

TIME TABLE

DATE & DAY INDIAN STANDARD TIME		SUBJECT & SUBJECT CODE
04.08.2013 -1.00 PM TO 3.00 P.M. (SUNDAY)		HUMAN RESOURCE MANAGEMENT & LABOUR LAWS SUBJECT CODE-01
Activity Description	Time	
Candidates reporting at the Centre venue	11.30 A.M	
Authenticating the ADMIT CARD and registering the candidate	11.30 A.M Onwards	
Candidates Entry closed @ Main ENTRANCE	12.15 P.M.	
Registration Closed	12.30 P.M.	
Candidates will be allowed inside the Lab from	12.30 P.M onwards	
Candidates will open the secure browser & read instructions	12.50 P.M to 12.55 P.M.	
PASSWORD Announcement & TEST START TIME	1.00 P.M.	
TEST END TIME	3.00 P.M.	
Candidates moved out in orderly manner	3.00 P.M. to 3.15 P.M.	

Candidates Entry Instructions

- Candidates must queue outside the entry gate and enter in an orderly manner.
- While entering, the candidates must show their Admit Cards to the security at the Main Gate.
- Candidates are allowed to enter the Test Venues and registration would start from 11.30 A.M. onwards.
- Candidates shall NOT be allowed entry into the test venue after 12.15 P.M. under any circumstances.
- The candidates' registration closes at 12.30 P.M.
- Entry to Computer Labs starts at 12.30 P.M.

I. Scheme of the Test:

- (i) The test will be of two hours duration and the medium of the question paper will be both English and Hindi.
- (ii) The test will be an objective type with multiple choices and will carry a maximum of 100 marks.
- (iii) There will be penalty for wrong answer. 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.

II. Syllabus of the Test:

It comprises the following broad areas:

1. Trade Union Movement
2. Social Work & Social Security Laws
3. Industrial Relations
4. Human Resource Development
5. Principle of Natural Justice
6. Trade Union Act
7. Labour Welfare
8. Labour Laws: Industrial Disputes Act, 1947; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Contract Labour (Regulation & Abolition) Act, 1970; Child Labour (P&R) Act, 1986; Payment of Gratuity Act, 1972; Building & other Construction Workers (RE & CS) Act, 1996
9. Current Events
10. Indian Constitution
11. General Mental Ability

IMPORTANT NOTES

(A) YOU MUST TAKE THE TEST AT THE TEST VENUE INDICATED IN THE ADMISSION CERTIFICATE ONLY. IF YOU APPEAR AT ANY OTHER TEST VENUE, YOUR CANDIDATURE IS LIABLE TO BE CANCELLED.

(B) YOU ARE DIRECTED TO UNDERTAKE THE RECRUITMENT TEST AT YOUR OWN RISK I.E. AFTER VERIFYING YOURSELF THAT YOU FULFILL THE QUALIFICATIONS AS PRESCRIBED IN THE ADVERTISEMENT, AND YOUR ADMITTANCE TO THE TEST IS PURELY 'PROVISIONAL'.

YOURS FAITHFULLY
Sd/-
UNDER SECRETARY (SPC), UPSC

INSTRUCTIONS TO CANDIDATES

PLEASE READ CAREFULLY THE FOLLOWING INSTRUCTIONS. VIOLATIONS OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE COMMISSION MAY DEEM FIT TO TAKE. *(THE CANDIDATES ARE ADVISED TO BRING THIS COPY OF INSTRUCTIONS TO THE RECRUITMENT TEST HALL FOR REFERENCE).*

e-ADMIT CARD:

1. Immediately on downloading of the e-Admit Card, the candidate should check it very carefully and bring to the notice of the Union Public Service Commission the discrepancies, if any, without loss of time. Special attention may be paid to the subject of the Test. Efforts will be made to upload the revised e-Admit Card(s) at the earliest in case of discrepancies. He/she must read carefully the Important Instructions mentioned on page No. 2 of e-Admit Card. He/she must bring his/her e-Admit Card to the Examination Hall to secure Admission. Candidates who do not have clear photographs on the e-admit card will have to bring a photo identity proof viz. Aadhaar Card, Driving License, Passport, Voter I.D. etc. and two passport size photographs for appearing in the Recruitment Test with an undertaking.
 - 1.1 The candidate is responsible for the safe custody of the e-Admit Card. In the event of one's e-Admit Card being used by any other person for securing admission to the Test, the onus lies on the candidate to prove that he/she has not secured the service of an impersonator and the candidature will be cancelled and he/she will be liable for disciplinary action.
 - 1.2 The candidate should note that the name in the e-Admit Card might have been abbreviated due to technical reasons. No correspondence in this regard will be entertained by the Commission.
 - 1.3 The candidates must bring the Printout of e-Admit Card to the Examination Hall.
 - 1.4 After registration, the candidate would be allocated Lab Number and Computer Number.

DEMO

In order to familiarize themselves with Computer Based Test, the candidates are advised to go through the demo of the Computer Based Test on the UPSC website **www.upsc.gov.in**.

TEST LAB RULES

- No candidate will be allowed to leave the Test Lab during the test.
- No candidate is allowed to leave his/her seat without permission of the invigilator.

ITEMS ALLOWED AND NOT ALLOWED

- The candidates are advised to bring their own pencil and pen containing blue or black ink. One paper shall be provided for rough work.
- ELECTRONIC OR ANY OTHER TYPE OF CALCULATORS, LOG TABLES, SLIDE RULES, CELLULAR/MOBILE PHONES/PAGERS OR ANY OTHER EQUIPMENT CAPABLE OF BEING USED AS A COMMUNICATION DEVICE ARE NOT ALLOWED INSIDE THE PREMISES WHERE THE TEST IS BEING CONDUCTED. ANY INFRINGEMENT OF THE ABOVE INSTRUCTIONS SHALL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM FUTURE TEST.
- Candidates are advised not to bring any valuables/costly items to the test lab, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

INSTRUCTIONS DURING THE TEST

- Test time period is: 120 minutes i.e. 2 hours.
- Before the Test, the candidate will be asked to read the instructions. Immediately after reading of instructions, the log-in page for the test will appear. Candidates will have to enter their roll number as user ID and password announced by the invigilator in the Test log-in page.
- The candidates need to immediately start the Test by entering the Password as soon as it is announced by the Invigilator.
- In the event of the Test being disrupted, the candidate should immediately inform the invigilator. The invigilator will help the candidate to re-login to the test by clicking on the Orange Button below RESUME Button on the left of the Exam Name. This will start the exam from where it had stopped.
- Numbered list of all questions will appear at the right side of the screen.
- Keep a close watch on “Time Left” while appearing for the test.
- Question once attempted, it would be final. However, answer can be changed at any time during the Test before final submission including unattempting the question using ‘de-select’ button.
- This test carries negative marking. For every wrong answer, 0.33 marks will be deducted.
- The ‘submit’ button would be activated only when you have viewed all the questions at least once.
- You will be automatically stopped from answering questions when the time of test is over and the test will auto-submit.
- Candidates should not carry any books, paper, mobile phone or any other electronic item to the test venue. UPSC will not be responsible for the safekeeping of such item.

- Impersonation (to assume the identity of another with intent to deceive) and Plagiarism (the use and submission of other people's work for assessment as though it were one's own) is forbidden.
- Candidates must not, on any pretext whatsoever speak to or have any communication with any other Candidates; such communication will be regarded as a breach of the Test regulations.
- Candidates in the Test venue, who is found to have unauthorized materials in his/her possession, shall be deemed to be in breach of the test regulations. All breaches of test regulations shall be considered to constitute unfair practice. In case any candidate is found to be indulging in unfair practice, he will be debarred from this and future exams of UPSC and/or liable for disciplinary action.
- At the conclusion of the test, candidates must remain quietly seated and must not communicate with one another till the entire test time has elapsed.
- No candidate shall be permitted to leave Test Lab till expiry of the allotted time.
- No candidate shall be allowed to go to the toilet during the last 30 minutes of the Test.
- The candidate must abide by the instructions and such further instructions as may be given by Supervisor/Invigilator of the Test. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test and/or such other punishment as the Commission may deem fit to impose.
- The candidate will furnish such necessary and correct information as may be required from him/her in the Test Lab by the Invigilator/Assistant Supervisor/Supervisor/other persons so authorized.

GENERAL

- The candidate must note that his/her admission to the Test is strictly "Provisional".
- The mere fact that an e-Admit Card has been issued to him/her does not imply that the candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application for the Test have been accepted by the Commission as true and correct.
- The candidate must note that the Commission take up the verification of eligibility conditions i.e. age, educational qualifications, community etc. with reference to original documents only of those candidates who qualify in the Recruitment Test. Unless the candidature is formally confirmed by the Commission, it continues to be "Provisional".
- The candidate must also note that if subsequent to the issue of e-Admit Card, ineligibility is detected at any stage before or after the Test or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, the candidature would be rejected.
- Travelling and other expenses must be borne by the candidate himself/ herself.
- The Commission does not make arrangements for boarding and lodging of any candidate.

IMPORTANT INSTRUCTIONS FOR PH CANDIDATES

- The post of Assistant Labour Commissioner (Central)/Assistant Welfare Commissioner (Central)/Assistant Labour Welfare Commissioner (Central)/Assistant Director In Grade-V Of Junior Time Scale (JTS) Of Central Labour Service (CLS) in the Ministry of Labour and Employment is suitable for physically challenged persons with disability viz. Orthopedically Handicapped/LocomotorDisability/Cerebral Palsy (One Leg Affected (Right or Left (OL) or One Arm Affected (Right or Left (OL)}or Muscular weakness and limited physical endurance(MW) and Visually Handicapped (Partially Blind (PB)) from any community.
- At this stage, candidates are being admitted to the Computer Based Recruitment Test based on the data furnished by the candidates in the Online Recruitment Application (ORA) system.
- All the candidates, who have claimed themselves as PH candidates, are, therefore, advised to make themselves sure that they belong to the PH categories as mentioned in the Spl. Advertisement No. **51/ 2013** (Vacancy No.**13015102712**) published on **12.01.2013**.
- The candidates must note that if subsequent to the issue of e-Admit Cards, ineligibility is detected at any stage, the candidature would be rejected.

Mobile Phones and such IT Gadgets are banned in the test venue

समय सारणी

तिथि तथा दिन भारतीय मानक समय		विषय एवं विषय का कोड
04.08.2013 (अपराह्न 01.00 बजे से अपराह्न 03.00 बजे तक) (रविवार)		मानव संसाधन प्रबन्धन एवं श्रम कानून विषय कोड - 01
कार्यकलाप का विवरण	समय	
उम्मीदवारों द्वारा परीक्षा स्थल पर रिपोर्ट करने का समय	पूर्वाह्न 11.30 बजे	
प्रवेश पत्र का प्रमाणीकरण और उम्मीदवार का पंजीकरण	पूर्वाह्न 11.30 बजे से	
मुख्य द्वार पर उम्मीदवारों का प्रवेश बंद होने का समय	दोपहर 12.15 बजे	
पंजीकरण समाप्त होने का समय	दोपहर 12.30 बजे	
लैब में उम्मीदवारों के प्रवेश की अनुमति	दोपहर 12.30 बजे से	
उम्मीदवार सुरक्षित ब्राउजर को खोलेंगे और अनुदेश पढ़ेंगे	दोपहर 12.50 बजे से दोपहर 12.55 बजे तक	
पासवर्ड की घोषणा तथा परीक्षण प्रारंभ होने का समय	अपराह्न 01.00 बजे	
परीक्षण समाप्त होने का समय	अपराह्न 03.00 बजे	
उम्मीदवार शांतिपूर्वक बाहर निकलेंगे	अपराह्न 03.00 बजे से अपराह्न 03.15 बजे तक	

उम्मीदवारों के प्रवेश संबंधी अनुदेश

- उम्मीदवार प्रवेश द्वार पर पंक्तिबद्ध खड़े होंगे और शांतिपूर्वक प्रवेश करेंगे ।
- प्रवेश करते समय उम्मीदवार मुख्य द्वार पर सुरक्षा कर्मियों को अपना प्रवेश पत्र दिखाएंगे ।
- उम्मीदवारों को परीक्षण स्थलों पर प्रवेश करने की अनुमति होगी और पूर्वाह्न 11.30 बजे से पंजीकरण प्रारंभ हो जाएगा ।
- उम्मीदवारों को किसी भी परिस्थिति में दोपहर 12.15 बजे के बाद परीक्षण स्थल पर प्रवेश की अनुमति नहीं दी जाएगी ।
- उम्मीदवारों का पंजीकरण दोपहर 12.30 बजे बंद हो जाएगा ।
- कंप्यूटर लैब में प्रवेश दोपहर 12.30 बजे प्रारंभ होगा ।