

(a) Selection Procedure/Scheme and syllabus of Examination	Appendix-I
(b) Instructions to candidates for filling up the Online Application Form	Appendix-II
(c) Special Instructions for Objective Type Tests	Appendix-III
(d) Special Instructions for Conventional Type Tests	Appendix-IV
(e) Physical and Medical Standards	Appendix-V

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APPENDIX - I

SELECTION PROCEDURE/SCHEME AND SYLLABUS OF THE EXAMINATION

(A) Selection Procedure/Scheme: -

The Selection Procedure/Scheme of the Examination will be as follows:

(i) Written Examination: The written examination to be conducted by Union Public Service Commission will be held on **07th August, 2022** and will comprise two papers. Paper I will be held from **10 a.m. to 12.00 Noon** and Paper II will be held from **2.00 p.m. to 5.00 p.m.**

Paper I : General Ability and Intelligence - 250 Marks

The questions in this paper will be of Objective (Multiple Answers) Type in which the questions will be set in English as well as Hindi.

Paper II : General Studies, Essay and Comprehension - 200 Marks

In this paper candidates will be allowed the option of writing the Essay Component in English or Hindi, but the medium of Precis Writing, Comprehension Components and other communications/language skills will be English only.

NOTE-I : Candidates should ensure that in Paper II they write the answers only in the medium allowed by the Commission for the different Components as mentioned above. No credit will be given for answers written in a medium other than the one allowed in the Paper. Candidates will be required to indicate the medium of Essay Component in the Attendance Lists and on the Answer Book. No credit will be given for the Essay Component if the candidate indicates a medium on the Attendance List and on the Answer Book other than the one in which he/she has written the Essay.

NOTE-II: There will be minimum qualifying marks separately in each Paper as may be fixed by the Commission in their discretion. Paper-I will be evaluated first and evaluation of Paper-II will be done only of those candidates who obtain the minimum qualifying marks in Paper-I.

(ii) Physical Standards/Physical Efficiency Tests and Medical Standards Tests :

Candidates who are declared qualified in the written examination will be summoned for Physical Standards/Physical Efficiency Tests and Medical Standards Tests. Those candidates who meet the prescribed Physical Standards as specified in Appendix-VI, will be put through the Physical Efficiency Tests as indicated below :

Physical Efficiency Tests (PET)

	Males	Females
(a) 100 Meters race	In 16 seconds	In 18 seconds
(b) 800 Meters race	In 3 minutes 45 seconds	In 4 minutes 45 seconds
(c) Long Jup	3.5 Meters (3 chances)	3.0 meters (3 chances)
(d) Shot Put (7.26 Kgs.)	4.5 Meters	—

A woman candidate, who as a result of a test is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her appointment is held in abeyance until the confinement is over. The vacancy against which a woman candidate was selected should be kept reserved for her. She should be re-examined for Physical Efficiency Test six weeks after the date of confinement, subject to the production of the medical certificate of fitness from a registered medical practitioner. If she is found fit, she may be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the Government, as amended from time to time.

Medical Standards Tests, to check the standards specified in Appendix-VI, will be conducted only in respect of candidates who are declared qualified in the Physical Efficiency Test.

The Physical Standards/Physical Efficiency Tests and Medical Standards Tests will be conducted under the supervision of a Nodal Authority to be appointed by the Ministry of Home Affairs. These tests will be conducted at various centres to be notified after the results of the written examination.

Appeals will be entertained only against the Medical Standards Tests and will have to be made to the Appellate Authority designated by the Ministry of Home Affairs within 24 hours after the communication of the result of the Detailed Medical Examination.

(iii) Interview/Personality Test : Candidates who are declared qualified in the Medical Standards Tests, will be called for Interview/Personality Test to be conducted by Union Public Service Commission. Candidates who are declared medically unfit but allowed to appear before the "Review

Medical Board” on their appeal by the Appellate Authority will be called for Interview/Personality Tests provisionally. The Interview/Personality Test will carry **150 Marks**.

Candidates who are short-listed for Interview/Personality Test, including those shortlisted for Interview/Personality Test provisionally will be issued a Detailed Application Form (DAF) in which among other things, they will be required to indicate their preference of Forces.

(iv) Final Selection / Merit : The merit list will be drawn on the basis of marks obtained by the candidates in the Written Examination and Interview/Personality Test.

(B) Syllabi of the Written Papers:-

Paper I : General Ability and Intelligence

The objective type questions with multiple choices in this paper will broadly cover the following areas:

1. General Mental Ability

The questions will be designed to test the logical reasoning, quantitative aptitude including numerical ability, and data interpretation.

2. General Science

The questions will be set to test general awareness, scientific temper, comprehension and appreciation of scientific phenomena of everyday observation including new areas of importance like Information Technology, Biotechnology, Environmental Science.

3. Current Events of National and International Importance:

The questions will test the candidates’ awareness of current events of national and international importance in the broad areas of culture, music, arts, literature, sports, governance, societal and developmental issues, industry, business, globalisation, and interplay among nations.

4. Indian Polity and Economy:

The questions shall aim to test candidates’ knowledge of the Country’s political system and the Constitution of India, social systems and public administration, economic development in India, regional and international security issues and human rights including its indicators.

5. History of India :

The questions will broadly cover the subject in its social, economic and political aspects. This shall also include the areas of growth of nationalism and freedom movement.

6. Indian and World Geography:

The questions shall cover the physical, social and economic aspects of geography pertaining to India and the World.

Paper II : General Studies, Essay and Comprehension

Part-A – Essay questions which are to be answered in long narrative form either in Hindi or English totaling 80 Marks. The indicative topics are modern Indian history especially of the freedom struggle, geography, polity and economy, knowledge of security and human rights issues, and analytical ability.

Part-B – Comprehension, précis writing, other communications/language skills – to be attempted in English only (Marks 120) – The topics are Comprehension passages, précis writing, developing counter arguments, simple grammar and other aspects of language testing.

APPENDIX-II(A)

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

Candidates are required to apply Online using the website **www.upsconline.nic.in**.

Salient features of the system of Online Application Form are given hereunder:

- Detailed instructions for filling up Online Applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part-I and Part-II as per the instructions available in the above mentioned site through drop down menus.
- The candidates are required to pay a fee of Rs. 200/- (Rupees Two Hundred only) [excepting SC/ST/Female candidates who are exempted from payment of fee] either by depositing the money in any branch of State Bank of India by cash, or by using any Visa/Master/RuPay Credit/Debit Card / UPI Payment or by using net banking of any Bank.
- Before start filling up Online Application, a candidate must have his photograph and signature duly scanned in the .jpg format in such a manner that each file should not exceed 300 KB each and must not be less than 20 KB in size for the photograph and signature.
- The candidate should have details of one Photo ID viz. Aadhar Card/Voter Card/PAN Card/Passport/Driving License/Any other photo ID Card issued by the State/Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. This photo ID will be used for all future references and the candidate is advised to carry this ID while appearing for the examination.
- The Online applications (Part I and II) can be filled from **20th April, 2022 to 10th May, 2022** till 18:00 Hrs.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with higher RID is complete in all respects.

- In case of multiple applications, the application with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
- The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.
- The applicants are advised to check their e-mails at regular intervals and ensure that the e-mail address ending with @nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- **Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.**
- **Moreover, the Commission has introduced provision of withdrawal of application for the candidate, who does not want to appear at the Examination, he/she may withdraw his/her application.**

Appendix-II (B)

IMPORTANT INSTRUCTIONS TO WITHDRAW APPLICATION

1. Candidates are advised to go through the instructions carefully before filling up the request for withdrawal of application.
2. The Commission has provided the withdrawal facility from **17.05.2022 to 23.05.2022** (till 6.00 PM) to those candidates who do not want to appear at this Examination.
3. Candidates are advised to provide the details of registered application with registration-id which was completed and submitted finally. There is no provision for withdrawing of incomplete applications.
4. Before making the request for withdrawal, candidate must ensure that they have access to the registered mobile number and email-id which were provided by them at the time of submission of application. Separate OTPs will be sent by the Commission on the registered mobile number and email-id. Request for withdrawal will be accepted only after it is confirmed by validating the OTP details sent on candidate's mobile and email-id. Such OTPs will be valid for 30 Minutes only.
5. **Request for generating OTP for withdrawal of application will be accepted only till 5.30 PM on 23.05.2022.**
6. If a candidate has submitted more than one application form then the higher registration-id of Application (latest) will be considered for withdrawal and all earlier applications will be treated as cancelled automatically.
7. After the final acceptance of the request for online withdrawal of application, the candidate must print the authenticated receipt. Once application has been withdrawn by the candidate, it cannot be revived in future.
8. UPSC has no provision to refund any fee amount paid by candidates, so in case of successful withdrawal of application the fees will not be refunded.
9. On successful completion of withdrawal of application, an auto-generated email and SMS will be sent on candidate's registered email-id and mobile. In case any candidate has not submitted the request for withdrawal of application he/she may contact UPSC on email-id: upscsoap@nic.in immediately.
10. Candidates are advised not to share the OTPs received on email and SMS to anybody.

APPENDIX-III

Special Instruction to candidates for objective type tests

1. Articles permitted inside Examination Hall
Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the invigilator.
2. Articles not permitted inside Examination Hall
Do not bring into the Examination Hall any article other than those specified above e.g. books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets, rough sheets pertaining to earlier session(s), etc.
Mobile phones or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones etc. to the venue of the examination, as arrangements for safekeeping cannot be assured.
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 (0.33) 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. **Unfair means strictly prohibited**
No candidates shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give not obtain nor attempt to obtain irregular assistance of any description.
5. **Conduct in Examination Hall**

No candidates should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.

6. **Answer Sheet Particulars**

- (i) Write in black ball pen your Centre and subject followed by Test Booklet series (in bracket), subject code and roll number at the appropriate space provided on the Answer Sheet at the top. Also encode your booklet series (A, B, C or D as the case may be), subject code and roll number with black ball pen in the circles provided for the purpose in the Answer Sheet. The guidelines for writing the above particulars and encoding the above particulars are given in Annexure. In case the booklet series is not printed on the Test Booklet or Answer Sheet is unnumbered, please report immediately to the invigilator and get the Test Booklet/Answer Sheet replaced.
 - (ii) Candidates should note that any omission/mistake/discrepancy in encoding/filling of details in the OMR answer sheet, especially with regard to Roll Number and Test Booklet Series Code, will render the answer sheet liable for rejection.
 - (iii) Immediately after commencement of the examination please check that the Test Booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete Test Booklet of the same series and subject.
7. Do not write your name or anything other than the specific items of information asked for, on the Answer Sheet/Test Booklet/sheet for rough work.
8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the Answer Sheet.
9. Since the Answer Sheets will be evaluated on computerised machines, candidates should exercise due care in handling and filling up the Answer Sheets. **They should use black ball pen only to darken the circles. For writing in boxes, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the Answer Sheet on computerised machines, they should make these entries very carefully and accurately. The candidate must mark responses in the Answer Sheet with good quality black ball pen.**

10. **Method of marking answers**

In the "OBJECTIVE TYPE" of examination you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item. The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3 etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.

In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best, you have to mark your response by completely blackening to indicate your response.

Ink pen or pencil should not be used for blackening the circle on the Answer Sheet.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with black ball pen as shown below :-

Example : (a) • (c) (d)

11. **Entries in Scannable Attendance List**

Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scannable Attendance List, as given below :-

- i) Blacken the circle (P) under the column (Present/Absent)
 - ii) Blacken the relevant circle for Test Booklet Series
 - iii) Write Test Booklet Serial No.
 - iv) Write the Answer Sheet serial No. and also blacken the corresponding circles below
 - v) Append signature in the relevant column
12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he will render himself liable for disciplinary action and/or imposition of a penalty as the Commission may deem fit.
13. The candidates are not allowed to leave the Examination Hall before the expiry of prescribed time period of the examination.

Annexure

How to fill in the Answer Sheet of objective type tests in the Examination Hall

Please follow these instructions very carefully. You may note that since the Answer Sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it. As soon as the candidate receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found unnumbered he/she should at once get it replaced by a numbered one!

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus:

केंद्र	विषय	विषय कोड	<input type="text"/>	अनक्रमांक	<input type="text"/>
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Centre	Subject	S. Code		Roll Number	

If you are, say, appearing for the examination in Delhi Centre for the General Studies Paper and your Roll No. is 081276 and your Test Booklet series is 'A', you should fill in thus, using ball pen.

