link will be disabled.

**4. The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available in the UPSC website [[www.upsc.gov.in](http://www.upsc.gov.in)] for downloading by candidates. No Admission Certificate will be sent by post. All the applicants are required to provide valid and active E-Mail I.D. while filling up Online Application Form as the Commission may use electronic mode for contacting them.**

### 5. SPECIAL INSTRUCTIONS:

**Candidates are advised to read carefully "Special Instructions to the Candidates for Conventional Type Tests" (Appendix-III).**

### 6. 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 'C' Gate 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.

### 7. Mobile Phones Banned:

(a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers or any valuable/costly items to the venue of the examination, as arrangement for safe-keeping can not be assured. Commission will not be responsible for any loss in this regard.

**CANDIDATES ARE REQUIRED TO APPLY ONLINE AT [www.upsonline.nic.in](http://www.upsonline.nic.in)**

**ONLY NO OTHER MODE IS ALLOWED FOR SUBMISSION OF APPLICATION**

(b) A candidate may compete for any one of the Services only viz. the Indian Economic Service or the Indian Statistical Service, for which he/she is eligible in terms of the rules.

A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her Application Form for Indian Economic Service/ Indian Statistical Service Examination that he/

she belongs to General Category but subsequently writes to the Commission to change his/her category, to a reserved one, such request shall not be entertained by the Commission.

While the above principle will be followed in general, there may be a few cases where there was a little gap (say 2-3 months) between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the

request of change of community from general to reserved may be considered by the Commission on merit.

Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/PH/Ex-servicemen must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Ruled/Notice. they should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/ Notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application.

### 3. ELIGIBILITY CONDITIONS :

#### (I) Nationality

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 1st 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, Zambia, Malawi, Zaire and Ethiopia or from 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.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

#### (II) Age Limits :

(a) A candidate must have attained the age of 21 years and must not have attained the age of 30 years on 1st August, 2014, i.e. he/she must have been born not earlier than 2nd August, 1984 and not later than 1st August, 1993.

(b) The upper age limit prescribed above will be relaxable as follows:—

- (i) upto a maximum of five years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe.  
(ii) upto a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates.  
(iii) upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.  
(iv) upto a maximum of three years in the case of Defence Services personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof:  
(v) upto a maximum of five years in

**Continued**

**"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".**

the case of ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 1st August, 2014 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2014) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service, or (iii) on invalidment.

(vi) upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 1st August, 2014 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issue a certificate that they can apply for civil employment and that they will be released on three month's notice on selection from the date of receipt of offer of appointment.

(vii) upto a maximum of 10 years in the case of blind, deaf-mute and Orthopaedically handicapped persons.

**NOTE I-** Candidates belonging to the Scheduled Castes, Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of para 3(II) (b) above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, Physically disabled etc. will be eligible for grant of cumulative age-relaxation under both the categories.

**NOTE II-** The term Ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

**Note III-** The age concession under para 3 (II) (b) (v) and (vi) will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs who are released on own request.

**NOTE IV-** Notwithstanding the provision of age-relaxation under para 3 (II) (b) (vii) above, a physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/posts to be allocated to the physically disabled candidates by the Government.

**SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.**

The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, and that extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

These certificate are required to be submitted only after the declaration of the result of the written part of the examination.

No other document relating to age like

horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

The expression Matriculation/Higher Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

**NOTE 1:- Candidates should note that only the Date of Birth as recorded in the Matriculation/Higher Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.**

**Note 2 :- Candidates should also note that once a Date of Birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an Examination, no change will be allowed subsequently (or at any other Examination of the Commission) on any grounds whatsoever.**

**Note 3 :- The candidate should exercise due care while entering their date of birth in respective column of the Online Application Form for the Examination. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their matriculation or equivalent Examination certificate, disciplinary action will be taken against them by the Commission under the Rules.**

**(III) Minimum Educational Qualifications :**

(a) A candidate for the Indian Economic Service must have obtained a post Graduate Degree in Economics/Applied Economics/ Business Economics/ Econometrics from a University incorporated by an Act of the Central or State Legislature in India or other educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants commission Act, 1956 or a Foreign University approved by the Central Government from time to time.

(b) A candidate for the Indian Statistical Service must have obtained a Bachelor's Degree with Statistics/Mathematical Statistics/Applied Statistics as one of the subject or a Master's degree in Statistics/Mathematical Statistics/ Applied Statistics from a University incorporated by an Act of the Central or State Legislature in India or other Educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants commission Act, 1956 or a Foreign University approved by the Central government from time to time.

**Note I :** A candidate who has appeared at an examination the passing of which would render him/her eligible to appear at this examination but has not been informed of the result, may apply for admission to the examination. A candidate who intend to appear at such a qualifying examination may also apply. Such candidates will be admitted to the examination if otherwise eligible, but their admission would be deemed to be provisional and subject to cancellation, if they do not produce proof of having passed the requisite qualifying examination along with the Detailed Application Form which will be required to be submitted by the candidates who qualify on the result of the written part of the examination.

**Note II :** In exceptional cases, the Union Public Service Commission may treat a candidate who has none of the foregoing qualifications as a qualified candidate provided that he/she has passed examination conducted by other Institutions, the standard of which in the opinion of the Commission, justifies his/her admission to the examination.

**Note III :** A candidate who is otherwise qualified but who has taken a degree from a foreign University may also apply

to the Commission and may be admitted to the examination at the discretion of the Commission.

**(IV) Physical Standards:**

Candidates must be physically fit according to physical standards for admission to Indian Economic Service/ Indian Statistical Service Examination, 2014 as per Regulations given in Appendix III of the rules for the Indian Economic Service/Indian Statistical Service Examination, 2014 published in Gazette of India dated 8th February, 2014.

**4. FEE :**

Candidates (excepting Female/SC/ST/PH candidates who are exempted from payment of fee) are required to pay a fee of **Rs. 200/- (Rupees Two Hundred Only)** either by depositing the money in any Branch of SBI by cash, or by using net banking facility of SBI, State Bank of Bikaner & Jaipur/ State Bank of Hyderabad/State Bank of Mysore/ State Bank of Patiala/State Bank of Travancore or by using Visa/Master Credit/Debit Card.

**NB.1** 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 option will be deactivated at 23.59 hours of 09.03.2014 i.e. one day before the closing date; however, applicants who have generated their Pay-in-Slip before it is de-activated 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 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 Internat Banking Payment mode on the closing date i.e. till 23.59 hours of 10.03.2014.

**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 AND PHYSICALLY DISABLED CANDIDATES ARE NOT REQUIRED TO PAY ANY FEE. NO FEE EXEMPTION IS, HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE FULL PRESCRIBED FEE.**

Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services to be filled on the results of this examination on the basis of the standards of medical fitness for these Services (including any concessions specifically extended to the physically disabled). A physically disabled candidate claiming age relaxation/fee concession will be required by the Commission to submit along with their Detailed Application Form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his/her claim for being physically disabled.

**NOTE :** Notwithstanding the aforesaid provision for age relaxation/fee exemption, a physically disabled candidate will be considered to be

eligible for appointment only if he/she (after such physical examination as the Government or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services to be allocated to Physically disabled candidates by the Government.

**Note I :** Applications without prescribed Fee (Unless remission of Fee is claimed) shall be summarily rejected.

**Note II :** 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 III :** If any candidate who took the Indian Economic Service/Indian Statistical Service Examination held in 2013 wishes to apply for admission to this examination, he/she must apply online by the prescribed date without waiting for the results or an offer of appointment.

**5. HOW TO APPLY:**

(a) 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.

(b) The applicants are advised to submit only single application. However, if due to any unavoidable situation, he/she submits another/multiple applications, then he/she must ensure that application with the higher RID 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.

(c) All candidates, whether already in Government Service, or in Government owned industrial undertakings or other similar organisations or in private employment should submit their applications direct to the Commission. Persons already in Government service, whether in a permanent or temporary capacity or as workcharged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform in writing their Head of Office/ Department that they have applied for the Examination.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their applications will be liable to be rejected/candidature will be liable to be cancelled.

**NOTE 1 :** While filling in his/her application form, the candidate should carefully decide about his/her choice for the centre for the Examination.

**If any candidate appears at a centre other than the one indicated by the Commission in his/her e-Admission Certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.**

**NOTE-2 :** Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

(d) Candidates are not required to submit hard copy of their application to the Commission at this stage.

**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 requested to keep ready the attested copies of the following documents for submission to the Commission 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, 2014

1. Certificate of Age.
2. Certificate of Educational Qualification indicating the Subjects.
3. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes, where applicable.
4. Certificate in support of claim for age/fee concession, where applicable.
5. Certificate in support of being physically disabled (where applicable). Immediately after declaration of result of the written part of the examination, successful candidates may be intimated by the Commission electronically and they shall be asked to submit Detailed Application Form (DAF) online. The successful candidates have to send the printout of this DAF with each page duly signed along with the attested copies of the above mentioned certificates to the Commission at that time. Originals will have to be produced at the time of interview. The interview letter to the candidates may also be issued electronically. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission in terms of Rule 12 of the Rules for the Indian Economic Service/Indian Statistical Service Examination, 2014 notified in the Gazette of India dated **8th February, 2014** and also reproduced below :

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

- (i) obtaining support for his/her candidature by any means, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- (vii) using unfair means during the examination, or
- (viii) writing irrelevant matter, including obscene language or pornographic matter in script(s), or
- (ix) misbehaving in any other manner in the examination hall, or
- (x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
- (xi) being in possession of or using mobile phone, pager or any electronic equipment or device or any other

equipment 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/herself liable to criminal prosecution, is liable

(a) to be disqualified by the Commission from the examination for which he/she 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/she 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/she may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

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

The Online Applications can be filled upto **10th March, 2014 till 11.59 PM** after which the link will be disabled.

#### **7. CORRESPONDENCE WITH THE COMMISSION:**

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-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available in the UPSC web-site [www.upsc.gov.in] for downloading by candidates. No Admission Certificate will be sent by post. For downloading the e-Admission Certificate/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. **If a candidate does not receive his/her admission certificate 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-Admission Certificate at least three weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e-Admission Certificate.**

**No candidate will ordinarily be allowed to take the examination unless he/she holds an e-admission certificate for the**

**examination. On receipt of e-Admission Certificate, check it carefully and bring discrepancies/errors, if any, to the notice of UPSC immediately.**

The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the UPSC.

**The mere fact that an e-admission certificate to the Examination has been issued to a candidate will not imply that the Commission has finally cleared his/her candidature or that the Commission has accepted entries made by the candidate in his/her application for the Examination as true and correct. Candidates may note that the Commission will take up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified the Indian Economic Service/Indian Statistical Service (Written) Examination. Unless the Commission formally confirms candidature, it continues to be provisional.**

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

Candidates should note that the name in the e-Admission Certificate in some cases may be abbreviated due to technical reasons.

(ii) In the event of a candidate downloading more than one e-admission certificate from the website of the Commission, he/she should use only one of these admission certificates for appearing in the examination.

(iii) The candidates must ensure that their E-Mail IDs given in their Online Applications are valid and active as the Commission may use electronic mode of communication while contacting them at different stages of examination processes.

(iv) A candidate must see that communications sent to him/her at the address stated in his/her application are redirected, if necessary. Change in address should be communicated to the Commission at the earliest opportunity. Although the Commission make every effort to take account of such changes, they can not accept any responsibility in the matter.

(v) If a candidate receives an e-admission certificate in respect of some other candidate the same should immediately be brought to the notice of Commission with a request to issue the correct e-Admission Certificate. Candidates may note that they will not be allowed to take the examination on the strength of an e-Admission Certificate issued in respect of another candidate.

**IMPORTANT :** ALL COMMUNICATIONS TO THE COMMISSION SHOULD INVARIABLY CONTAIN THE FOLLOWING PARTICULARS.

1. NAME AND YEAR OF THE EXAMINATION
2. REGISTRATION I.D. (RID)
3. ROLL NUMBER (IF RECEIVED)
4. NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS)
5. COMPLETE POSTAL ADDRESS AS GIVEN IN THE APPLICATION.

6. VALID AND ACTIVE E-MAIL ID.

**N.B. I :** Communications not containing the above particulars may not be attended to.

**N.B. II :** If a letter/communication is received from a candidate after an examination has been held and it does not give his/her full name and Roll number, it will be ignored and no action will be taken thereon.

Candidates are strongly advised to keep a printout or soft copy of their online application for future references.

8. The eligibility for availing reservation against the vacancies reserved for the physically disabled persons shall be the same as prescribed in "The Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995."

Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority.

The physical requirement and functional classification can for example be one or more of the following :

Code	Physical Requirements
F	1. Work performed by Manipulation by Fingers
PP	2. Work Performed by Pulling & Pushing
L	3. Work Performed by Lifting
KC	4. Work Performed by Kneeling and Crouching
B	5. Work Performed by Bending
S	6. Work Performed by Sitting (on bench or chair)
ST	7. Work Performed by Standing
W	8. Work Performed by Walking
SE	9. Work Performed by Seeing
H	10. Work Performed by Hearing/ Speaking
RW	11. Work Performed by Reading and Writing
Code	FUNCTIONAL CLASSIFICATION
BL	1. Both legs affected but not arms
BA	2. Both arms affected a. impaired Reach b. weakness of Grip.
BLA	3. Both legs and both arms affected.
OL	4. One leg affected (R or L) a. impaired reach b. weakness of grip c. ataxic
OA	5. One arm affected (R or L) a. impaired reach b. weakness of grip c. ataxic
BH	6. Stiff back and hips (cannot sit or stoop)
MW	7. Muscular weakness and limited physical endurance.
B	8. The blind
PB	9. Partially blind
D	10. The deaf
PD	11. Partially deaf.

9. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

10. Details about the scheme of examination, standard and syllabi of the subjects etc. may be seen in Appendix-I of this Notice.

**M. Mukhopadhyay**  
Deputy Secretary  
Union Public Service Commission

## APPENDIX-I SCHEME OF EXAMINATION SECTION-I

1. The examination shall be conducted according to the following Plan:

**Part I.** Written examination carrying a maximum of 1000 marks in the subjects as shown below.

**Part II.** Viva voce of such candidates as may be called by the Commission, carrying a maximum of 200 marks.

### PART-I

The subjects of the written examination under Part I, the maximum marks allotted to each subject/paper and the time allowed shall be as follows:-

#### A. INDIAN ECONOMIC SERVICE

Sl.No.	Subject	Maximum marks	Time allowed
1.	General English	100	3 hours
2.	General Studies	100	3 hours
3.	General Economics-I	200	3 hours
4.	General Economics-II	200	3 hours
5.	General Economics-III	200	3 hours
6.	Indian Economics	200	3 hours

#### B. INDIAN STATISTICAL SERVICE

Sl.No.	Subject	Maximum marks	Time allowed
1.	General English	100	3 hours
2.	General Studies	100	3 hours
3.	Statistics-I	200	3 hours
4.	Statistics-II	200	3 hours
5.	Statistics-III	200	3 hours
6.	Statistics-IV	200	3 hours

**Note:** The details of standard and syllabi for the examination are given in Section II below.

2. The question papers in all the subjects will be of Conventional (essay) type.

3. ALL QUESTION PAPERS MUST BE ANSWERED IN ENGLISH. QUESTION PAPERS WILL BE SET IN ENGLISH ONLY.

4. 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, blind candidates will be allowed to write the examination with the help of a scribe. An extra time of 30 minutes for each paper will also be allowed to a blind candidate.

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40 % impairment) in Indian Economic Service/ Indian Statistical Service Examination. However no scribe shall be permitted to such candidates.

**Note (1):** The eligibility conditions of a scribe, his/her conduct inside the examination hall and the manner in which and extent to which he/she can help the blind candidate in writing the Indian Economic Service/Indian Statistical Service Examination shall be governed by the instructions issued by the UPSC in this regard. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the blind candidate in addition to any other action that the UPSC may take against the scribe.

**Note (2):** For purpose of these rules the candidate shall be deemed to be a blind candidate if the percentage of visual impairment is forty per cent (40 %) or more. However, the extent of visual impairment should have to be corroborated by a certificate in the prescribed proforma from a Medical Board constituted by the Central/State Government along with their Detailed Application Form.

**Note (3):** The concession admissible to blind candidates shall not be admissible to those suffering from Myopia.

5. The Commission have discretion to fix qualifying marks in any or all the subjects of the examination.

6. If a candidate's handwriting is not easily legible, a deduction will be made on this account, from the total marks otherwise accruing to him/her.

7. Marks will not be allotted for mere superficial knowledge.

8. Credit will be given for orderly, effective and exact expression combined with due economy of words.

9. In the question papers, wherever required, SI units will be used.

10. Candidates will be allowed the use of Scientific (Non-Programmable type) Calculator at the examination. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculators in the Examination Hall is not permitted.

11. Candidates should use only International form of Indian numerals (e.g. 1,2,3,4,5,6 etc.) while answering question papers.

### PART-II

**Viva voce**—The candidate will be interviewed by a Board of competent and unbiased observers who will have before them a record of his/her career. The object of the interview is to assess his/her suitability for the Service for which he/she has competed. The interview is intended to supplement the written examination for testing the general and specialised knowledge and abilities of the candidate. The candidate will be expected to have taken an intelligent interest not only in his/her subjects of academic study but also in events which are happening around him/her both within and outside his/her own State or country, as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well-educated youth.

2. The technique of the interview is not that of a strict cross examination, but of a natural, through directed and purposive conversation, intended to reveal mental qualities of the candidate and his/her grasp of problems. The Board will pay special attention to assessing the intellectual curiosity, critical powers of assimilation, balance of judgement and alertness of mind, the ability for social cohesion, integrity of character, initiation and capacity of leadership.

## SECTION-II STANDARD AND SYLLABI

The standard of papers in General English and General Studies will be such as may be expected of a graduate of an Indian University.

The standard of papers in the other subjects will be that of the Master's degree examination of an Indian University in the relevant disciplines. The candidates will be expected to illustrate theory by facts, and to analyse problems with the help of theory. They will be expected to be particularly conversant with Indian problems in the field of Economic/Statistics.

### GENERAL ENGLISH

Candidates will be required to write an essay in English. Other questions will be designed to test their understanding of English and workmanlike use of words. Passages will usually be set for summary or precis.

### GENERAL STUDIES

General Knowledge including knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated

person who has not made a special study of any scientific subject. The paper will also include questions on Indian Polity including the political system and the Constitution of India, History of India and Geography of a nature which the candidate should be able to answer without special study.

### GENERAL ECONOMICS-I

#### PART A:

**1. Theory of Consumer's Demand:** Cardinal utility Analysis; Marginal utility and demand, Consumer's surplus, Indifference curve Analysis and utility function, Price income and substitution effects, Slutsky theorem and derivation of demand curve, Revealed preference theory. Duality and indirect utility function and expenditure function, Choice under risk and uncertainty. Simple games of complete information, Concept of Nash equilibrium.

**2. Theory of Production:** Factors of production and production function. Forms of Production Functions: Cobb Douglas, CES and Fixed coefficient type, Translog production function. Laws of return, Returns to scale and Return to factors of production. Duality and cost function, Measures of productive efficiency of firms, technical and allocative efficiency. Partial Equilibrium versus General Equilibrium approach. Equilibrium of the firm and industry.

**3. Theory of Value:** Pricing under different market structures, public sector pricing, marginal cost pricing, peak load pricing, cross-subsidy free pricing and average cost pricing. Marshallian and Walrasian stability analysis. Pricing with incomplete information and moral hazard problems.

**4. Theory of Distribution:** Neo classical distribution theories; Marginal productivity theory of determination of factor prices, Factor shares and adding up problems. Euler's theorem, Pricing of factors under imperfect competition, monopoly and bilateral monopoly. Macro- distribution theories of Ricardo, Marx, Kaldor, Kalecki.

**5. Welfare Economics:** Inter-personal comparison and aggregation problem, Public goods and externalities, Divergence between social and private welfare, compensation principle. Pareto optimality. Social choice and other recent schools, including Coase and Sen.

#### PART B:

**1. Mathematical Methods in Economics:** Differentiation and Integration and their application in economics. Optimisation techniques, Sets, Matrices and their application in economics. Linear algebra and Linear programming in economics and Input-output model of Leontief.

**2. Statistical and Econometric Methods:** Measures of central tendency and dispersions, Correlation and Regression. Time series. Index numbers. Sampling of curves based on various linear and non-linear function. Least square methods and other multivariate analysis (only concepts and interpretation of results). Analysis of Variance, Factor analysis, Principle component analysis. Discriminant analysis. Income distribution: Pareto law of Distribution, longnormal distribution, measurement of income inequality. Lorenz curve and Gini coefficient. Univariate and multivariate regression analysis. Problems and remedies of Heteroscedasticity, Autocorrelation and Multicollinearity.

### GENERAL ECONOMICS-II

**1. Economic Thought:** Mercantilism Physiocrats, Classical, Marxist, Neo-classical, Keynesian and Monetarist schools of thought.

**2. Concept of National Income and Social Accounting:** Measurement of National Income, Inter relationship between three measures of national income in the presence of Government sector and International transactions. Environmental considerations, Green national income.

**3. Theory of employment, Output, Inflation, Money and Finance:** The Classical theory of Employment and Output and Neo classical approaches. Equilibrium, analysis under classical and neo classical analysis. Keynesian theory of Employment and output. Post Keynesian developments. The inflationary gap; Demand pull versus cost push inflation, the Philip's curve and its policy implication. Classical theory of Money, Quantity theory of Money. Friedman's restatement of the quantity theory, the neutrality of money. The supply and demand for loanable funds and equilibrium in financial markets, Keynes' theory on demand for money. IS-LM Model and AD-AS Model in Keynesian Theory.

**4. Financial and Capital Market:** Finance and economic development, financial markets, stock market, gift market, banking and insurance. Equity markets, Role of primary and secondary markets and efficiency, Derivatives markets; Future and options.

**5. Economic Growth and Development:** concepts of Economic Growth and Development and their measurement: characteristics of less developed countries and obstacles to their development - growth, poverty and income distribution. Theories of growth: Classical Approach: Adam Smith, Marx and Schumpeter- Neo classical approach; Robinson, Solow, Kaldor and Harrod Domar. Theories of Economic Development, Rostow, Rosenstein-Roden, Nurske, Hirschman, Leibenstein and Arthur Lewis, Amin and Frank (Dependency school) respective role of state and the market. Utilitarian and Welfarist approach to social development and A.K. Sen's critique. Sen's capability approach to economic development. The Human Development Index. Physical quality of Life Index and Human Poverty Index. Basics of Endogenous Growth Theory.

**6. International Economics:** Gains from International Trade, Terms of Trade, policy, international trade and economic development- Theories of International Trade; Ricardo, Haberler, Heckscher- Ohlin and Stopler- Samuelson- Theory of Tariffs- Regional Trade Arrangements. ASEAN Crisis of 1998, Global Financial Crisis of 2008 and Euro Zone Crisis- Causes and Impact.

**7. Balance of Payments:** Disequilibrium in Balance of Payments, Mechanism of Adjustments, Foreign Trade Multiplier, Exchange Rates, Import and Exchange Controls and Multiple Exchange Rates. IS-LM Model and Mundell- Fleming Model of Balance of Payments.

**8. Global Institutions:** UN agencies dealing with economic aspects, World Bank, IMF and WTO, Multinational Corporations. G-20.

### GENERAL ECONOMICS-III

**1. Public Finance:** Theories of taxation: Optimal taxes and tax reforms, incidence of taxation; Theories of public expenditure: objectives and effects of public expenditure, public expenditure policy and social cost benefit analysis, criteria of public investment decisions, social rate of discount, shadow price of investment, unskilled labour and foreign exchange. Budgetary deficits. Theory of public debt management.

**2. Environmental Economics:** Sustainable development, Rio process 1992 to 2012, Green GDP, UN Methodology of Integrated Environmental and Economic Accounting. Environmental Values: User and Non-Users values; option value. Valuation Methods: Stated and revealed preference methods. Design of Environmental Policy Instruments: Pollution Taxes and Pollution permits, collective action and informal regulation by local communities. Theories of exhaustible and renewable resources. International Environmental agreements, RIO Conventions. Climate change problems. Kyoto protocol, UNFCC, Bali Action Plan, post 2015 agreements, tradable permits and carbon taxes. Carbon Markets and Market Mechanisms. Climate Change Finance and Green Climate Fund.

**3. Industrial Economics:** Market structure, conduct and performance of firms, product differentiation and market concentration, monopolistic price theory and oligopolistic interdependence and pricing, entry preventing pricing, micro level investment decisions and the behaviour of firms, research and development and innovation, market structure and profitability, public policy and development of firms.

**4. State, Market and Planning:** Planning in a developing economy. Planning regulation and market. Indicative Planning. Decentralized Planning.

### INDIAN ECONOMICS

**1. History of Development and Planning:** Alternative Development Strategies- goal of self reliance based on import substitution and protection, the post 1991 globalisation strategies based on stabilization and structural adjustment packages: fiscal reforms, financial sector reforms and trade reforms.

**2. Federal Finance:** Constitutional provisions relating to fiscal and financial powers of the states, Finance Commissions and their formulae for sharing taxes, Financial aspect of Sarkaria Commission Report, Financial aspects of 73rd and 74th Constitutional Amendments.

**3. Budgeting and Fiscal Policy:** Tax, expenditure, budgetary deficits, pension and fiscal reforms, Public debt management and reforms, Fiscal Responsibility and Budget Management (FRBM) Act, Black Money and Parallel economy in India definition, estimates, genesis, consequences and remedies

**4. Poverty Unemployment and Human Development:** Estimates of inequality and poverty measures for India, appraisal of Government measures, India's human development record in global perspective, India's population policy and development.

**5. Agriculture and Rural Development Strategies:** Technologies and institutions, land relations and land reforms, rural credit, modern farm inputs and marketing- price policy and subsidies; commercialization and diversification. Rural development programmes including poverty alleviation programmes, development of economic and social infrastructure and New Rural Employment Guarantee Scheme.

**6. India's experience with Urbanisation and Migration:** Different types of migratory flows and their impact on the economies of their origin and destination, the process of growth of urban settlements; urban development strategies.

**7. Industry: Strategy of Industrial development:** Industrial Policy Reforms; Reservation Policy relating to small scale industries. Competition policy, Sources of industrial finances. Bank, share market, insurance companies, pension funds, non- banking sources and foreign direct investment, role of foreign capital for direct investment and portfolio investment, Public Sector reform, privatization and disinvestments.

**8. Labour:** Employment, unemployment and under- employment, industrial relations and labour welfare- strategies for employment generation- Urban labour market and informal sector employment, Report of National Commission on Labour, Social issues relating to labour e.g. Child Labour, Bonded Labour, International Labour Standard and its impact.

**9. Foreign Trade:** Salient features of India's foreign trade, composition, direction and organization of trade, recent changes in trade policy, balance of payments, tariff policy, exchange rate, India and WTO requirements. Bilateral Trade Agreements and their implications.

**10. Money and Banking:** Financial sector reforms, Organisation of India's money market, changing roles of Reserve Bank of India, commercial banks, development finance institutions, foreign banks and non- banking financial institutions, Indian capital market and SEBI, Development in Global Financial Market and its relationship with Indian Financial Sector. Commodity Market in India- Spot and Futures Market, Role of FMC.

**11. Inflation:** Definition, trends, estimates, consequences and remedies (control): Wholesale Price Index, Consumer Price Index: components and trends.

## STATISTICS-I

### 1. Probability

Elements of measure theory, Classical definitions and axiomatic approach. Sample space. Class of events and Probability measure. Laws of total and compound probability. Probability of  $m$  events out of  $n$ . Conditional probability, Bayes' theorem. Random variables - discrete and continuous. Distribution function. Standard probability distributions - Bernoulli, uniform, binomial, Poisson, geometric, rectangular, exponential, normal, Cauchy, hypergeometric, multinomial, Laplace, negative binomial, beta, gamma, lognormal and compound. Poisson distribution. Joint distributions, conditional distributions, Distributions of functions of random variables. Convergence in distribution, in probability, with probability one and in mean square. Moments and cumulants. Mathematical expectation and conditional expectation. Characteristic function and moment and probability generating functions Inversion uniqueness and continuity theorems. Borel 0-1 law: Kolmogorov's 0-1 law. Chebycheff's and Kolmogorov's inequalities. Laws of large numbers and central limit theorems for independent variables. Conditional expectation and Martingales.

### 2. Statistical Methods

(a) Collection, compilation and presentation of data, Charts, diagrams and histogram. Frequency distribution. Measures of location, dispersion, skewness and kurtosis. Bivariate and multivariate data. Association and contingency. Curve fitting and orthogonal polynomials. Bivariate normal distribution. regression-linear, polynomial. Distribution of the correlation coefficient, Partial and multiple correlation, Intraclass correlation, Correlation ratio.

(b) Standard errors and large sample test. Sampling distributions of  $\bar{x}$ ,  $s^2$ ,  $t$ ,  $\chi^2$  and  $F$ ; tests of significance based on them, Small sample tests.

(c) Non-parametric tests-Goodness of fit, sign, median, run, Wilcoxon, Mann-Whitney, Wald-Wolfowitz and Kolmogorov-Smirnov. Rank order statistics-minimum, maximum, range and median. Concept of Asymptotic relative efficiency.

### 3. Numerical Analysis

Interpolation formulae (with remainder terms) due to Lagrange, Newton-Gregory, Newton Divided different, Gauss and Stirling. Euler-Maclaurin's summation formula. Inverse interpolation. Numerical integration and differentiation. Difference equations of the first order. Linear difference equations with constant coefficients.

## STATISTICS-II

### 1. Linear Models

Theory of linear estimation. Gauss-Markoff setup. Least square estimators. Use of  $g$ -inverse. analysis of one-way and two way classified data-fixed, mixed and random effect models. Tests for regression coefficients.

### 2. Estimation

Characteristics of good estimator. Estimation methods of maximum likelihood, minimum chi-square, moments and least squares. Optimal properties of maximum likelihood estimators. Minimum variance unbiased estimators. Minimum variance bound estimators. Cramer-Rao inequality. Bhattacharya bounds. Sufficient estimator. factorisation theorem. Complete statistics. Rao-Blackwell theorem. Confidence interval estimation. Optimum confidence bounds. Resampling, Bootstrap and Jackknife.

### 3. Hypotheses testing and Statistical Quality Control

(a) **Hypothesis testing:** Simple and composite hypothesis. Two kinds of error. Critical region. Different types of critical regions and similar regions. Power function. Most powerful and uniformly most powerful tests. Neyman-Pearson fundamental lemma. Unbiased test. Randomised test. Likelihood ratio test. Wald's SPRT, OC and ASN functions. Elements of decision and game theory.

(b) **Statistical Quality Control:** Control Charts for variable and attributes. Acceptance Sampling by attributes-Single, double, multiple and sequential Sampling plans; Concepts of AOQL and ATI; Acceptance Sampling by variables-use of Dodge-Romig and other tables.

### 4. Multivariate Analysis

Multivariate normal distribution. Estimation of mean Vector and covariance matrix.

Distribution of Hotelling's  $T^2$ -statistic, Mahalanobis's  $D^2$ -statistic, and their use in testing. Partial and multiple correlation coefficients in samples from a multivariate normal population. Wishart's distribution, its reproductive and other properties. Wilk's criterion. Discriminant function. Principal components. Canonical variates and correlations.

## STATISTICS-III

### 1. Sampling Techniques:

Census versus sample survey. Pilot and large scale sample surveys. Role of NSS organisation. Simple random sampling with and without replacement. Stratified sampling and sample allocations. Cos and Variance functions. Ratio and Regression methods of estimation. Sampling with probability proportional to size. Cluster, double, multiphase, multistage and systematic sampling. Interpenetrating sub-sampling. Non-sampling errors.

### 2. Design and Analysis of Experiments

Principles of design of experiments. Layout and analysis of completely randomised, randomised block and Latin square designs. Factorial experiments and confounding in  $2^n$  and  $3^n$  experiments. Split-plot and strip-plot designs. Construction and analysis of balanced and partially balanced incomplete block designs. Analysis of covariance. Analysis of non-orthogonal data. analysis of missing and mixed plot data.

### 3. Economic Statistics

Components of time series. Methods of their determination-variate difference method. Yule-Slutsky effect. Correlogram. Autoregressive models of first and second order. Periodogram analysis. Index numbers of prices and quantities and their relative merits. Construction of index numbers of wholesale and consumer prices. Income distribution-Pareto and Engel curves. Concentration curve.

Methods of estimating national income. Inter-sectoral flows. Inter-industry table. Role of CSO.

### 4. Econometrics

Theory and analysis of consumer demand-specification and estimation of demand functions. Demand elasticities. Structure and model. Estimation of parameters in single equation model-classical least squares, generalised least-square, heteroscedasticity, serial correlation, multicollinearity, errors in variable model. Simultaneous equation models-identification, rank and other conditions. Indirect least squares and two stage least squares. Short-term economic forecasting.

## STATISTICS-IV

### 1. Stochastic Processes

Specifications of a Stochastic Process, Markov chains, classification of states, limiting probabilities; stationary distribution; Random walk and Gambler's ruin problem. Poisson process, Birth and death process; applications to Queues-M/M/I and M/M/C models. Branching Process.

### 2. Operations Research:

Elements of linear programming. Simplex procedure. Principle of duality. Transport and assignment problems. Single and multi-period inventory control models. ABC analysis. General simulation problems. Replacement models for items that fail and or items that deteriorate.

### 3. Demography and Vital Statistics:

The life table, its constitution and properties. Makehams and Gompertz curves. National life tables. UN model life tables. Abridged life tables. Stable and stationary populations. Different birth rates. Total fertility rate. Gross and net reproduction rates. Different mortality rates. Standardised death rate. Internal and international migration: net migration. International and postcensal estimates. Projection method including logistic curve fitting. Decennial population census in India.

### 4. Computer Application and Data Processing:

#### (a) Computer Application

**Computer system concepts:** Computer system components and functions. The Central Processing unit, Main memory, Bit, Byte, Word, Input/Output Devices, Speeds and memory Capacities in computer systems.

**Software concepts:** Overview of Operating Systems, Types and Functions of Operating System, application Software, Software for multi-tasking, multi-programming, Batch Processing Mode, Time sharing mode, Concept of System Support Programme, Overview of Existing Software packages on Word Processing and Spreadsheets.

**Overview of an application Specific Programme:** Flow charts, Basics of Algorithm, Fundamental of design and analysis of Algorithm; Basics of data structure, Queue, Stack.

#### (b) Data Processing

**Data processing:** Digital Number System, Number conversions, Binary representation of integers, Binary representation of real numbers, Logical Data element like character, fields, records, files, Fundamentals of data transmission and processing including error control and error processing.

**Data base management:** Data Resource management. Data base and file organisation and processing. (a) Direct, (b) Sequential, (c) Indexed Sequential file. Concepts of Client Server architecture, Data Base Administrator. An overview of DBMS software.

## 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 website through drop down menus.
- The candidates are required to pay a fee of Rs.200/- (Rupees Two Hundred only) [excepting SC/ST/Female/Physically Handicapped candidates who are exempted from payment of fee] either by depositing the money in any branch of SBI by cash, or by using net banking facility of State Bank of India/ State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/ State Bank of Patiala/ State Bank of Travancore or by using any Visa/Master Credit/Debit Card.
- Before start filling up of Online Application, a candidate must have his/her photograph and signature duly scanned in the .jpg format in such a manner that each file should not exceed 40 KB and must not be less than 3 KB in size for the photograph and 1 KB for the signature.

- The Online applications (Part I and II) can be filled from **8th February, 2014 to 10th March, 2014 till 11.59 p.m.**, after which link will be disabled.
- 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 address ending with [@nic.in](mailto:@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 III****Special instructions to Candidates for Conventional type papers****1. Articles permitted inside Examination Hall**

Battery-operated pocket calculators of "non-programmable" type only, mathematical/engineering/drawing instruments, including a flat rule divided on the edges into inches and tens of an inch and into centimeters and millimeters, a slide rule, set squares, a protractor and a pair of compasses, pencils, coloured pencils, mapping pens, eraser, T-square and drawing board for use wherever necessary. Candidates are not allowed to bring with them any "Tables or Charts" for use in the Examination Hall.

**Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.**

**Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.**

**2. Tables to be supplied by UPSC**

If it is considered necessary for answering the questions set in any paper, the Commission may supply any of the following for reference purpose only:-

(i) Mathematical/Physical, Chemical and Engineering Tables (including Logarithmic Tables);

(ii) Steam Table (including Mollier Diagrams for Temperature up to 800°C and Pressure up to 500 Kgf/Cm);

(iii) National Building Code of India 1970 or 1983 Group 2 Part VI;

(iv) Any other special articles as may be necessary for the candidates to answer the questions set in the question paper.

After conclusion of the examination, return the above items to the Invigilator.

**3. Answers to be written in own hand**

Write the answers in your own hand in ink. Pencil may be used for maps, mathematical drawings or rough work.

**4. Check Answer Book**

The candidate must write his/her roll number (and not his/her name) only in the space

provided for the purpose on every answer book used by him/her. Before writing in the answer book, please see that it is complete. In case there are any missing pages, it should be got replaced.

Do not tear out any pages from the Answer Book. If you use more than one Answer Book, indicate on the cover of first Answer Book the total number of Answer Books used. Do not leave any blank, unused spaces between answers. If such spaces are left, score them out.

**5. Answers in excess of prescribed number will be ignored**

The candidate must attempt questions strictly in accordance with the directions given on each question paper. If questions are attempted in excess of the prescribed number shall be valued and the remaining answers will be ignored.

**6.** Questions relating to graph/precis should be attempted only on graph/precis sheets to be supplied on demand by the Invigilators. All loose sheets such as precis sheet, drawing papers, graph sheets etc. whether used or not, should be placed inside the answer books and fastened along with the additional answer book(s), if any. Candidates who fail to observe this instruction will be penalized. Do not write your roll number on these sheets.

**7. Unfair means strictly prohibited**

Do not copy from the papers of any other candidate nor allow your papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description. It will be responsibility of every candidate to ensure that his/her answers are not copied by another candidate. Failure to do so will invite penalty, as may be awarded by the Commission for adoption of unfair means.

**8. Conduct in Examination Hall**

Do not misbehave in any manner or create disorderly scene in the examination hall or harass or bodily harm the staff deployed for the conduct of examination. You will be severely penalized if you attempt to do so.

**9.** Please read carefully and abide by the instructions printed on the Question Paper and on the Answer Book supplied in the Examination Hall.

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