

UNION PUBLIC SERVICE COMMISSION

NOTICE

COMBINED SECTION OFFICERS'/STENOGRAPHERS' (GRADE-'B'/GRADE-I) LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE YEAR
2018

New Delhi, the 9th November, 2022

F.No. 9/2/2022-E.I (B) A Combined Limited Departmental Competitive Examination for additions in the Select Lists for the Services mentioned in Para 2 below will be held by the Union Public Service Commission commencing on the 11th March, 2023 at CHENNAI, DELHI, KOLKATA, MUMBAI and NAGPUR in accordance with the Rules published by the Department of Personnel and Training in the Gazette of India dated the 9th November, 2022. The final selection of the candidates including candidates belonging to the Scheduled Castes and the Scheduled Tribes for inclusion in the Select List for each category will be decided based on the guidelines issued by the Department of Personnel & Training vide OM 36012/16/2019-Estt. (Res.) dated 12.04.2022 subject to the final outcome of the Civil Appeal No. 629 of 2022 arising out of SLP(C) No. 30621/2011.

THE CENTRES AND THE DATES OF HOLDING THE EXAMINATION AS MENTIONED ABOVE ARE LIABLE TO BE CHANGED AT THE DISCRETION OF THE COMMISSION. WHILE EVERY EFFORT WILL BE MADE TO ALLOT THE CANDIDATES TO THE CENTRE OF THEIR CHOICE FOR THE EXAMINATION, THE COMMISSION MAY AT THEIR DISCRETION, ALLOT A DIFFERENT CENTRE TO A CANDIDATE WHEN CIRCUMSTANCES SO WARRANT. CANDIDATES ADMITTED TO THE EXAMINATION WILL BE INFORMED OF THE TIME TABLE AND PLACE OR PLACES OF EXAMINATION. IT MAY BE NOTED THAT CANDIDATES APPLYING FOR PS/STENOGRAPHERS' SERVICES ARE TO TAKE SHORTHAND TEST FROM DELHI CENTRE ONLY.

2. The services to which recruitment is to be made on the results of the examination are given below. However, since the number of vacancies to be filled in various categories has not yet been finalized by the concerned cadre controlling authorities, no indication can be made in this notice at this stage.

Category I	Section Officers' Grade of the Central Secretariat Service
Category II	Sections Officer Grade of the General Cadre of the Indian Foreign Service, Branch 'B'
Category III	Section Officers' Grade of the Railway Board Secretariat Service
Category IV	Private Secretary Grade of the Central Secretariat Stenographers' Service
Category V	Private Secretary Grade of the Stenographers' Cadre of the Indian Foreign Service, Branch 'B'
Category VI	Grade 'A & 'B' merged of the Armed Forces Headquarters Stenographers' Service
Category VII	Grade 'B' of the Railway Board Secretariat Stenographer's Service
Category VIII	Section Officers' Grade of the Intelligence Bureau
Category IX	Private Secretary Grade in Employees' State Insurance Corporation
Category X	Section Officers in Armed Forces Headquarters Civil Service
Category XI	Assistant Director/Section Officers/Manager Gr.I in Employees' State Insurance Corporation

3. A candidate who is eligible for more than one Category of Service and wishes to compete for both, need fill in only one application.

N.B. - Candidates must indicate clearly in their applications the Category/Categories for which they are competing. Candidates competing for two Categories should specify in their application the two categories in the order of preference. No request for addition/alteration in the preferences already indicated by a candidate in his application will be entertained by the Commission.

4. LAST DATE FOR RECEIPT OF APPLICATION:

The candidates will have to fill in their application form online on UPSC website (www.upsc.gov.in). In case the applicant has not yet registered in the One Time Registration (OTR) platform, the link of which is already available on the Commission's website, he/she should register in this platform and thereafter proceed for filling up the online application for the examination. Detailed instructions to fill up the online application will be

available on UPSC website. A printed copy of the submitted online application is required to be routed through their Head of Department/Head of Office to the Commission. The online applications can be filled by the applicants from 9th November, 2022 to 29th November, 2022 (till 6:00 p.m.) after which the link will be disabled. **The candidates must have the printed copy of the online application by the last date of the submission of application, i.e. 29th November, 2022.** The last date for receipt of printed copy of the application in the Commission through proper channel is 15th December, 2022. The complete printed copy of the application form duly verified/certified by concerned Head of Department/Office must reach the Under Secretary (E-VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the prescribed date.

e-Admit Card of the admitted candidates to this examination will be uploaded on the UPSC website (www.upsc.gov.in) three weeks before the date of commencement of this examination and can be downloaded by the eligible candidates. No paper admit card will be issued by the Commission. Candidates shall not be admitted to the examination unless he/she holds a downloaded e-admit card. Candidates are required to fill in their valid and active e-mail id in their online application form as Commission may use electronic modes for contacting them.

NOTE: Only those candidates whose printed copy of online application is forwarded by their Head of Department/Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date for receipt of printed copy of the application in the Commission through proper channel, will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that after verifying the relevant entries and completing the endorsement at the end of the application form, their applications are forwarded by their Department or Head of Office, so as to reach the Commission's Office on or before the prescribed last date.

OM PRAKASH,
UNDER SECRETARY
UNION PUBLIC SERVICE COMMISSION

ANNEXURE

Instructions to Candidates

1. Before filling in the application form, the candidates should consult the Notice and Rules carefully to see if they are eligible. The conditions prescribed cannot be relaxed.

BEFORE SUBMITTING THE APPLICATION THE CANDIDATE MUST SELECT FINALLY FROM AMONG THE CENTRES GIVEN IN PARAGRAPH 1 OF THE NOTICE, THE PLACE AT WHICH HE/SHE WISHES TO APPEAR FOR THE EXAMINATION.

IF ANY CANDIDATE APPEARS AT A CENTRE OTHER THAN THE ONE INDICATED BY THE COMMISSION IN THE ADMISSION CERTIFICATE, THE PAPERS OF SUCH A CANDIDATE WILL NOT BE VALUED, AND HIS/HER CANDIDATURE WILL BE LIABLE TO CANCELLATION.

Candidates should note that no request for change of centre will be entertained under any circumstances.

2. The Candidates applying for the examination should ensure that they fulfill 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 evaluation of Service Record 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 evaluation of Service Records, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

3 Candidates admitted to the examination will be required to produce their official Identity Card at the time of appearing in the Examination along with the e-Admission Certificate.

4 Candidates should also ensure that the signatures appended by them in all the places viz. in their application form, in the Attendance List and in all the correspondence with the Commission should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him at different places, his candidature will be liable to be cancelled by the Commission.

5 Candidates should further note that no correspondence will be entertained by the Commission from them to change any of the entries made in the application form. As the application forms are processed by a computerized system they should take special care to fill up the application form correctly.

6 A candidate must submit his printed copy of the online application through the Head of his Department or Head of Office concerned who will verify the relevant entries and complete the endorsement at the end of the application form and forward it to the Commission.

7. Candidates are not entitled to receive any Traveling Allowance from Union Public Service Commission for attending the examination.

8. All Communications in respect of an application should be addressed to the Under Secretary (E.VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi- 110069 and should invariably contain the following particulars:

- (1) Name of Examination
- (2) Month and Year of Examination
- (3) Registration ID [RID]/ Date of Birth/Roll No. if allocated.
- (4) Name of candidate (in full and in BLOCK capital letters),
- (5) Complete postal Address as given in the applications.
- (6) Valid and active email-ID.

N.B. (1)- Communications not containing the above particulars may not be attended to.

N.B.- (2)- If a letter / communication is received from a candidate after an Examination has been held and it does not give his full name and Roll Number it will be ignored and no action will be taken thereon.

9. **Change in Address**.- A candidate must see that communications sent to him at the address stated in his application are redirected, if necessary, change in address should be communicated to the Commission at the earliest opportunity . Although the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 9th November, 2022

RULES

No.6/2/2022-CS.I(P) Part-1 The rules for the Combined **Section Officers'/Stenographers'** (Grade B'/ Grade- 'I') Limited Departmental Competitive Examination for the **year** 2018, to be held by the Union Public Service Commission, for additions in the Select Lists for the Section Officers' Grade and Stenographers' (Grade 'B'/Grade-I) of the Services mentioned below are, with the concurrence of the Ministries concerned, published for general information.

Category I

Section Officers' Grade of the Central Secretariat Service.

Category II

Section Officer Grade of the General Cadre of the Indian Foreign Service, Branch 'B'

Category III

Section Officers' Grade of the Railway Board Secretariat Service

Category IV

Private Secretary Grade of the Central Secretariat Stenographers' Service.

Category V

Private Secretary Grade of the Stenographers' Cadre of the Indian Foreign Service, Branch 'B'

Category VI

Grade 'A' & 'B' merged of the Armed Forces Headquarters Stenographers' Service.

Category VII

Grade 'B' of the Railway Board Secretariat Stenographers' Service.

Category VIII

Section Officers' Grade of the Intelligence Bureau.

Category IX

Private Secretary Grade in Employees' State Insurance Corporation

Category X

Section Officers in Armed Forces Headquarters Civil Service

Category XI

Assistant Director/Section Officers/Manager Gr.I in Employees' State Insurance Corporation

1. The number of persons to be selected for inclusion in the Select List for each grade/service will be specified in the Notice issued by the Commission. Final Selection of the candidates under different categories shall be decided and results declared based on the guidelines issued by the Department of Personnel & Training vide O.M. No. 36012/2016/2019-Estt (Res.) dated 12.04.2022 subject to the final outcome of the Civil Appeal No. 629 of 2022 arising out of SLP (C) NO. 30621/2011. In respect of category III (i.e. Section Officers' Grade of RBSS), the Seniority list of ASO grade is under challenge. The result of Category-III for the year 2018 would be provisional, subject to the outcome of pending court cases (O.A.s No.114/2022), before the Hon'ble Central Administrative Tribunal, Principal Bench, New Delhi, and revision of seniority list of Assistant Section Officers (ASO's) Grade of RBSS, if any.

2. The examination will be conducted by the Union Public Service Commission in the manner prescribed in Appendix to these Rules. The dates on which and the places at which the examination will be held shall be fixed by the Commission.

3. Permanent or regularly appointed temporary Officers of the Grade and Services mentioned in column 1 below who on the crucial date for eligibility (as mentioned below) satisfy the conditions regarding length of service and educational qualification etc. mentioned in column 2 shall be eligible to appear at the examination for the category of service mentioned in column 3.

Crucial dates for eligibility

1st July, 2018

for 2018 Examination

Column 1	Column 2	Column 3
Assistant Section Officers' Grade of the Central Secretariat Service and Personal Assistants' Grade (Stenographers Grade C) of the Central Secretariat Stenographers' Service	Not less than 5 years' approved Service and shall also have earned at least four Annual Performance Appraisal Reports in the Assistant Section Officers' Grade of the Central Secretariat Service or Personal Assistants' grade of the Central Secretariat Stenographers' Service. Personal Assistants of CSSS shall possess a Bachelor's Degree from a recognised University or equivalent. As a one-time dispensation, all the SSAs of SL 2003 (extended) possessing the requisite Four Annual Performance Appraisal Reports (in SSA/ASO Grade) are also eligible to appear in the examination subject to submission of the undertaking as per the Annexure-V.	Category I
Assistant Grade of the General Cadre, Personal Assistant Grade of the Stenographers' Cadre and Cypher Assistant Grade of the Cypher	Not less than 5 years approved service and shall also have earned at least 4 Annual Performance Appraisal Reports in the Assistant Grade of the General Cadre/Cypher Assistant Grade of the Cypher Cadre/Personal Assistant Grade of the Stenographers' Cadre. Further,	Category II

sub-cadre of the Indian Foreign Service, Branch 'B'	candidates should possess a Bachelors degree from a recognized University and should have completed such mandatory training programme(s) as may be prescribed by the Ministry of External Affairs.	
Assistant Section Officers' Grade of Railway Board Secretariat Service and Grade C/ Personal Assistants' Grade of the Railway Board Secretariat Stenographers' Service.	Not less than 5 years' approved and continuous Service in the Assistant Section Officers' Grade of the Railway Board Secretariat Service or in Grade II / Grade C/Personal Assistants' Grade of the Railway Board Secretariat Stenographers' Service or in both as the case may be.	Category III
Personal Assistant of the Central Secretariat Stenographers' Service	Not less than 3 years' approved and continuous service in Personal Assistants' Grade of the Central Secretariat Stenographers' Service and shall possess a Bachelor's Degree from a recognized University. .	Category IV
Personal Assistant Grade of the Stenographers' Cadre of the Indian Foreign Service Branch 'B'	Not less than 5 years approved service in the Personal Assistant Grade of the Stenographers' Cadre and shall possess a Bachelor Degree of a recognized University. Further, candidates should have completed such mandatory training programme(s) as may be prescribed by the Ministry of External Affairs.	Category V
Grade C of Armed Forces Headquarters Stenographer's service	Not less than 3 years' approved and continuous service in Grade II/Grade C of the Armed Forces Headquarters Stenographers' Service.	Category VI
Grade C of the Railway Board Secretariat Stenographer' Service	Not less than 5 years' approved and continuous service in Grade II/ Grade C of the Railway Board Secretariat Stenographers' Service.	Category VII
Assistant Grade of IB/ Stenographers' Service Grade II of IB	Permanent or regularly appointed temporary Assistant /Stenographers Grade-II (Personal Assistants) of the Intelligence Bureau with not less than 4 years of approved and continuous service in the case of officers appointed in the grades on the basis of Competitive Examination or Limited Departmental Competitive Examination as the case may be, provided that the examination should have been held not less than five years before the 1st July of the year in which the Section Officers Limited Departmental Competitive Examination is held, or not	Category VIII

	less than five years of approved and continuous service, in the case of officers appointed in the grades on the basis of seniority in their respective feeder grades on 1st July of the year in which Section Officers grade Limited Departmental Competitive Examination is held, will be eligible to appear in the examination.	
Personal Assistants in Employees' State Insurance Corporation	Not less than 3 years' approved and continuous service in Personal Assistants Grade in Employees' State Insurance Corporation	Category IX
Assistant Section Officer in AFHQ Civil Service	Not less than 5 years' approved and continuous service in the Assistant Section Officer grade of the Armed Forces Headquarters Service.	Category X
Employees in the grade of Social Security Officer/Manager Grade-II/Superintendent	The employees in the grade of Social Security Officer/Manager Grade-II/Superintendent with two years regular service in pay band-2, Rs. 9300-34800 with grade pay of Rs. 4600/- .	Category XI

Provided that in the case of a candidate (except a candidate appearing for Category I, Category II, Category IV, Category V who had been appointed to the Grades mentioned in column 1 above on the result of a Competitive Examination, including a Limited Departmental Competitive Examination, such an examination should have been held not less than 5 years before the crucial date and he/she should have rendered not less than 4 years approved and continuous service in that grade on the crucial date.

Provided that in the case of a candidate appearing for Categories IV and IX examination who had been appointed to the Grade mentioned in column 1 above on the result of a Competitive Examination including a Limited Departmental Competitive Examination, such an examination should have been held not less than 3 years before the crucial date and he/she should have rendered not less than 2 years approved and continuous service in that grade on the crucial date.

Note 1 - Permanent or regularly appointed officers of the Grades and Services mentioned in Column 1 above who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service mentioned in column 2.

This however does not apply to the officers of the Grades and Services mentioned in Column 1 above who have been appointed to ex-cadre posts or to another Service on "transfer" (whether they have a lien or not) in their respective Grades and Services referred to in Column 1.

Note 2 - Assistant Section Officers of the Central Secretariat Service and Stenographers of the Central Secretariat Stenographers' Service who have opted for appointment to the Indian Foreign Service, Branch 'B' and have been appointed to any Grade of that Service in pursuance of such option shall not be eligible for admission to the examination for Categories I and IV.

Note 3 - Assistant Section Officers of the Central Secretariat Service and Stenographers of the Central Secretariat Stenographers' Service who are on deputation to the Indian Foreign Service, Branch 'B' shall not be eligible for admission to the examination for Categories II and V.

Note 4 - In respect of Category-I, the provision of 5 years' approved service in the case of the SSAs of SL 2003 (Extended List) possessing the requisite 4 APARs (in SSA/ASO grade) are relaxed for appearing in the examination subject to submission of the undertaking as per the Annexure-V. The relaxations are further subject to following conditions;

- i. Appearing in the examination shall not confer any right on the candidates to consider his/her eligibility/selection in the examination till finalization of Common Seniority List of SSA Grade for SL-2003 (Extended) and subsequently the Select list of ASO Grade for 2013 onwards based on the final decision on the pending WPs and also on any other court case filed subsequently after final disposal of the WP by Delhi High Court.
- ii. Final results of the examination(s) conducted by UPSC shall be declared subject to determination of final eligibility to appear in the examination after finalization of the select list of ASOs for 2013, which will be finalized after the outcome of the decision on the pending WPs.
- iii. That after the final outcome on the pending WPs the Select List of ASO Grade for 2013 under seniority quota will be prepared and accordingly the officials who would have figured in the ASO SL-2013 and qualified SO/PS LDCE for 2018, their selection would be considered as valid.
- iv. That the declaration of the results of the SO/PS LDCE for 2018 are also subject to final outcome of the SLP No. 30621/2011 and 31288/2017 pending before the Hon'ble Supreme Court of India regarding 'reservation in promotion' and own merit case'.

4. A candidate, who is eligible to compete for two categories and who exercises this option, should specify clearly in the Application the categories for which he/she is eligible and wishes to be considered in the order of preference. No request for any change/addition/ alteration in the preference already indicated by a candidate in his/her application will be entertained by the Commission. Candidates may also take care to choose Category No. correctly, as corrections/ incorrect combination will not be considered/allowed and may lead to summary rejection of the candidature. It may also be noted that a candidate will not be considered for any category that he/she has not specifically chosen in the application form.

5. The decision of the Commission with regard to the acceptance of the application of a candidate and his eligibility or otherwise for admission to the Examination shall be final.

6. No candidate will be admitted to the examination unless he holds certificate of admission from the Commission.

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

- i. Obtaining support for his candidature by the following means, namely:-

- a. Offering illegal gratification to; or
 - b. Applying pressure on; or
 - c. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or
- ii. impersonation, or
 - iii. procuring impersonation by any person, or
 - iv. submitting fabricated document or documents which have been tampered with, or
 - v. uploading irrelevant photos in the application form in place of actual photo/signature.
 - vi. making statements which are incorrect or false or suppressing material information, or
 - vii. resorting to the following means in connection with his candidature for the examination, namely:-
 - a. obtaining copy of question paper through improper means;
 - b. finding out the particulars of the persons connected with secret work relating to the examination;
 - c. influence the examiners; or
 - viii. being in possession of or using unfair means during examination, or
 - ix. writing obscene matter or drawing obscene sketches or irrelevant matter in the script(s), or
 - x. misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or
 - xi. harassing or doing bodily harm to the staff employed by the commission for the conduct of their examination, or
 - xii. being in possession of or using any mobile phone, (even in switched off mode) , pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
 - xiii. violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
 - xiv. attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses; may, in addition to rendering himself liable to criminal prosecution, be liable :-
 - a. to be disqualified by the Commission from the Examination held under this Rules 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. to disciplinary action under the appropriate rules. Provided that no penalty under this rule shall be imposed except after-
 - i. giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf ; and
 - ii. taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.

7.1 Any person who is found by the Commission to be guilty of colluding with a candidate(s) in committing or abetting the commission of any of the misdeeds listed at the clauses (i) to (xiii) above render himself liable to action in terms of the clause (xiv).

8. (i) After the examination, candidates shall be considered for vacancies for the year 2018, subject to their eligibility for the year and will be arranged by the Commission in the order of merit as disclosed by the aggregate marks finally awarded to each candidate subject to qualifying standards for each paper/part of the examination as decided by the Commission. However, the results for the Category I for the year 2018 shall be declared subject to the finalization of Assistant Section Officers (ASOs) SL (SQ) 2013 in due course.

Category wise merit lists for inclusion in the Select List will be based on the number of vacancies, candidate's merit and choice (preference of year and category, as eligible) as indicated by the **candidate** and fulfillment of all other eligibility conditions. The Commission reserves the right to fix minimum qualifying standards for any or all stage(s) or paper(s) of the Examination.

Where a candidate would have otherwise qualified on the basis of aggregate merit/marks in more than one category and/or year of consideration, his/her inclusion in a particular select list will depend on the category- year combination that becomes available based on the candidate's choice exercised at the relevant time. Therefore, based on his/her merit, and subject to vacancy position and other eligibility conditions, a candidate will be placed in the appropriate select list (category and year) factoring his/her preference. If a candidate's name is included in the select list for a particular category for a particular year, his/her name will not be considered for inclusion in other list(s).

Vacancies remaining unfilled in the year (2018) due to non-availability of suitable/qualified candidates, will be carried forward to the next Vacancy year for Category I, III, IV, VII, VIII and IX. This provision will not be applicable for Category VI and X. In case of candidates appearing for Category II & V, only vacancies reserved for SC/ST Category candidates remaining unfilled in the year 2018 due to non-availability of selected/qualified candidates will be carried forward to the next examination,

(ii) The final selection of the candidates including candidates belonging to the Scheduled Castes and the Scheduled Tribes for inclusion in the Select List for each category will be decided based on the guidelines issued by the Department of Personnel & Training vide OM 36012/16/2019-Estt. (Res.) dated 12.04.2022 subject to the final outcome of the Civil Appeal No. 629 of 2022 arising out of SLP(C) No. 30621/2011.

Note: - Candidate should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in each Select List on the result of the examination is entirely within the competence of Government to decide. No candidate will therefore have any claim for inclusion in the Select List on the basis of his performance in this Examination as a matter of right.

9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in their discretion and the Commission will not enter into correspondence with them regarding the result.

10. Success in the examination confers no right to selection unless Government are satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection :

Provided that the decision as to ineligibility for selection in the case of any candidate recommended for selection by the Commission shall be taken in consultation with the Commission.

11. A candidate who after applying for admission to the examination or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services are terminated by his Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Assistant Section Officers' Grades of the Central Secretariat Service/Railway Board Secretariat Service/AFHQ Civil Service/I.B./ or Stenographer Grade-C of the Central Secretariat Stenographers' Service/Railway Board Secretariat Stenographers' Service/Grade II of I.B Stenos Service/Armed Forces Headquarters Stenographers' Service or any post in the Indian Foreign Service, Branch 'B' will not be eligible for appointment on the result of this examination.

This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

[F.No.06/02/2022-CS.I(P)-Part 1]


(RAJAT KUMAR)

Joint Secretary to the Government of India

APPENDIX

The examination shall be conducted according to the following plan:-

Part I

(a) Written examination carrying maximum of 500 marks in the subjects as shown in para 2 below.

(b) A qualifying Shorthand test in Hindi or English at 100 w.p.m.

Note 1: All the candidates competing for Categories IV, V, VI, VII and IX will be required to take qualifying shorthand test at the time as may be decided by the Commission. However, evaluation of record of service will be done of only those candidates who qualify both in the written examination as well as in the Shorthand Test.

Note 2: Candidates will be required to transcribe their shorthand notes on Computers (PCs) which will be provided at the Examination centre by the Commission.

Part II

Evaluation of record of service carrying a maximum of 100 marks of candidates:-

(i) who obtain such minimum qualifying marks in the written examination as may be fixed by the Commission in their discretion (for categories I, II, III and VIII); and

(ii) who obtain such minimum qualifying marks in the written examination and the shorthand test as may be fixed by the Commission in their discretion (for Categories IV, V, VI, VII and IX).

Note 1 : Marks obtained in evaluation of record of service (i.e. APARs of the officers available to the Assessment Board at the time of its meeting) will be counted for ranking. Once the APARs have been evaluated by the Assessment Boards, no request for its reassessment will be entertained under any circumstances including a change in APAR grading, etc. at a subsequent date.

Note 2 : There shall be a minimum of 40% (forty percent) marks in the evaluation of record of service. Therefore, such candidates who obtain less than 40% (forty percent) marks in the evaluation of record of service will not be considered for ranking.

2. The subjects, in which the candidates competing for different categories of services will be required to take the written examination, will be as follows:-

Paper No.	Subject	Type of Paper	Max. Marks	Duration
1	General Studies & General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005.	Objective	150	2 Hrs.
2	Procedure and Practice in the Govt. of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of services.	Objective	150	2 Hrs.

3	Noting and Drafting, Precis writing	Subjective	200	3 Hrs.
	Evaluation of record of Service		100	
	Total Marks		600	

3. Penalty for wrong answers (in Objective Type Papers)

THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank, i.e., no answer is given by the candidate, there will be no penalty for that question.

4. Syllabi for the Examination will be as shown in the schedule.

5. Candidates are allowed the option to answer the Noting and Drafting, Precis Writing paper either in Hindi (Devanagari) or in English. All the three question papers/test booklets will be set both in Hindi and English.

Note 1 : Candidates desirous of exercising the option to answer the Noting and Drafting, Precis Writing paper in Hindi (Devanagari) should indicate their intention to do so in relevant column of on-line Application Form; otherwise it would be assumed that they would answer the aforesaid paper in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 2 : Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

Note 3 : If a medium other than the one indicated by the candidate in the application form is used to write the answer in the examination, the paper of such candidates will not be evaluated.

6. The shorthand test in English/Hindi would comprise dictation test at the speed of 100 words per minute of ten minutes which the candidate will be required to transcribe in 40/55 minutes.

7. (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. The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, the facility of scribe will be allowed

to such candidates 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 Annexure-I.

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 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 Annexure – III.

(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 Annexure-II (for candidates having 40% disability or more) and Annexure-IV (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 allowed Compensatory Time of twenty minutes per hour of the examination. In case of other categories of Persons with Benchmark Disabilities, this facility will be provided 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 Annexure-I.

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 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 Annexure-III.

Note (1) : The eligibility conditions of a scribe and the conduct of scribe inside the examination hall and the manner in which and extent to which the scribe can help the Persons with Benchmark Disabilities (PwBD) candidate in writing the Combined SOs/Stenos (Gr.B/Gr.I) LDCE 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 Persons with Benchmark Disabilities (PwBD) candidate in addition to any other action that the UPSC may take against the scribe.

Note (2) : The criteria for determining the percentage of visual impairment shall be as follows :—

Better eye Best Corrected	Worse eye Best Corrected	Per Cent Impairment	Disability category
1	2	3	4
6/6 to 6/18	6/6 to 6/18	0%	0
	6/24 to 6/60	10%	0
	Less than 6/60 to 3/60	20%	I
	Less than 3/60 No Light Perception	30%	II (One eyed person)
6/24 to 6/60 Or Visual field less than 40 up to 20 degree around centre of fixation or heminaopia involving macula	6/24 to 6/60	40%	III a (low vision)
	Less than 6/60 to 3/60	50%	III b (low vision)
	Less than 3/60 to No Light Perception	60%	III c (low vision)
Less than 6/60 to 3/60 Or Visual field less than 20 up to 10 degree around centre of fixation	Less than 6/60 to 3/60	70%	III d (low vision)
	Less than 3/60 to No Light Perception	80%	III e (low vision)
Less than 3/60 to 1/60 Or Visual field less than 10 degree around centre of fixation	Less than 3/60 to No Light Perception	90%	IV a (Blindness)
Only HMCF Only Light Perception, No Light perception	Only HMCF Only Light Perception, No Light perception	100%	IV b (Blindness)

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

8. Appearance of candidates in all the three papers is a must for qualifying in the examination. The **Commission** has the discretion to fix minimum qualifying marks in any or all the subjects of the examination.

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

10. Deduction upto 5% of the maximum marks in the written subject will be made for illegible handwriting.

11. Credit will be given for orderly, effective and exact expression combined with due economy of words in the subjective paper.

12. Candidates should use only international form of Indian numerals (e.g. 1, 2, 3, 4, 5, 6 etc.) while answering Paper - III.

Annexure-I

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-Orthopedic specialist/PMR).

Annexure-II

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 candidate with Disability)

Place :

Date :

Annexure-III

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.

2. 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.

3. 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 :

Annexure-IV

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 beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place :

Date,:

Undertaking

This is to certify that I, Shri/Mrs/Ms. _____ working in Ministry/Department of _____ and my name figures in the SSA Grade at S.No. _____ of the Select List Year 2003 and 2003 (Extended) notified by Dept. of Personnel and Training vide O.M. No. 20/53/2008 CS.11(B) Vol.II dated 16.12.2011 and O.M. No. 12/5/2015-CS.II dated 02.11.2015. I understand that the issue of seniority of SSAs of 2003 (Extended) is under challenge in WP Nos. 8616/2019 and 8454/2019 in the Hon'ble High court of Delhi, where the Hon'ble Delhi High Court has directed to maintain status quo as granted by the Ld. CAT regarding non-alteration of the position of the petitioners as on date (23.12.2015). As per the above direction, the position of the SSAs belonging to SL-2003 (Extended) notified on 02.11.2015 is required to be maintained as on 23.12.2015. As the Hon'ble High Court of Delhi has not yet delivered its final judgement on the issue raised by the applicants in OA No. 4700/2015 and 639/2016, preparation of Select List of ASO Grade for 2013 onwards are pending.

2. I do understand that pending finalisation of Select List of ASOs for 2013 onwards, the SO/Steno Limited Departmental Competition Examination for 2018 onwards has been held up. I do further understand that consequent upon representation from a large number of ASOs including those working as ad-hoc ASOs after promotion from SSA grade, the Government despite the above-mentioned litigations, has decided to conduct the LDCE for SO for 2018 by allowing all the SSAs belonging to Select List 2003 and Select List 2003 (Extended) to appear the SO/PS LDCE 2018 purely on provisional basis subject to the following conditions:

(i) That Appearing in the examination shall not confer any right on the candidates to consider his/her eligibility/selection in the examination till finalization of Common Seniority List of SSA Grade for SL-2003 (Extended) and subsequently the Select list of ASO Grade for 2013 onwards based on the final decision on the pending WPs mentioned in para-1 above and also in any other court case filed subsequently after final disposal of the WP by Delhi High Court.

(ii) That final results of the examination(s) conducted by UPSC shall be declared subject to determination of final eligibility to appear in the examination after finalization of the select list of ASOs for 2013, which will be finalized after the outcome of the decision on the above WPs.

(iii) That after the final outcome on the above-mentioned WPs the Select List of ASO Grade for 2013 under seniority quota will be prepared and accordingly the officials who would have figured in the ASO SL-2013 and qualified SO/PS LDCE for 2018, their selection would be considered as valid.

(iv) That the declaration of the results of the SO/PS LDCE for 2018 are also subject to final outcome of the SLP No. 30621/2011 and 31288/2017 pending before the Hon'ble Supreme Court of India regarding "reservation in promotion" and "own merit issue".

3. Having gone the above facts and understanding the conditions under which I am being allowed to appear in the SO/PS LDCE for 2018, I do hereby agree that my candidature for the SO LDCE 2018 is purely provisional and undertake to abide by all the above conditions.

Signature
Name(in block letter)_____

Designation_____

Min./Dept._____

Mob No._____

SCHEDULE

Syllabi for examination

WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTIONS ETC. IS REQUIRED, CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UP TO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

PAPER – I

The paper will cover subjects of interest and importance in the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Developmental Schemes as also intelligence awareness of current affairs both national and international.

A broad knowledge of the following aspects will also be expected :

- i. The principles of the Constitution of India
- ii. Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha
- iii. The organization of the machinery of the Govt. of India, Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices and their relation inter se.
- iv. RTI Act, 2005.

PAPER - II

This paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and attached offices. Detailed knowledge of General Financial and Service Rules viz., Conduct Rules, Leave Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended -

(for Category I, IV, VIII, IX & XI)

1. Manual of office procedure (latest edition)
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs. (for Category I & IV only)
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Compilation of the General Financial Rules, (Revised and Enlarged).
10. Delegation of Financial Power Rules.
11. Intelligence Bureau Standing Orders (for Category VIII only).

(for Category II & V)

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the I.S.T.M.

3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P. & T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Classification, Control and Appeal) Rules.
7. Compilation of the General Financial Rules (Revised and enlarged).
8. Delegation of Financial Power Rules.
9. Indian Foreign Service (PLCA) Rules.
10. Financial Powers of Government of India's Representatives abroad.
11. Assisted Medical Attendance Schemes.
12. Indian Foreign Service (Conduct and Discipline) rules.

(for Category III & VII)

1. Manual of Office Procedure issued by the Min. of Railways (Railway Board).
2. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Min. of Home Affairs.
3. Indian Railway Admn. and Finance (excluding Chapters V, VI, VIII & IX).
4. Indian Railway Financial Code Vol. I (excluding Chapter II and VI).
5. Indian Railway Establishment Code Vol. I.
6. The Railway Services (Conduct) Rules, 1966.
7. The Railway Servants (Discipline and Appeal) Rule, 1968.

(for Category VI & X)

1. Manual of office procedure (latest edition).
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs.
4. Fundamental and Supplementary Rules (A.G.P.&T's compilation, Chaudhury's compilation, Swamy's compilation).
5. The Central Civil Services (Pension) Rules.
6. The Central Civil Services (Conduct) Rules.
7. The Central Civil Services (Classification, Control and Appeal) Rules.
8. Central Civil Service (Leave) Rules.
9. Financial Regulations Part I (Revised Edition).

PAPER – III

Candidates are required to prepare notes and drafts on specific problems and précis from a passage.
