

# **UNION PUBLIC SERVICE COMMISSION**

## **NOTICE**

### **COMBINED SECTION OFFICERS' (GRADE-'B') LIMITED DEPARTMENTAL COMPETITIVE EXAMINATIONS FOR THE YEAR 2024**

New Delhi, the 13<sup>th</sup> November, 2024

F.No. 9/2/2024/E.I(B) The Combined Section Officers' (Grade 'B') Limited Departmental Competitive Examination (LDCE) for the year 2024 for the Services mentioned in Para 2 below will be held by the Union Public Service Commission on 11<sup>th</sup> -12<sup>th</sup> January, 2025.

The Examination will be held 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 13th November, 2024. Final Selection of the candidates under different categories shall be decided and results declared inter-alia 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 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 the Section Officers' Grade of RBSS), the seniority list of Assistant Section Officers' grade is under challenge, the result of Category-III (i.e. the Section Officers Grade of RBSS) for the year 2024 would be provisional subject to the outcome of the pending court cases (O.A. No.114/2022 and 215/2022), before the Hon'ble Central Administrative Tribunal, Principal Bench, New Delhi and revision of seniority list of Assistant Section Officers (ASOs) Grade of RBSS, if any.

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.

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.

<b>Category I</b>	Section Officers' Grade of the Central Secretariat Service
<b>Category II</b>	Sections Officer Grade of the General Cadre of the Indian Foreign Service, Branch 'B'
<b>Category III</b>	Section Officers' Grade of the Railway Board Secretariat Service
<b>Category VIII</b>	Section Officers' Grade of the Intelligence Bureau
<b>Category X</b>	Section Officers in Armed Forces Headquarters Civil Service

N.B. - Candidates must indicate clearly in their applications the Category for which they are competing.

### **3. LAST DATE FOR RECEIPT OF APPLICATION:**

The candidates will have to fill in their application form online on UPSC website ([www.upsc.gov.in](http://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. The online applications can be filled by the applicants from **13.11.2024 to 03.12.2024 (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. 03.12.2024.** The last date for receipt of printed copy of the application in the Commission through the channel, as described below, is **20.12.2024.**

The candidates should submit the complete printed copy of the application form to their respective Ministry/Department who after due verification/certification will send the same to the concerned Cadre Controlling Authorities well in time with a copy endorsed to the Commission to enable the CCAs to transmit the applications to the Commission after due scrutiny about the eligibility of the candidates by the prescribed date **20.12.2024.** The CCAs concerned will send the applications to the Under Secretary (E-VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the prescribed date.

e-Admit Cards of the admitted candidates to these Examination will be uploaded on the UPSC website ([www.upsc.gov.in](http://www.upsc.gov.in)) in due course before the date of commencement of the 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 CCAs concerned will be considered for admission to the Examinations. 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 the prescribed 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, to the CCAs concerned well in time to enable the CCAs to transmit the application to the Commission's Office after checking the eligibility of candidates on or before the prescribed last date **(i.e 20.12.2024)**.

#### 4. Online Question Paper Representation Portal (QPrep)

The Commission has introduced a time frame of 7 days (a week) i.e. from the next date of the Examination Date to 6.00 p.m. of the 7th day is fixed for the candidates to make representations to the Commission on the questions asked in the Papers of the Examination. Such representation must be submitted through the "Online Question Paper Representation Portal (QPrep)" only by accessing the URL <http://upsconline/nic/in/miscellaneous/QPrep/>. No representation by email/post/hand or by any other mode shall be accepted and the Commission shall not involve into any correspondence with the candidates in this regard. No representation shall be accepted under any circumstances after this window of 7 days is over.

#### 5. Instruction in respect of uploading of Photograph while filling up Online Application form:-

- (a) The photograph, uploaded by candidate should not be more than **10 days old** from the start of the online application process (i.e. the application commencement)
- (b) Ensure that **the name of candidate** and the **date on which the photograph was taken** are clearly mentioned on the photograph.

(c) The candidate's **face** should occupy **3/4<sup>th</sup> of the space** in the photograph.

6. **The candidates should reach the venue of the Examination well in time at least 30 minutes prior to the commencement of each session of the Examination. No late entry will be allowed inside the Exam-venue under any circumstances.**

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

7. 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.

\*\*\*

# **INSTRUCTIONS FOR FILLING IN ONLINE APPLICATION FORM FOR COMBINED SOs' (GRADE 'B') LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2024**

Candidates are advised to read carefully the Rules of the Combined SOs' (Grade 'B') Limited Departmental Competitive Examination 2024, which include conditions of eligibility etc. as published by the Department of Personnel and Training in the Gazette of India, dated 13<sup>th</sup> November, 2024.

- A.** Read the following instructions before filling up the online Application Form.

## **1 HOW TO APPLY:**

- a.** Candidates must apply Online by using the link given in the website [www.upsc.gov.in](http://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. **The Online Application Form can be filled from 13<sup>th</sup> November, 2024 to 3<sup>rd</sup> December, 2024 till 6.00 p.m. after which the link will be disabled.**
- b.** Candidates should ensure that all columns of the Online Application Form are filled in correctly. No correspondence will be entertained by the Commission from candidates to change any of the entries made in the Application Form.

## **2. LAST DATE FOR RECEIPT OF PRINTED COPY OF ONLINE APPLICATION:**

The candidates should submit the complete printed copy of the application form to their respective Ministry/Department who after due verification/certification will send the same to the concerned Cadre Controlling Authorities well in time with a copy endorsed to the Commission to enable the CCAs to transmit the applications to the Commission after due scrutiny about the eligibility of the candidates latest by **20.12.2024**. The CCAs concerned will send the applications to the Under Secretary (E-VI), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069 on or before the prescribed date.

**e-Admit Cards of the admitted candidates to these Examination will be uploaded on the UPSC website ([www.upsc.gov.in](http://www.upsc.gov.in)) in due course before the date of commencement of the 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 the CCAs concerned will be considered for admission to the Examinations. 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 the prescribed 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, to the CCAs concerned well in time to enable the CCAs to transmit the application to the Commission's Office after checking the eligibility of candidates on or before the prescribed last date.**

3. (a) All the fields are to be compulsorily filled in.  
(b) Please ensure that you provide a valid and an active e-mail address in the e-mail address.
4. After clicking the submission button, you will get a message on your screen, clearly mentioning your Name and e-mail that you have been registered and your password has been sent to your e-mail address. Please note down your password.
5. Online APPLICATION FORM has six modules as indicated above, namely- Personal, Examination Information, Grade Information, Employment Information, upload image of Photograph and Signature and Final Submission.
6. Candidates are required to fill all the modules completely before finally submitting the form ONLINE, using the Final Submission Module.
7. Candidates should save each module after completing the same. However, candidates will have the option to make changes in any module before final submission of APPLICATION FORM. **Once Final Submission has been made, then no change will be possible Online.**

\*\*\*