

**COMBINED STENOGRAPHERS' (GRADE-'B'/GRADE-'I') LIMITED
DEPARTMENTAL COMPETITIVE EXAMINATION, 2022, 2023 & 2024**

EXAMINATION NOTICE	
Date of Notification of Examination	16.09.2026
Last date for filling up of Application	06.10.2026
Date of Examination	12.12.2026 & 13.12.2026

(The Commission's website - <https://upsc.gov.in>)

IMPORTANT INFORMATION FOR THE CANDIDATES

The Online Application Portal of Union Public Service Commission for registration and filling up of application form online, has four cards/modules, three of which namely, Account creation, Universal Registration and Common Application Form are common to all examination applications and can be filled anytime by the candidate, while the fourth card/module is Examination Specific and can be filled during the time period allowed in notification of an examination. Applicants are required to apply online by using the website <https://upsconline.nic.in>.

Once a candidate has registered on the Online Application Portal, a Universal Registration Number (URN) is generated which is common for all the examinations of the Commission. After filling up of the Examination Specific Form, an Application Number is generated which is examination specific and is to be retained by the applicant alongwith the URN for any future communication with the Commission. The URN has to be registered only once in a lifetime. While the URN will be unique and remain constant, the Application Number will be dynamic in nature and will vary from examination to examination.

Detailed instructions are available on the home page of the portal as well as with all profiles/modules to guide the candidates for filling up of the application form and uploading the documents. Candidates are advised to first go through these Instructions carefully and prepare requisite documents in advance to have a smooth flow during filling up of form and uploading of documents.

Applicants are strongly advised to use their Aadhaar Card as ID document for easy, effortless and seamless verification and authentication of ID and other details.

F.No.9/01/2026-E.IB The Combined Stenographers' (Grade-'B'/Grade-'I') Limited Departmental Competitive Examination (LDCE) for the years 2022, 2023 and 2024 for the Services mentioned in Para 5 below will be held by the Union Public Service Commission on 12th & 13th December, 2026. The Notice for the Combined Section Officers' (Grade-'B') LDCE for making additions in the Select List for the year 2026 is also being published simultaneously. The Section Officers' LDCE, 2026 will also be held on 12th & 13th December, 2026. The written examination for the Stenographers' Grade LDCE 2022, 2023 and 2024 and the SO LDCE, 2026 will be common.

2. CENTRES OF EXAMINATION:

The Examination will be held at the following Centres:

1	CHENNAI
2	DELHI
3	KOLKATA
4	MUMBAI
5	NAGPUR

NOTE 1: Candidates admitted to the examination will be informed of the time table and place or places of examination. Candidates should note that no request for change of Examination Centre will be entertained.

NOTE 2: If any candidate appears at a venue other than the one indicated by the Commission in his/her e-Admit Card, such candidate will not be allowed to take the examination.

3. The Combined Stenographers' (Grade-'B'/Grade-'I') Limited Departmental Competitive Examination, 2022, 2023 & 2024 will be held in accordance with the Rules published by the Department of Personnel and Training in the Gazette of India dated the 16th September, 2026. 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.

4. 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.

5. The Services and the years of Select List to which recruitment is to be made based 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 all the concerned Cadre Controlling Authorities (CCAs), no indication can be made in this notice at this stage.

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|-----------------------|---|
| (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) | Private Secretary of the Armed Forces Headquarters Stenographers' Service. |
| (Category VII) | Grade-'B'/Private Secretary Grade of the Railway Board Secretariat Stenographers' Service. |
| (Category IX) | Private Secretary Grade in Employees' State Insurance Corporation. |

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

6. HOW TO APPLY:

Candidates are required to apply online by using the Commission's website **<https://upsconline.nic.in>**. Candidates are advised to go through the General instructions, Profile/Module-wise instructions and instructions for uploading of documents before proceeding to fill up the form. These instructions are available on the menu bar of the Home page. A candidate who is willing to apply for **Combined Stenographers' (Grade-'B'/Grade-'I') Limited Departmental Competitive Examination for the years 2022, 2023 and 2024** shall be required to submit the requisite information and supporting documents towards various claims, such as date of birth, educational qualification, etc. as may be sought by the Commission along with the Universal Registration Number(URN), Common Application Form (CAF) and the fourth module i.e. Examination Specific Module (including fees and centre etc.). Failure to provide the required information/documents along with the Common Application Form (CAF) will entail cancellation of candidature for the examination.

NOTE 1: ONE-TIME EDIT FACILITY FOR URN PROFILE:

The Commission provides a one-time facility for candidates to update or modify their Universal Registration Number (URN) Profile. Please note that any changes made to the URN Profile will not be reflected in application already submitted. The updated information will apply only to application submitted after the candidate has

made the necessary changes and successfully re-locked the URN Profile.

NOTE 2: LIVE PHOTO CAPTURE FOR FILLING UP OF COMMON APPLICATION FORM (CAF):

Applicants are required to upload their photograph and also capture their live photograph while filling up the Common Application Form (CAF). Applicants must ensure that the uploaded photograph and the live photograph captured are clear as per instructions given on “Instructions and FAQs > Instruction for filling the form > Photos and Signature” available on the Commission’s website: <https://upsconline.nic.in>.

NOTE 3: UPLOADING OF SIGNATURE:

Applicants are required to sign three times (one below the other) on a plain white paper using black ink and upload the same while filling up the Common Application Form (CAF). The uploaded signatures should be clear and legible. The candidates are advised to refer to the instruction for uploading the signature available under the header “Instructions and FAQs” on the Commission’s website: <https://upsconline.nic.in>.

NOTE 4: UPLOADING OF PHOTOGRAPH:

Please follow the Instruction in respect of uploading of Photograph as elaborated in the Instructions to upload documents in the home page of the online application portal.

7.1 LAST DATE FOR SUBMISSION OF APPLICATION:

The Online Application can be filled from 16.09.2026 to 06.10.2026 (till 06:00 P.M.).

7.2 LAST DATE FOR RECEIPT OF APPLICATION:

The candidates must have the printed copy of the online application by the last date of the submission of application, i.e. 06.10.2026. The last date for receipt of printed copy of the application in the Commission through the channel, as described below, is **23.10.2026**.

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 **23.10.2026**. 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.

8. ISSUANCE OF e-ADMIT CARD:

The eligible candidates will be issued an e-Admit Card on the last working day of the preceding week of the date of the examination. The e-Admit Card will be made available on the Commission's website (<https://upsconline.nic.in>) for downloading by the candidates. No Admit Card will be sent by post. All the applicants are requested to provide valid and active email ID while creating account as the Commission may use electronic mode 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. 23.10.2026**.

9. HELPDESK FOR CANDIDATE:

The Commission has established a dedicated helpline to assist the candidates during the application process. Candidates seeking clarification, guidance, or assistance related to the application process or examination details can contact the helpline no. 011-24041001 or 011-40303444 or email ID – upscsoap@nic.in. The helpline will be operational from 10:00 AM to 5:30 PM on all working days during the application window i.e. from **16.09.2026** to **06.10.2026**. Applicants may utilize this service for any issues relating to the application process, including fee payment, uploading of documents etc.

10. PENALTY FOR WRONG ANSWERS:

Candidates should note that there will be penalty **(Negative Marking)** for wrong answers marked by a candidate in the Objective Type Question Papers.

11. ONLINE REPRESENTATION PORTAL FOR QUESTION PAPER & PROVISIONAL ANSWER KEYS:

The Commission will be providing an opportunity to the appeared candidates to make representations to the Commission on the questions asked in the Papers of the Examination and on the Provisional Answer Keys of the Objective Type Question Paper(s) of the Combined Stenographers' (Grade 'B'/Grade 'I') Limited Departmental Competitive Examination for the years 2022, 2023 and 2024 in a time frame of five (05) days i.e. from the 3rd day of the Examination date to 06.00 P.M. of the 7th day. The appeared candidates may login to the Commission's website <https://upsconline.nic.in> and submit their representation(s), if any, under the header 'Examinations > Representations on Question Paper & Provisional Answer Keys'. No representation by email/post/hand or by any other mode shall be accepted and the Commission shall not enter into any correspondence with the candidates in this regard. No representation shall be accepted under any circumstances after this window of five (05) days is over.

12. FACE AUTHENTICATION FOR CANDIDATES AT THE EXAMINATION VENUE:

In order to ensure a secure and smooth examination process, all the candidates will be required to undergo face authentication at the examination venue mandatorily. The candidates are advised to enter the examination venue well in time for face authentication/identity verification and frisking.

13. REPORTING AT EXAMINATION VENUE:

The entry of the candidates into the venue of the Examination shall be closed 30 minutes prior to the commencement of the Examination in each session. No candidates shall be allowed entry into the examination venue after closure of entry under any circumstance.

14. MOBILE PHONES BANNED:

(a) The use of any mobile phone (even in switched off mode),

pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, AI enabled glasses 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 is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised not to bring any valuable or costly items, including mobile phones, smart/digital watches, AI enabled glasses, other IT gadgets, books, bags, etc., to the examination venue, as no arrangement for safe-keeping will be made at the venue. The Commission will not be responsible for any loss in this regard.

15. (A) Rounding-Off Marks:

Marks obtained by the candidates shall be rounded off up to two decimal digits, at all stage(s) of the examination, by applying the standard rounding off principle, wherever applicable. Accordingly, while applying the Tie Breaking Principles, the rounded off marks up to two decimal digits shall be considered for resolving all tie cases.

(B) Tie Breaking Principles:

- a) If the marks in aggregate (Final Marks) are equal, candidate securing more marks in the written total will be ranked higher;
- b) If the marks at (a) above are equal, the candidate securing more marks in “Paper-II : Procedure of 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”, and “Paper-III : Noting and Drafting, Precis Writing” put together will be ranked higher;
- c) If the marks at (a) & (b) above are also equal, then the candidate securing more marks in “Paper-III, i.e., Noting & Drafting, Precis Writing” will be ranked higher;
- d) If the marks at (a), (b), (c) above are also equal, then the candidate senior in age will be ranked higher; and
- e) In cases where a tie persists even after applying the above tie breaking principles, it will be resolved at the discretion of the Commission.

(Jitendra Kumar Mandal)
Under Secretary (Exam)
Union Public Service Commission

ANNEXURE

Instructions to Candidates

1. Before filling in the application form, the candidates should refer to 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 2 of the notice, the centre 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 e-Admit Card, 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 stages of the examination to 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 for the Examination along with the e-Admit Card.

4. Candidates should also ensure that the signatures appended by them in all the places viz. in their application form, Attendance List and 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 them at different places, their 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 Travelling Allowance from the 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 and year of the examination
- 2) Universal Registration Number (URN)
- 3) Application Number
- 4) Roll Number (if received)
- 5) Name of candidate (in full and in block letters)
- 6) Complete Postal Address as given in the application
- 7) Valid and active registered e-mail ID and registered Mobile Number

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 the Examination has been held and it does not contain his full name and Roll Number, it will be ignored and no action will be taken thereon.

COMBINED SECTION OFFICERS' (GRADE-'B') LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2026
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EXAMINATION NOTICE	
Date of Notification of Examination	16.09.2026
Last date for filling up of Application	06.10.2026
Date of Examination	12.12.2026 & 13.12.2026

(The Commission's website - <https://upsc.gov.in>)

IMPORTANT INFORMATION FOR THE CANDIDATES

The Online Application Portal of Union Public Service Commission for registration and filling up of application form online, has four cards/modules, three of which namely, Account creation, Universal Registration and Common Application Form are common to all examination applications and can be filled anytime by the candidate, while the fourth card/module is Examination Specific and can be filled during the time period allowed in notification of an examination. Applicants are required to apply online by using the website <https://upsconline.nic.in>.

Once a candidate has registered on the Online Application Portal, a Universal Registration Number (URN) is generated which is common for all the examinations of the Commission. After filling up of the Examination Specific Form, an Application Number is generated which is examination specific and is to be retained by the applicant alongwith the URN for any future communication with the Commission. The URN has to be registered only once in lifetime. While the URN will be unique and remain constant, the Application Number will be dynamic in nature and will vary from examination to examination.

Detailed instructions are available on the home page of the portal as well as with all profiles/modules to guide the candidates for filling up of the application form and uploading the documents. Candidates are advised to first go through these Instructions carefully and prepare requisite documents in advance to have a smooth flow during filling up of form and uploading of documents.

Applicants are strongly advised to use their Aadhaar Card as ID document for easy, effortless and seamless verification and authentication of ID and other details.

F.No.9/02/2026-E.IB The Combined Section Officers' (Grade-'B') Limited Departmental Competitive Examination (LDCE) for the year 2026 for the Services mentioned in Para 5 below will be held by the Union Public Service Commission on 12th & 13th December, 2026.

2. CENTRES OF EXAMINATION:

The Examination will be held at the following Centres:

1	CHENNAI
2	DELHI
3	KOLKATA
4	MUMBAI
5	NAGPUR

NOTE 1: Candidates admitted to the examination will be informed of the time table and place or places of examination. Candidates should note that no request for change of Examination Centre will be entertained.

NOTE 2: If any candidate appears at a venue other than the one indicated by the Commission in his/her e-Admit Card, such candidate will not be allowed to take the examination.

3. The Examination will be held in accordance with the Rules published by the Department of Personnel and Training in the Gazette of India dated the 16th September, 2026. 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 II (Section Officers' Grade of the General Cadre of IFS, Branch 'B'), the appointment/seniority of candidates to Section Officer Grade will be subject to any judicial directive/judgement having a bearing upon the recruitment/seniority in the Section Officers' Grade of the General Cadre of IFS, Branch 'B'.

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 2026 would be provisional subject to the outcome of O.A. No.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.

4. 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.

5. 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 (CCAs), no indication can be made in this notice at this stage.

Category I : Section Officers' Grade of the Central Secretariat Service.

Category II : Section Officers' Grade of the General Cadre of the Indian Foreign Service, Branch 'B'.

Category III : Section Officers' Grade of the Railway Board Secretariat Service.

Category VIII : Section Officers' Grade of the Intelligence Bureau.

Category X : Section Officers in Armed Forces Headquarters Civil Service.

Category XI : Assistant Director/Section Officers/Manager Grade-'I' in Employees' State Insurance Corporation.

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

6. HOW TO APPLY:

Candidates are required to apply online by using the Commission's website <https://upsconline.nic.in>. Candidates are advised to go through the General instructions, Profile/Module-wise instructions and instructions for uploading of documents before proceeding to fill up the form. These instructions are available on the menu bar of the Home page. A candidate who is willing to apply

for **Combined Section Officers' (Grade-'B') Limited Departmental Competitive Examination, 2026** shall be required to submit the requisite information and supporting documents towards various claims, such as date of birth, educational qualification, etc. as may be sought by the Commission along with the Universal Registration Number (URN), Common Application Form (CAF) and the fourth module i.e. Examination Specific Module (including fees and centre etc.). Failure to provide the required information/documents along with the Common Application Form (CAF) will entail cancellation of candidature for the examination.

NOTE 1: ONE-TIME EDIT FACILITY FOR URN PROFILE:

The Commission provides a one-time facility for candidates to update or modify their Universal Registration Number (URN) Profile. Please note that any changes made to the URN Profile will not be reflected in application already submitted. The updated information will apply only to application submitted after the candidate has made the necessary changes and successfully re-locked the URN Profile.

NOTE 2: LIVE PHOTO CAPTURE FOR FILLING UP OF COMMON APPLICATION FORM (CAF):

Applicants are required to upload their photograph and also capture their live photograph while filling up the Common Application Form (CAF). Applicants must ensure that the uploaded photograph and the live photograph captured are clear as per instructions given on "Instructions and FAQs > Instruction for filling the form > Photos and Signature" available on the Commission's website: <https://upsconline.nic.in> .

NOTE 3: UPLOADING OF SIGNATURE:

Applicants are required to sign three times (one below the other) on a plain white paper using black ink and upload the same while filling up the Common Application Form (CAF). The uploaded signatures should be clear and legible. The candidates are advised to refer to the instruction for uploading the signature available under the header "Instructions and FAQs" on the Commission's website: <https://upsconline.nic.in>.

NOTE 4: UPLOADING OF PHOTOGRAPH:

Please follow the Instruction in respect of uploading of Photograph as elaborated in the Instructions to upload documents in the home page of the online application portal.

7.1 LAST DATE FOR SUBMISSION OF APPLICATION:

The Online Application can be filled from 16.09.2026 to 06.10.2026 (till 06:00 P.M.).

7.2 LAST DATE FOR RECEIPT OF APPLICATION:

The candidates must have the printed copy of the online application by the last date of the submission of application, i.e.06.10.2026. The last date for receipt of printed copy of the application in the Commission through the channel, as described below, is **23.10.2026**.

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 **23.10.2026**. 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.

8. ISSUANCE OF e-ADMIT CARD:

The eligible candidates will be issued an e-Admit Card on the last working day of the preceding week of the date of the examination. The e-Admit Card will be made available on the Commission's website (<https://upsconline.nic.in>) for downloading by the candidates. No Admit Card will be sent by post. All the applicants are requested to provide valid and active email ID while creating account as the Commission may use electronic mode 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.23.10.2026)**.

9. HELPDISK FOR CANDIDATES:

The Commission has established a dedicated helpline to assist the candidates during the application process. Candidates seeking clarification, guidance or assistance related to the application process or examination details can contact the helpline no. 011-24041001 or 011-40303444 or email ID – upscsoap@nic.in. The helpline will be operational from 10:00 AM to 5:30 PM on all working days during the application window i.e. from **16.09.2026** to **06.10.2026**. Applicants may utilize this service for any issues relating to the application process, including fee payment, uploading of documents etc.

10. PENALTY FOR WRONG ANSWERS:

Candidates should note that there will be penalty (**Negative Marking**) for wrong answers marked by a candidate in the Objective Type Question Papers.

11. ONLINE REPRESENTATION PORTAL FOR QUESTION PAPER & PROVISIONAL ANSWER KEYS:

The Commission will be providing an opportunity to the appeared candidates to make representations to the Commission on the questions asked in the Papers of the Examination and on the Provisional Answer Keys of the Objective Type Question Paper(s) of the Combined Section Officers' (Grade-'B') Limited Departmental Competitive Examination, 2026 in a time frame of five (05) days i.e. from the 3rd day of the Examination date to 06:00 P.M. of the 7th day. The appeared candidates may login to the Commission's website <https://upsconline.nic.in> and submit their representation(s), if any, under the header 'Examinations > Representations on Question Paper & Provisional Answer Keys'. No representation by email/post/hand or by any other mode shall be accepted and the Commission shall not enter into any correspondence with the candidates in this regard. No representation shall be accepted under any circumstances after this window of five (05) days is over.

12. FACE AUTHENTICATION FOR CANDIDATES AT THE EXAMINATION VENUE:

In order to ensure a secure and smooth examination process, all the candidates will be required to undergo face authentication at the examination venue mandatorily. Candidates are advised to enter

the examination venue well in time for face authentication/identity verification and frisking.

13. REPORTING AT EXAMINATION VENUE:

The entry of the candidates into the venue of the Examination shall be closed 30 minutes prior to the commencement of the Examination in each session. No candidates shall be allowed entry into the examination venue after closure of entry under any circumstance.

14. MOBILE PHONES BANNED:

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches, AI enabled glasses 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 is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised not to bring any valuable or costly items, including mobile phones, smart/digital watches, AI enabled glasses, other IT gadgets, books, bags, etc., to the examination venue, as no arrangement for safe-keeping will be made at the venue. The Commission will not be responsible for any loss in this regard.

15. (A) Rounding Off Marks:

Marks obtained by the candidates shall be rounded off up to two decimal digits, at all stage(s) of the examination, by applying the standard rounding off principle, wherever applicable. Accordingly, while applying the Tie Breaking Principles, the rounded off marks up to two decimal digits shall be considered for resolving all tie cases.

(B) Tie Breaking Principles:

- a) If the marks in aggregate (Final Marks) are equal, candidate securing more marks in the written total will be ranked higher;
- b) If the marks at (a) above are equal, the candidate securing more marks in “Paper-II : Procedure of 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”, and “Paper-III : Noting and Drafting, Precis Writing” put together will be ranked higher;
- c) If the marks at (a) & (b) above are also equal, then the candidate securing more marks in “Paper-III, i.e., Noting & Drafting, Precis Writing” will be ranked higher;

- d) If the marks at (a), (b), (c) above are also equal, then the candidate senior in age will be ranked higher; and
- e) In cases where a tie persists even after applying the above tie breaking principles, it will be resolved at the discretion of the Commission.

(Jitendra Kumar Mandal)
Under Secretary (Exam)
Union Public Service Commission

ANNEXURE

Instructions to Candidates

1. Before filling in the application form, the candidates should refer to 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 2 of the notice, the centre 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 e-Admit Card, the papers of such 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 stages of the examination to 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 for the Examination along with the e-Admit Card.

4. Candidates should also ensure that the signatures appended by them in all the places viz. in their application form, Attendance List and 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 them at different places, their 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 Travelling Allowance from the 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 and year of the examination
- 2) Universal Registration Number (URN)
- 3) Application Number
- 4) Roll Number (if received)
- 5) Name of candidate (in full and in block letters)
- 6) Complete Postal Address as given in the application
- 7) Valid and active registered e-mail ID and registered Mobile Number

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 the Examination has been held and it does not contain his full name and Roll Number, it will be ignored and no action will be taken thereon.
