

RECRUITMENT SPECIAL ADVERTISEMENT NO.52/2024
UNION PUBLIC SERVICE COMMISSION
INVITES ONLINE RECRUITMENT SPECIAL ADVERTISEMENT APPLICATIONS
FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS
(*: by using the website <https://www.upsconline.nic.in>)

VACANCY DETAILS

1. (Vacancy No. 24035201707) One thousand Nine Hundred Thirty vacancies for the post of Nursing Officer in Employees State Insurance Corporation, Ministry of Labour & Employment.

RESERVATION POSITION:

(UR-892, EWS-193, OBC-446, SC-235, ST-164) (PwBD-168)*.

Reservation/Suitability of the post for PwBD:

*Of the one thousand nine hundred thirty vacancies, one hundred sixty eight vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD).

*Of the one hundred sixty eight vacancies reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD), seventy two vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)** and remaining ninety six vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability **(SLD)**, Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above.

The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. One leg affected (R or L) **(OL)** or One arm affected (R or L) **(OA)** or Cerebral Palsy **(CP)** or Leprosy Cured **(LC)** or Dwarfism **(DW)** or Acid Attack Victims **(AAV)**, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability **(SLD)**, Multiple disabilities **(MD)** i.e. at least two disabilities from the categories of the disabilities indicated above.

PAY SCALE:

Level- **07** in the Pay Matrix as per 7th CPC.

AGE:

30 years for URs/EWSs,

33 years for OBCs,

35 years for SCs/STs and

40 years for PwBDs.

(Lower Age limit for all Categories is 18 Years)

ESSENTIAL QUALIFICATIONS:

(A) (i) B.Sc. (Hons.) in Nursing from a recognised University of Institute; **or** Regular course in B.Sc. Nursing from a recognized University or Institute **or** Post Basic B.Sc. Nursing from a recognized University or Institute; and

(ii) Registered as a nurse or nurse and mid-wife (registered Nurse or registered Nurse & registered Mid-wife) with State Nursing council.

OR

(B) (i) Diploma in General Nursing Mid-Wifery from a recongised Board of Council; and

(ii) Registered as a nurse or nurse and mid-wife (registered Nurse or registered Nurse & registered Midwife) with State Nursing Council;

(iii) One year experience in minimum fifty bedded hospital after acquiring the educational qualification at (B) (i) above.

DUTIES:

Patient care, give expert bedside care to patients and perform special technical duties in areas like operation theatres, intensive care units, clinical specialties, Nursery, ICU/CCU/Labour Room etc., ensure proper admission, transfer and discharge of patients, observation of changes in patients' conditions, making beds daily, maintain record of temperature, pulse, BP intake/output, medicines and injections administered, Insert and fix I/V cannulas, give oral medications and I/V and I/M injections as prescribed by doctors, draw blood for investigations, maintain poison (schedule) drugs registers, maintain emergency trays, sterilizers, instrument in working condition, teaching duties and any other duty as may be assigned by higher officers.

OTHER DETAILS:

The post is permanent. Group- "B", Non-Ministerial.

HEADQUARTERS:

ESI Corporation, Panchdeep Bhawan, C.I.G. Marg, New Delhi with liability to serve anywhere in India.

PROBATION : Two years.

Note: Mandatory Induction training as prescribed and sponsored by Employees State Insurance Corporation as part of successful completion of probation.

ANY OTHER CONDISTIONS:

The appointment of the candidates who are already in the State/Central Government or in a Public Sector Undertaking, Service will be made on immediate absorption basis.

(IMPORTANT)
ONLINE APPLICATIONS ARE INVITED FOR DIRECT RECRUITMENT BY SELECTION THROUGH WEBSITE https://www.upsconline.nic.in TO THE ABOVE POSTS FROM 07-03-2024 .
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION THROUGH WEBSITE https://www.upsconline.nic.in IS 18:00 HRS (6.00 P.M.) ON 27-03-2024 .
EDIT/CORRECTION(S) FACILITY FOR THE FINALLY SUBMITTED APPLICATION FORM WILL BE AVAILABLE FROM 28TH MARCH 2024 TO 03RD APRIL, 2024 FOR SEVEN (07) DAYS.
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE RECRUITMENT APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION THROUGH COMPUTER BASED SHORTLISTING APART FROM DEBARMENT BY THE COMMISSION.

*** Persons with Benchmark Disabilities.**

NOTES:

- a) Candidates are requested to apply only Online against this advertisement on the Online Application website <https://www.upsconline.nic.in>—and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <https://www.upsconline.nic.in>
- b) The age limit shown against all items is the normal age limit for EWS/UR candidates and is relaxed age limit for SC/ST/OBC/PwBD candidates i.e. upto five years for SC/ST candidates, upto three years for OBC candidates and upto ten years for PwBD candidates in respect of vacancies reserved for them. The SC/ST/OBC/PwBD candidates have to produce a caste certificate in prescribed proforma. **Age limit is also relaxable for Regular Employees of Employees' State Insurance Corporation upto Five years.** For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection".
- c) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- d) A pen & paper based Recruitment Test (**RT**) to short-list the candidates for recruitment to the post of **Nursing Officer** shall be conducted by the Commission on **07-07-2024**.
- e) **Scheme and syllabus for the Recruitment Test (RT) for the posts of Nursing Officer is as under:-**
- (a) **Scheme:**

- (i) The test will be of two hours duration
- (ii) All questions will carry equal marks.
- (iii) The test will be objective type questions with multiple choices of answer.
- (iv) The medium of the test will be English.
- (v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

(b) Syllabus :

The syllabus of the Test broadly comprises the following topics :-

S.No.	Topic
1	Nursing Foundation.
2	Medical Surgical Nursing (including Pathology and Pharmacology).
3	Nursing Education (including e-technology).
4	Paediatric Nursing.
5	Mental Health Nursing.
6	Nursing Management.
7	Nursing Research and Statistics.
8	Obstetrics and Gynaecological Nursing.
9	Community Health Nursing.
10	Anatomy.
11	Physiology.
12	Psychology.
13	Sociology.
14	Nutrition and Dietetics.
15	Microbiology.
16	Biochemistry.

(f) Weightage:

- (i) 100% weightage will be accorded for the Recruitment Test.

g)The Recruitment Test (RT) will be conducted across the following centers:

Sl. No.	Centre Name	Sl. No.	Centre Name	Sl. No.	Centre Name
1	AGARTALA	28	GORAKHPUR	55	PATNA
2	AGRA	29	GURUGRAM	56	PORTBLAIR
3	AHMEDABAD	30	GWALIOR	57	PRAYAGRAJ (ALLAHABAD)
4	AIZAWL	31	HYDERABAD	58	PUDUCHERRY
5	AJMER	32	IMPHAL	59	PUNE
6	ALIGARH	33	INDORE	60	RAIPUR
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RAJKOT
8	ANANTHAPURU	35	JABALPUR	62	RANCHI
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SAMBALPUR
10	BAREILLY	37	JAMMU	64	SHILLONG
11	BENGALURU	38	JODHPUR	65	SHIMLA
12	BHOPAL	39	JORHAT	66	SILIGURI
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR
14	CHANDIGARH	41	KOHIMA	68	SRINAGAR (UTTARAKHAND)
15	CHENNAI*	42	KOLKATTA*	69	SURAT
16	COIMBATORE	43	KOZHIKODE (CALICUT)	70	THANE
17	CUTTACK	44	LEH	71	THIRUVANANTHAPURAM
18	DEHRADUN	45	LUCKNOW	72	TIRUCHIRAPALLI
19	DELHI	46	LUDHIANA	73	TIRUPATI
20	DHARAMSHALA (HIMACHAL PRADESH)	47	MADURAI	74	UDAIPUR
21	DHARWAD	48	MANDI (HIMACHAL PRADESH)	75	VARANASI
22	DISPUR*	49	MUMBAI	76	VELLORE
23	FARIDABAD	50	MYSURU	77	VIJAYAWADA
24	GANGTOK	51	NAGPUR*	78	VISHAKHAPATNAM
25	GAUTAM BUDDH NAGAR	52	NASIK	79	WARANGAL
26	GAYA	53	NAVI MUMBAI	80	KARGIL
27	GHAZIABAD	54	PANAJI (GOA)		
	*OPEN CENTRE				

The Date of the Recruitment Tests (RT) is 07-07-2024. The Centers and the date of holding the Recruitment Test as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to

each of the Centers, except **Chennai, Dispur, Kolkata and Nagpur**. Allotment of Centers will be on the "**first-apply-first allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

NB : Notwithstanding the aforesaid provision, the Commission reserves the **right to change the Centres at its discretion if the situation demands**. All the Recruitment Test Centres for the post of **NURSING OFFICER IN EMPLOYEES' STATE INSURANCE CORPORATION (ESIC), 2024** will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centres. Candidates admitted to the Recruitment Test (RT) will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

IMPORTANT NOTES

- i) Shortlisted candidates would be asked to submit the documents in support of their claim for the post and those candidates who fulfill the eligibility condition of the post shall be considered further.
- (ii) 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. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe 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 **Appendix-V**.
- (iii) 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 eligible to 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 **Appendix-VII**.
- (iv) 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 **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(v) 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.

(vi) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility 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 **Appendix-V**.

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 eligible to 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 **Appendix-VII**.

(vii) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

NOTE The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

2. AGE LIMITS: The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

3. MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE:- After Result of written Recruitment Test Result, the successful candidates will be provided a link to fill up the Detailed Application Form (DAF).

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

4. APPLICATION FEE:

- (a) Candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) are required to pay a fee of **Rs. 25/- (Rupees Twenty five)** only either by remitting the money in any branch of the SBI by cash or by using net banking facility of any bank or by using Visa/Master/Rupay/Credit/Debit Card/UPI payment.

(b) Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-Slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only "Pay by Cash" mode will be deactivated at **11:59 P.M. of 26th March 2024** i.e. one day before the closing date. However applicants, who have generated their Pay-in-Slip before it is deactivated, may pay at the counter of SBI Branch during banking hours on the closing date. Such applicants who are unable to pay by cash on the closing date i.e. during banking hours at SBI Branch, for reasons whatsoever, even if holding valid pay-in-Slip will have no other offline option but to opt for available online Debit/Credit Card/UPI Payment or Internet Banking payment mode **on the closing date i.e. till 18:00 hrs (6:00 P.M.) of 27th March 2024.**

(c) No fee for SC/ST/PwBD/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.

(d) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(e) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

5. CONCESSIONS & RELAXATIONS:

(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs** shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above,** candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Central Government employees:**

The upper age limit is relaxable for Central/ESIC/U.T. Regular Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them in accordance with the instructions issued by the Government of India). This relaxation will be admissible to Government servants with 3 years continuous service in Central Government/ESIC/U.T. and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with the Commission. A candidate claiming to belong to the category of Central Government/ESIC/U.T. servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **issued after the date of advertisement** from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant/ESIC/U.T. and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

(d) **Age relaxation to Persons with Benchmark Disabilities (PwBD):**

i) Age relaxation of 10 years (This implies that Scheduled Castes/Scheduled Tribes category candidates would get maximum 15 years age relaxation including 5 years meant for their respective categories. Similarly OBC candidates would get maximum upto 13 years including 3 years age relaxation meant for OBC category) in upper age limit shall be allowed to persons suffering from (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular Dystrophy, (d) Autism, intellectual disability, specific learning disability and mental illness, (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities in case of direct recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

iv) The above provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

v) The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in the Schedule {Clause (22) of Section 2} of the Act "The Rights of persons with Disabilities Act, 2016.

(e) Facility of scribe for candidates appearing in Recruitment Tests (RTs) to Persons with Benchmark Disabilities (PwBD):

(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. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe 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 **Appendix-V**.

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 eligible to 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 **Appendix-VII**.

(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 **Appendix-VI**. (for Candidates having 40% disability or more) and **Appendix-VIII** (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 eligible

for Compensatory Time of twenty minutes per hour of the Recruitment Test (RT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility 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 **Appendix-V**.

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 eligible to 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 **Appendix-VII**.

(v) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

6. (A) HOW TO APPLY:

i) Candidates must apply online through the website <https://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.

ii) **Candidates need not to upload any document except photograph, signature and identity proof while filling up the on-line application.**

iii) **IMPORTANT : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL ONLY.**

iv) After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

v) **Modification in OTR Profile:**

In case, the candidate wants to effect any change in his/her OTR profile, it shall be allowed only once in the lifetime after the registration at OTR platform. The change in OTR profile data shall be available till expiry of 7 days from the next day after the closure of application window of his/her first final application for any examination of the Commission. In case, the candidates after registration of OTR applies for the first time in the Recruitment Test (RT), last date of modification of OTR would be **03.04.2024**.

vi) **Modification in application form (other than OTR Profile):**

The Commission has also decided to extend the facility of making correction(s) in any field(s) of the application form for the Recruitment Test (RT) from next day of the closure of the application window of the Recruitment Test (RT). This window will remain open for 7 days from the date of opening of the same, i.e. from **28.03.2024 to 03.04.2024**. In case a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form.

vii) The candidates will not be allowed to withdraw their application after the submission of the same.

viii) The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

- 6 (B) **CANDIDATES WILL BE SHORT-LISTED ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATION AND THEIR PERFORMANCE IN THE RECRUITMENT TEST (RT). THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE :**
- **COMMISSION FROM ANY EXAMINATION OR SELECTION HELD BY THEM.**
 - **CENTRAL GOVERNMENT FROM ANY EMPLOYMENT UNDER THEM.**

7. **A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-**

i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

- a) Certificate/ Document in respect of Age relaxation for:
- i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.

- ii) Central/ESIC/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
 - iii) Persons seeking age relaxation under special provision/ order.
- b) Persons already in Regular Central /ESIC/UT Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
 - c) Certificate(s) in respect of claim regarding Professional Registration, Internship.
 - d) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Application is final. No subsequent request for change of date of birth will be considered or granted.

NOTE II: The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty/Internship will not be counted while calculating the valid experience for short listing the candidates.

NOTE III: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

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

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person , or
- d) submitting fabricated documents or documents which have been tampered with, or
- e) making statements which are incorrect or false or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

- g) using unfair means during the test, or
- h) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
- k) bringing mobile phone/Communication device in the examination Hall.
- l) 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/herself liable to criminal prosecution, be liable:
 - i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
 - ii) to be debarred either permanently or for a specified period:-
 - by the Commission from any examination or selection held by them
 - by the Central Government from any employment under them, and
 - iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

9. OTHER INFORMATION/INSTRUCTIONS:

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.
- c) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Application is liable to be rejected.

- d) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
- e) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for appointment.
- f) Canvassing in any form will disqualify a candidate.

IMPORTANT

MOBILE PHONES ARE BANNED IN THE CAMPUS OF EXAMINATION HALL.

- a) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- b) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

Appendix-II

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.25/- Rupees Twenty Five only** [Except SC/ST/ Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by remitting the money in any branch of State Bank of India by cash, or by using net banking facility of any bank or by using any Visa/Master/RuPay/Credit/ Debit Card/UPI Payment.
- The photograph should be clear with plain white background and 3/4 of photograph should present full face (full head from top of hair to bottom of chin) the photograph should be latest (Not older than 10 days for filling Online Application Form) and at bottom of photograph name of candidate and date of photo to be mentioned.
- The candidate should have details of one Photo ID Card 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 Photo ID while appearing for the Examination/Personality Test.
- The Online applications (Part I and II) can be filled from **07th March, 2024 to 27th March, 2024 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 applications with higher RID is complete in all respects.
- In case of multiple applications, the applications 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 emails at regular intervals and ensure that the email addresses 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.

APPENDIX-IV

Special Instructions 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 and rough sheets pertaining to earlier session(s), etc.
Mobiles phones, pagers, bluetooth 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/pagers/bluetooth to the venue of the examination, as arrangements for safekeeping cannot be assured.
Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
3. **Penalty for wrong Answers**
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 candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.
5. **Conduct in Examination Hall**
No candidate 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 in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
(ii) All corrections and changes in writing the roll number must be initiated by the candidates as well as by the Invigilator and countersigned by the Supervisor.
(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 also, 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 sheets on computerised machines, they should make these entries very carefully and accurately.**
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 with black ball pen to indicate your response.

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.

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 should check that it is numbered at the bottom. If it is found un-numbered he 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	अनुक्रमांक
Centre	Subject	S.Code	Roll Number

If you are, say, appearing for the examination in Delhi Centre for the General Ability Test Papers* and your Roll No. is 0812769, and your test booklet series is 'A' you should fill in thus, using black ball pen.

केंद्र	विषय	विषय कोड	अनुक्रमांक
Centre Delhi	subject	S.Code	Roll Number

Mathematics (A)

You should write with black ball pen the name of the centre and subject in English or Hindi.

The test Booklet Series is indicated by Alphabets A, B, C or D at the top right hand corner of the Booklet.

Write your Roll Numbers exactly as it is in your e-Admission Certificate with black ball pen in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with black ball pen. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For Mathematics * subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 01. Do it thus:

पुस्तिका क्रम (ए)	विषय	0	1
Booklet Series (A)	Subject		
●		●	●
⊙		⊙	⊙
⊙		⊙	⊙
⊙		⊙	⊙
⊙		⊙	⊙
⊙		⊙	⊙

All that is required is to blacken completely the circle marked 'A' below the Booklet Series and below the subject code blacken completely the Circles for "0" (in the first vertical column) and "1" (in the second vertical column). You should then encode the Roll No. 0812769. Do it thus similarly :

●	⊙	⊙	⊙	⊙	⊙	⊙	⊙
⊙	⊙	●	⊙	⊙	⊙	⊙	⊙
⊙	⊙	⊙	●	⊙	⊙	⊙	⊙
⊙	⊙	⊙	⊙	●	⊙	⊙	⊙
⊙	⊙	⊙	⊙	⊙	⊙	●	⊙
⊙	⊙	⊙	⊙	⊙	⊙	⊙	●
⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙

Important : Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

*This is just illustrative and may not be relevant to your Examination.

Appendix –V

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 – Orthopaedic specialist/PMR).

Appendix – VI

**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 candidates with Disability)

Place:

Date:

Appendix-VII

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.

8. 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.

9. 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)
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Orthopedic/P MR 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 :

Appendix-VIII

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

(Signature of the candidate)

Place :

Date :

THIS PROFORMA OR MATERIAL GIVEN BELOW IS TO BE INDUCTED IN/ OR THE PART OF THE SOAP SYSTEM.

RECRUITMENT SPECIAL ADVERTISEMENT No. 52/2024-RECTT. DATE: 07.03.2024

(LAST DATE FOR RECEIPT OF APPLICATIONS: 27.03.2024 FOR VACANCIES FOR THE POST OF NURSING OFFICER IN EMPLOYEES STATE INSURANCE CORPORATION, Ministry of Labour & Employment (The Commission's Website : www.upsc.gov.in)

IMPORTANT

1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE RECRUITMENT TEST (RT):

All candidates (male/female/transgender) are requested to carefully read the Advertisement. The Candidates applying for the Recruitment Test (RT) should ensure that they fulfil all eligibility conditions for admission to Recruitment Test (RT). Their admission to all the stages of the Recruitment Test (RT) will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

2. HOW TO APPLY:

Candidates are required to apply online by using the website upsconline.nic.in. It is essential for the applicant to register himself/herself first at One Time Registration (OTR) platform, available on the Commission's website, and then proceed for filling up the online application for the Recruitment Test (RT). OTR has to be registered only once in life time. This can be done anytime throughout the year. If the candidate is already registered, he/she can proceed straightway for filling up the online application for the Recruitment Test (RT).

2.1 Modification in OTR Profile:

In case, the candidate wants to effect any change in his/her OTR profile, it shall be allowed only once in the lifetime after the registration at OTR platform. The change in OTR profile data shall be available till expiry of 7 days from the next day after the closure of application window of his/her first final application for any Recruitment Test (RT) of the Commission. In case, the candidate, after registration of OTR, applies for the first time in this Recruitment Test (RT), last date of modification of OTR would be **03.04.2024**.

2.2 Modification in application form (Other than OTR Profile):

The Commission has also decided to extend the facility of making correction(s) in any field(s) of the application form for this Recruitment Test (RT) from next day of the closure of the application window of this Recruitment Test (RT). This window will remain open for 7 days from the date of opening of the same, i.e., from **28.03.2024 to 3.04.2024**. In case, a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form from **28.03.2024 to 03.04.2024**. In case, a candidate wants to carry out any change in his/her OTR profile during this period, then he/she should login to the OTR platform and do the needful accordingly. In other words, no change in the OTR profile can be made by visiting the window for Modification in application form. The candidates will not be allowed to withdraw their applications after the submission of the same.

Candidate should have details of one Photo ID Card viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the State/Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. This Photo ID Card will be used for all future reference and the candidate is advised to carry this Photo ID Card while appearing for Recruitment Test (RT).

3. LAST DATE FOR RECEIPT OF APPLICATIONS :

The online Applications can be filled up to **27th March, 2024 till 6:00 PM**. The eligible candidates shall be issued an e-Admit Card three weeks before the commencement of the Recruitment Test (RT). The e- Admit Card will be made available in the UPSC website [<https://upsconline.nic.in>] for downloading by candidates. No Admit Card will be sent by post.

4. PENALTY FOR WRONG ANSWERS:

There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

5. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 **on working days between 10.00 hrs and 17.00 hrs.**

6. 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 etc. or camera or blue tooth 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 Recruitment Test (RT) is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future Recruitment Test (RT)s.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the Recruitment Test (RT), as arrangement for safe-keeping cannot be assured.

7. Candidates are advised not to bring any valuable/costly items to the venue of the Recruitment Test (RT), as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

Centers of Recruitment Test: The Recruitment Test will be held at the following Centers:

Sl. No.	CENTRE	Sl. No.	CENTRE	Sl. No.	CENTRE
1	AGARTALA	28	GORAKHPUR	55	PATNA
2	AGRA	29	GURUGRAM	56	PORTBLAIR
3	AHMEDABAD	30	GWALIOR	57	PRAYAGRAJ (ALLAHABAD)
4	AIZAWL	31	HYDERABAD	58	PUDUCHERRY
5	AJMER	32	IMPHAL	59	PUNE
6	ALIGARH	33	INDORE	60	RAIPUR
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RAJKOT
8	ANANTHAPURU	35	JABALPUR	62	RANCHI
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SAMBALPUR
10	BAREILLY	37	JAMMU	64	SHILLONG
11	BENGALURU	38	JODHPUR	65	SHIMLA
12	BHOPAL	39	JORHAT	66	SILIGURI
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR
14	CHANDIGARH	41	KOHIMA	68	SRINAGAR (UTTARAKHAND)
15	CHENNAI*	42	KOLKATTA*	69	SURAT
16	COIMBATORE	43	KOZHIKODE (CALICUT)	70	THANE
17	CUTTACK	44	LEH	71	THIRUVANANTHAPURAM
18	DEHRADUN	45	LUCKNOW	72	TIRUCHIRAPALLI
19	DELHI	46	LUDHIANA	73	TIRUPATI
20	DHARAMSHALA (HIMACHAL PRADESH)	47	MADURAI	74	UDAIPUR
21	DHARWAD	48	MANDI (HIMACHAL PRADESH)	75	VARANASI
22	DISPUR*	49	MUMBAI	76	VELLORE
23	FARIDABAD	50	MYSURU	77	VIJAYAWADA
24	GANGTOK	51	NAGPUR*	78	VISHAKHAPATNAM
25	GAUTAM BUDDH NAGAR	52	NASIK	79	WARANGAL
26	GAYA	53	NAVI MUMBAI	80	KARGIL
27	GHAZIABAD	54	PANAJI (GOA)		*OPEN CENTRE

The Centers and the date of holding the Recruitment Test (RT).as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers, except **Chennai, Dispur, Kolkata and Nagpur**. Allotment of Centers will be on the "**first-apply-first allot**" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

NB : Notwithstanding the aforesaid provision, the Commission reserves the **right to change the Centers at its discretion if the situation demands**. All the Recruitment Test Centers for **POST OF NURSING OFFICER IN EMPLOYEES STATE INSURANCE CORPORATION, Ministry of Labour & Employment, 2024** will cater to Recruitment Test for Persons with Benchmark Disability in their respective Centers. Candidates admitted to the Recruitment Test (RT).will be informed of the time table and place or places of Recruitment Test (RT). The candidates should note that no request for change of Centre will be entertained.

Instructions for filling online Application Form of Nursing Officer Examination, 2024

How To Apply

- Candidates are required to apply online by using the website [upsconline.nic.in](https://www.upsconline.nic.in). It is essential for the applicant to register himself/herself first at One Time Registration (OTR) platform, available on the Commission's website, and then proceed for filling up the online application for the examination. OTR has to be registered only once in life time. This can be done anytime throughout the year. If the candidate is already registered, he/she can proceed straightway for filling up the online application for the examination

Important

- All Candidates are advised that before filling the **Nursing Officer Examination, 2024** application, they must register themselves through **ONE TIME REGISTRATION (OTR)** using the URL <https://www.upsconline.nic.in>
- Before applying for the Nursing Officer, the candidates are requested to check their eligibility (w.r.t. minimum educational qualification, age etc.) given in the **Notice of the Examination** available on Commission's website.
- Candidate should have details of one Photo ID Card viz. Aadhaar 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 Card will have to be provided by the candidate while filling up the online application form. This Photo ID Card will be used for all future referencing and the candidate is advised to carry this Photo ID Card while appearing for Examination/Personality Test.
- The candidates who are required to pay the examination fee must ensure that the fee is paid by them. The examination fees once paid, for Nursing Officer Examination will not be refunded under any circumstances. It may also be noted that the fee once paid for one application is not allowed to be adjusted against another application.
- While filling in his/her Application Form, the candidate should carefully decide about his/her choice of Centre for the Examination. If any candidate appears at a Centre other than the one indicated by the Commission in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will liable to cancellation.
- Suitable provisions for information regarding use of scribes by the Candidates (PwBD/PwD) who are eligible to avail the facility of scribe (as prescribed in the Rules) have been made in the online application at the time of the initial online application itself.
- Applicants are requested to note that before filling the online application they may have a careful look on the common reasons where an applicant's online application is being rejected by the Commission. Applicants are therefore advised to be careful enough so that chances of their applications being rejected are minimized to the best possible

extent and their effort is not lost due to the reasons which can be avoided by them if they remain slightly more careful while submitting their application to the Commission.

The Experience of Commission (UPSC) shows that major rejection happens due to the following reasons:

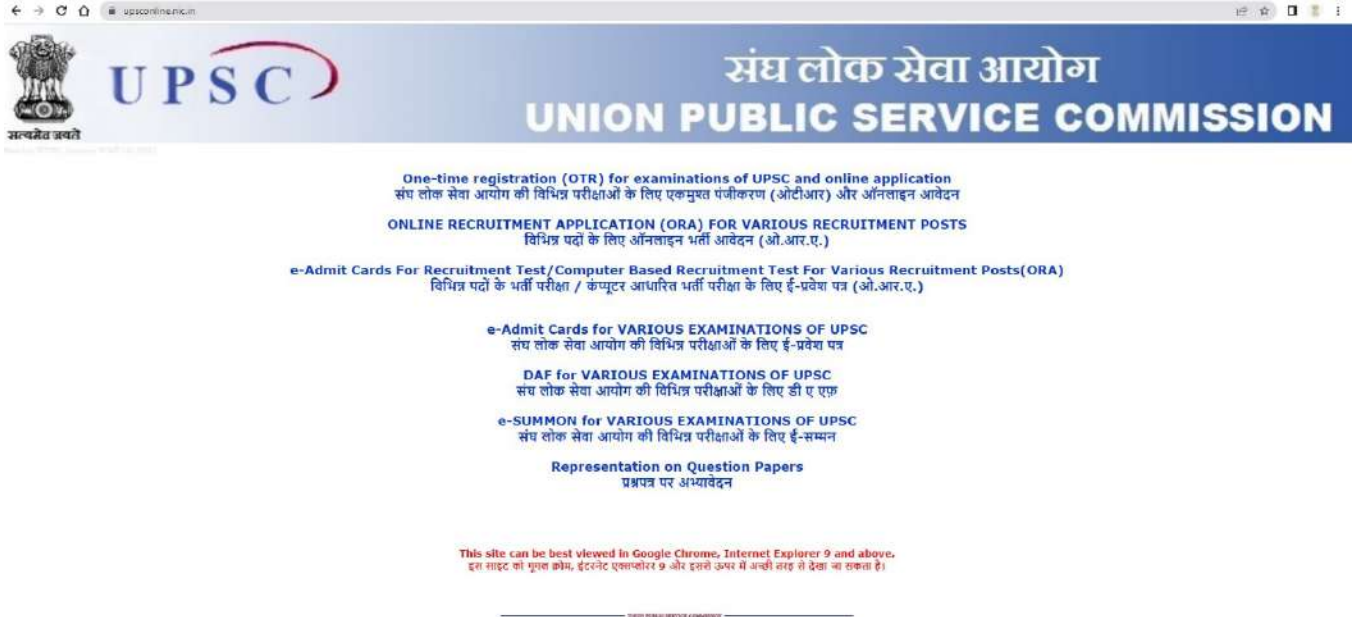
-

- a) Application being rejected on the grounds of bad quality of submitted photograph.
- b) Application being rejected on the grounds of bad quality of submitted signature.
- c) Application being rejected on the grounds of swapping of photograph with that of signature.
- d) Only PART-I of the application is submitted to the Commission and thus their application is incomplete because of non-submission of PART-II.
- e) Fee Payment details against one application has been submitted to another application ID (Fee once paid against one application, is not allowed to be adjusted against another application*).
- f) Applicant having submitted PART-I, but failing to complete Part-II registration. Applicant must complete Part-II registrations by uploading appropriate photograph and signature, paying admissible fee and giving his choice of examination Centre.
- g) Application being rejected on the grounds of non-submission of payment proof to the Commission within specified time in case of fictitious payment. [Fictitious payment cases are those cases for which the Commission does not receive any information from the bank authorities to which the applicant has claimed to have deposited his/her fees.]

*cases (which are intimated to the applicant through e-mail as well as published on the website of the Commission within 2 weeks after the last date of receipt of online application).

Instructions For Filling Online Application Form NURSING OFFICER Examination 2024

1. Applicants are advised to carefully go through the detailed Notice of NURSING OFFICER which can be viewed on the website of the Commission (<https://www.upsc.gov.in/>) as well as on the website <https://upsconline.nic.in/>.
2. Go to Website / URL <https://upsconline.nic.in> in your browser.



(Sample Image)

3. Click on “**ONE-TIME REGISTRATION (OTR) FOR EXAMINATIONS OF UPSC AND ONLINE APPLICATION**” link. This will take to the sample screen

displayed

below:

(Sample Image)

4. If you have **NOT** registered, then go to the **“New Registration”** button and register yourself with personal details & verify the same as given below:
 - 4.1 Name as recorded in the Matriculation/Secondary Examination Certificate. Please do not use any prefix such as Mr. or Ms. etc. unless it consists of only 3 letters as 4 letters are mandatory for NAME field.
 - 4.2 Enter your name within 100 characters as per the Matriculation/Secondary Examination Certificate only.
 - 4.3 **Gender:** Select from Male/Female/Transgender.
 - 4.4 **Date of Birth:** Date of Birth as recorded in the Matriculation/Secondary Examination Certificate should be filled carefully.
Note: - Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Commission, and no subsequent request for its change will be considered or granted.
 - 4.5 **Father’s Name:** Please do not use any prefix such as Shri or Dr. etc.
 - 4.6 **Mother’s Name:** Please do not use any prefix such as Smt or Dr. etc.
 - 4.7 **Primary and Alternate Mobile Number & E-Mail ID.**
 - 4.8 **10th Class Roll No. & Security Questions.**
 - 4.9 **After Completion of registration, you will get One Time Registration (OTR)-ID on your Mobile Number and E-Mail ID.**

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Home Login Instructions for OTR FAQ Contact Us Forget Password

Provide your basic Information under One Time Registration (OTR)

New Registration

Name* Name

Verify Name* Verify Name

Full Name Full Name

Gender* Gender

Verify Gender* Verify Gender

Date of Birth* DDMMYYYY (DDMMYYYY)

Verify Date of Birth* DDMMYYYY (DDMMYYYY)

Father's Name* Father's Name

Verify Father's Name* Verify Father's Name

Mother's Name* Mother's Name

Verify Mother's Name* Verify Mother's Name

Minority status* Minority status

Mobile Number* Mobile Number

- 1. Registration
- 2. Already Registered
- 3. Verification
- 4. Dashboard

Important instructions For filling Registration Form:

1. Registration 2. Already Registered 3. Verification 4. Dashboard

Applicant can submit his/her following details:

- Name and verify Name
- Full Name, if any
- Gender and Verify Gender
- Date of Birth and Verify Date of Birth
- Father's Name and Verify Father's Name
- Mother's Name and Verify Mother's Name
- Minority Status
- Valid Mobile Number (to be used as Login ID)
- Alternate Mobile Number, if any
- Valid Email ID (to be used as Login ID)
- Alternate Email ID, if any
- Board Examination Roll No (Class Xth)
- Security Questions

(Sample Image)

5. If you are already registered then Login with given mode (E-Mail or Mobile with OTP / OTR ID with Password) as displayed below:

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UNION PUBLIC SERVICE COMMISSION

Home Login Instructions for OTR FAQ Contact Us Forget Password

Steps for Applicants

- Registration
- Already Registered
- Verification
- Dashboard

Already Registered [New Registration](#)

Select Mode for Login Email ID Mobile Number OTR ID

Email ID Email ID

Enter OTP / Password OTP [Get OTP](#)

pocz7y
Can't read the image? [Click here to refresh](#)

Verification Code Verification Code

[Login](#)

One Time Registration Benefits:

- Applicant needs to fill personal details only once.
- Applicant needs to upload document, if required.
- OTR Information is digitally available anytime anywhere.
- OTR Information get automatically populated while applying under any Commission's Notification.

How to apply for Online Application?

- Candidate has to register himself/ herself on OTR (One Time Registration) portal by Clicking the **New Registration** button.
- After registration, he/she has to login (by Email ID/ Mobile Number/ OTR ID) to verify the already registered OTR application.
- Go to the **Latest Notification** tab in the OTR application.
- Apply for desirable Examination.
- Candidate can check active examination Notification (in English and Hindi) on URL: <https://www.upsc.gov.in>

(Sample Image)

6. After Login Successfully, “**Dashboard**” page will be displayed below:

Important Instructions to fill Online Application Form:

- Candidates are advised to go through the instructions carefully before filling up the application form.
- Online submission of application can only be made at website <https://upsconline.nic.in/>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should fill all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
- Online Application Form is available in English and Hindi Language but it can only be filled in English Language.
- The online application contains two parts.
- Candidate must press "I Agree" button after he / she finds that information supplied by him/ her is in order.
- When "I Agree" button is pressed, a page with Registration Number will be generated. Please note down Registration Number or take a print out of the page. The application is incomplete without payment, uploading of scanned photograph, signature, Photo Identity Card Document, selection of centre, agree to declaration.
- Scanned photograph and Signature should be in JPG format. The digital size should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.
- Upload your photo identity card document in PDF format only. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.
- If you are selecting the assistive device other than listed in Part-I application form, upload scanned "other assistive device" in JPG format. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.
- Candidates can pay application fee online, through Credit/Debit Card, Net banking /UPI Payment facility of any Banks or by cash challan in SBI bank only.
- To pay fee in cash, candidate should take pintout of challan generated online after completion of Part-I registration. Candidate may go to nearest SBI branch for depositing fee after 24 hours of generation of challan. Pay by cash mode option will be deactivated at 23:59 hours of one day before the closing date.
- Who are exempted from payment of fee can skip steps 10 and 11.
- Please provide the photo identity card number in Part-I and upload copy of the same in Part-II Application Form and remember to carry it at the time of Personality Test Examination at the venue.
- On successful completion of your online application, an auto-generated email message will be sent on your registered email-id. In case email is not received by you, please check / ensure that "Final Submission" button of Part-II of the Application has been clicked.
- PwBD candidates with less than 40% disability will not be considered for any relaxation and are required to pay fee if not exempted under the rules.

Recent Activity:

Exam Name : Exam Year	Application Status

(Sample Image)

7. For apply examination of Nursing Officer Examination 2024, click on “**Latest Notification**” tab displayed below:

Please choose the below Examination applying for:

Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अंतिम तिथि	Part-I Registration भाग-I पंजीकरण	Part-II Registration भाग-II पंजीकरण
Nursing Officer - 2024	2024	SS-2024-NU/ESIC	06-01-2023	30-04-2024 शु 1800 hrs / 1800 घंटे तक	Update / Edit OTR (One Time Registration) Profile Click Here for PART I / भाग-I के लिए यहां क्लिक करें	Not Active *
* Part-I Registration has not been done yet.		Instructions to the Candidate	English Notification	Hindi Notification		
Personal Assistant in Employee Provident Fund Organisation - 2024	2024	54/2024-PA/EPFO	06-01-2023	30-04-2024 शु 1800 hrs / 1800 घंटे तक	Update / Edit OTR (One Time Registration) Profile View Part-I	Registration Fee Paid ✓ View Upload Photograph & Signature Upload ✓ Notification Selection & Agreeing to Declaration ✓
Instructions to the Candidate		English Notification	Hindi Notification			

(Sample Image)

8. **“Click Here for Part I”** registration given against Notice. This will lead you to the Part-I Registration Form. The candidates must read the instructions carefully and must agree that he/she has read them. The Part-I Registration is done in 2 steps in which the applicants have to fill in the requisite information, particulars and details asked for.

Nursing Officer - 2024

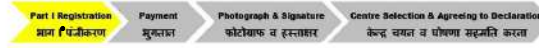
Important Instructions to fill Online Application Form
ऑनलाइन आवेदन - प्रपत्र भरने के बारे में महत्वपूर्ण अनुदेश

- Candidates are advised to go through the instructions carefully before filling up the application form.
उम्मीदवारों को सुझाव दिया जाता है कि वे आवेदन प्रपत्र भरने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लें।
- Online submission of application can only be made at website <https://upsconline.nic.in>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
आवेदन पत्र को केवल <https://upsconline.nic.in> वेबसाइट पर ऑनलाइन जमा किया जा सकता है। विस्तृत अनुदेश वेबसाइट पर उपलब्ध हैं। उम्मीदवार को कोई भी प्रविष्टि करने अथवा विकल्पों का चुनाव करने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लेना चाहिए। ऑनलाइन आवेदन पत्र भरते समय उम्मीदवार को सभी आवश्यक विवरण देने चाहिए। अनिवार्य विवरणों को * (तारांकित) चिन्ह से अंकित किया गया है।
- Candidate can make correction(s) in any field(s) (except OTR details) of the application form for this examination from next day of the closure of the application window of this Examination
उम्मीदवार इस परीक्षा के लिए आवेदन विंडो बंद होने के अगले दिन से आवेदन पत्र के किसी भी क्षेत्र (ओ.टी.आर. विवरण को छोड़कर) में सुधार कर सकते हैं।
- Online Application Form is available in English and In Hindi Language but it can only be filled in English Language.
ऑनलाइन आवेदन पत्र अंग्रेजी एवं हिंदी भाषा में उपलब्ध है, लेकिन यह केवल अंग्रेजी भाषा में भरा जा सकता है।
- The filling of online application contains two parts.
ऑनलाइन आवेदन पत्र दो भागों में भरा जाता है।
- In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make correction, if any, in the application.
पंजीकरण के भाग-I में, उम्मीदवार को सामान्य जानकारी देनी होगी। विवरण प्रस्तुत करने पर, उम्मीदवार से दिए गए विवरण की जांच करने और आवेदन में संशोधन, यदि कोई हो, करने के लिए कहा जाएगा।
- Part-II Registration consists of following Stages.
भाग-II पंजीकरण में निम्न चरण होते हैं।
filling up Payment details (except for fee exempted candidates), uploading of Photograph, Signature, selection of examination centre and Agreeing to Declaration.
भुगतान विवरण भरना (शुल्क छूट प्राप्त अभ्यर्थियों को छोड़कर), फोटो, हस्ताक्षर, परीक्षा केन्द्र का चयन और घोषणा सहमति करना।
- Registration of Part-I & Part-II will be treated as valid from 06-01-2023 to 30-04-2024 (6:00 P.M.).
भाग-I एवं भाग-II के दिनांक 06-01-2023 से 30-04-2024 के शाम 6:00 बजे तक के पंजीकरण को वैध माना जाएगा।

(Sample Image)

The candidates will be taken to the next screen to fill up their personal details when they have read the instructions to fill Online Application Form.

Application Form For Nursing Officer - 2024



[Click here to update OTR \(One Time Registration\) Profile](#)

PART-I REGISTRATION / भाग-1 पंजीकरण

OTR (One Time Registration) Profile / ओटीआर (वन टाइम रजिस्ट्रेशन) प्रोफाइल

Name / नाम :	BGRF
Have you ever changed name :	No
Gender / लिंग :	Female / महिला
Date Of Birth / जन्म तिथि :	26-12-2002
Father's Name / पिता का नाम :	FNAME
Mother's Name / माता का नाम :	MNAME
Do you belong to Minority / शा. शा. अल्पसंख्यक है :	No / नहीं
Mobile No. / मोबाइल नं. :	2345789099
e-mail / ई-मेल :	5@NIC.IN

Examination Application Details (Other than OTR Profile)

Nationality / राष्ट्रियता :	Indian / भारतीय
Marital Status / वैवाहिक स्थिति :	Select Marital Status
Candidate belongs to PwBD/PwD category / उम्मीदवार/ उम्मीदवारी को PwBD/PwD श्रेणी में शामिल किया/करीया :	No

(Sample Image)

9. Applicant must fill all the required fields except OTR details. Fields with red STAR (*) marks are mandatory and essential to be filled in by the applicant.

9.1 Nationality: Should opt from Indian/Others.

9.2 Marital Status: Should choose from Unmarried /Married /Widow/ Widower/Divorcee.

9.3 PwBD (Persons with Benchmark Disability): Applicant should indicate by Yes/No.

9.4 PwBD Category: There are five categories i.e (a) blindness and low vision; deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness.

Applicants with less than 40% disability will not be considered as PwD candidates and are not eligible for age relaxation and fee exemption under the rules. For other details, Applicant may refer to the Detailed Notice of the Examination.

9.5 Certificate of Disability date: Date of issue of the Certificate.

9.6 Community: Fill the appropriate category

from EWS/General/OBC/SC/ST. Applicants who belongs to OBCs but come in the ' Creamy Layer 'are not entitled to OBC reservation as per rules. Such type of applicants will be treated as unreserved.

9.7 If you belong to Minority: In case of yes, must choose appropriate minority option.

9.8 Fee Remission Claimed: Fee exemption is admissible only to SC/ST, PwBD and Female candidates.

9.9 Educational Qualification: Applicant must fill the appropriate information.

9.10 Address: An applicant must fill the correct information regarding address.

10. Click on “Continue” button at bottom of the page to go to the next step. This takes you page asking for claiming Age relaxation

(Sample Image)

11. Here the system asks if the candidate wishes to apply for ‘Age Relaxation’. The candidate will be given the option to select the category under which he/she is applying for age relaxation. (Candidates are advised to refer to the detailed Notice which is available in the website <https://upsonline.nic.in/> as well as on the website of the Commission <https://upsc.gov.in>)

12. After filling Claiming Age Relaxation, Applicant must click on “Continue” button at bottom of the page to proceed to the next step. The candidate should provide the details of Photo ID like Voter ID /Aadhaar /Driving License etc.

12.1 The candidate should provide Photo ID number and confirm it.

Latest Notification

Application Form For Personal Assistant in Employee Provident Fund Organisation - 2024

Part I Registration
भाग I पंजीकरण
Payment
भुगतान
Photograph & Signature
फोटोग्राफ व हस्ताक्षर
Centre Selection & Agreeing to Declaration
केन्द्र, घबरा व घोषणा सप्रति करना

Photo Identity Card / फोटो पहचान कार्ड * :

Photo Identity Card Number / फोटो पहचान कार्ड संख्या * :
Note: (Do not enter special characters like (_ , \ , / etc.)
 विशेष चरित्र जैसे (_ , \ , / आदि) दर्ज न करें।)

Confirm Photo Identity Card Number / फोटो पहचान कार्ड संख्या की पुष्टि करें * :
Note: (Do not enter special characters like (_ , \ , / etc.)
 विशेष चरित्र जैसे (_ , \ , / आदि) दर्ज न करें।)

Note: Please provide the photo identity card number in Online Application Form and remember to carry the same at the time of Personality Test/Examination venue.

Upload your scanned photo identity card document (.PDF Format)
 स्कैन किए गए अपने फोटो पहचान कार्ड दस्तावेज़ अपलोड करें * : No file chosen

(For uploading instruction / अपलोडिंग संबंधी अनुदेशों के लिए यहां क्लिक करें, [click here / यहां क्लिक करें](#))
Note: Please don't upload password protected document.
 कृपया पासवर्ड संरक्षित दस्तावेज़ अपलोड न करें।

All entries in the page are mandatory / पृष्ठ में सभी प्रविष्टियां अनिवार्य हैं

EMPLOYEE PROVIDENT FUND ORGANISATION

(Sample Image)

13. Percentage at Graduate level must be filled correctly. The system asks for the percentage of marks obtained at the Graduation Level. This information is for statistical purposes only. In cases where grades/CGPA is awarded by the University, the equivalent percentage of marks, as per University guidelines, may be filled. In cases where there are no guidelines on this issue, the indicative percentage of marks may be calculated based on the CGPA. For example, if a candidate obtained a CGPA of 7.0 out of 10, then the percentage may be filled as 70%.



14. Click on “**Continue**” button at bottom of the page to proceed to the next step. Here the system displays all the information provided by the candidate in the application form for verification. ‘**Update**’ button is also provided therein at the bottom of the Online Application details to move back and make any correction in the information filled in. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled up. No change in information filled in by the candidates would be allowed at any subsequent stage of the examination process except during the correction window.

(Sample Image)

15. Declaration box: In case the candidate opts to “I Do not Agree”, the application will be dropped and the procedure will be terminated. **Accepting to “I Agree” only will submit the candidate’s Online Application.**

Do you belong to Minority / क्या आप अल्पसंख्यक हैं ?	No
Mobile No. / मोबाइल नं.	2345789999
E-mail / ई-मेल	Sj@tjuc[det]IN
Examination Application Details (Other than OTR Profile)	
Nationality / राष्ट्रियता	Indian
Marital Status / वैवाहिक स्थिति	Unmarried
Candidate belongs to PwB/D/PwD category / उम्मीदवार बेधमार्ग/ विद्यार्थी श्रेणी से संबंधित है	No
Community / समुदाय	General
Fee Remission Claimed / शुल्क माफ किया गया है	Yes
Address Line 1 / पता पंक्ति 1	flghfgh
Address Line 2 / पता पंक्ति 2	ghfghfgh
Address Line 3 / पता पंक्ति 3	ghfghfgh
District / City जिला/शहर	Shahdara
State / UT राज्य/पंच प्रांत	Delhi
Pin Code / पिन कोड	121102
Phone No. / फोन नं.	-
Claiming age relaxation / आयु में छूट का दावा किया है	No
Educational Qualification / शैक्षिक योग्यता	Bachelors Degree in any subject from recognized university or institute & Speed of 120 Words per minutes in Stenography (English OR Hindi)
Medium of Stenography Test / आयुर्विधि परीक्षा का माध्यम	English Note: Speed of Stenography Test will be as per notification अनुमति परीक्षा की गति-लिपिक्रम के अनुसार होगी।
Photo Identity Card / फोटो पहचान कार्ड :	Driving Licence - XX3456 Note: Please provide the photo identity card number in Online Application Form and remember to carry the same at the time of Personality Test/Examination venue.
Photo Identity Card Document / फोटो पहचान कार्ड दस्तावेज़ :	Document Uploaded View document

If you want to update/change any of the information you have filled so far, click on **Update** button.
यदि आप अपडेट कर दी गई जानकारी को परिवर्तित करना चाहते हैं, तो कृपया **अपडेट** बटन पर क्लिक करें। **Update / अपडेट**

Confirm Random Image / दृश्यें याई दृश्य को पुष्टि करें :  Refresh Captcha / कैप्चा दोबारा करें []

I Do not Agree / मैं सहमत नहीं हूँ I Agree / मैं सहमत हूँ



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION



Application For Personal Assistant in Employee Provident Fund Organisation - 2024

Registration-Id / पंजीकरण संख्या	XXXXXXXXXX
Name / नाम	XXXXXXXXXX
Father's Name / पिता का नाम	XXXXXXXXXX
Mother's Name / माता का नाम	XXXXXXXXXX
Date of Birth / जन्म तिथि	XXXXXXXXXX
Address / पता	flghfgh ghfghfgh ghfghfgh District/City : Shahdara State/UT : Delhi

You have completed the PART-I Registration of the Online Application Procedure.
आपने ऑनलाइन आवेदन प्रक्रिया के पहलूकरण का भाग-I पूरा कर लिया है।

Note 1: Please note down the Registration-Id given above, which will be required for further communication with UPSC.
नोट 1 : कृपया ऊपर दिए गए पंजीकरण संख्या को नोट कर लें। संघ लोक सेवा आयोग से आगे पत्र-व्यवहार करने के लिए इसकी आवश्यकता होगी।

Note 2: Your Application will be treated as INCOMPLETE AND REJECTED UNLESS YOU COMPLETE PART-II REGISTRATION. Part-II Registration consists of FOUR Stages (i) filling up Payment details (except for fee exempted candidates), (ii) Selection of Examination Centre, (iii) Uploading of Photograph and Signature (iv) Agreeing to Declaration.*
नोट 2 : यदि आपने भाग-II पंजीकरण पूरा नहीं किया है तो आपके आवेदन पत्र को अपूर्ण और अस्वीकृत माना जाएगा। भाग-II पंजीकरण के चार चरण हैं :- (i) भुगतान का विवरण प्रदान करना (शुल्क छूट प्राप्त अभ्यर्थियों को छोड़कर), (ii) परीक्षा केंद्र का चयन करना, (iii) फोटोग्राफ और हस्ताक्षर अपलोड करना, (iv) घोषणा के लिए सहमति देना।*

* For payment of exam fee, Selection of Exam Centre, uploading of Photograph and Signature, proceed to PART-II Registration.
परीक्षा शुल्क के भुगतान, परीक्षा केंद्र के चयन, फोटोग्राफ और हस्ताक्षर की अपलोडिंग के लिए, भाग II पंजीकरण करने के लिए आगे बढ़ें।

[Print Slip / प्रिंट स्लिप](#) [Upload Photograph & Signature Image](#)

An acknowledgement has been sent to your Email id. / आपके ई-मेल आईडी पर पत्राई भेज दी गई है।

(Sample Image)

16. When an applicant clicks on “I Agree” button, his/her eligibility for age relaxation and other criteria is automatically checked by the system. With the correct eligibility, the system Displays the system generated unique ‘Registration ID’ along with the essential identification information about the candidate viz. ‘Name’, ‘Father’s Name’, ‘Mother’s name’, ‘DOB’, ‘Address’, ‘Examination Centre’ etc. opted by the candidate.

17. The candidate is also intimated that he has completed PART-I of the Registration of Online Application procedure. **The candidates may however note that**

Application would be treated as incomplete and rejected unless accompanied with Part-II Registration.

18. CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE “Print Slip” OPTION AVAILABLE BELOW THEREIN.

PART-II Registration:

19. Once PART-I of the Online Application procedure is completed, an applicant has to complete the PART-II Registration by clicking on the “Latest Notification” for submission of Online Application successfully.



Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अंतिम तिथि	Part-I Registration भाग-I पंजीकरण	Part-II Registration भाग-II पंजीकरण
Personal Assistant in Employee Provident Fund Organisation - 2024	2024	S42024-PAVEFFO	06-01-2023	30-04-2024 तill 1800 hrs / 1800 घंटे तक	Update / Edit OTR (One Time Registration) Profile View Part I	<ul style="list-style-type: none"> Upload Photograph & Signature Upload ❌ Center Selection & Agreeing to Declaration ❌
Instructions to the Candidate	English Notification	Hindi Notification				

(Sample Image)

20. PART-II REGISTRATION COMPRISES THREE STEPS: -

1. FEE PAYMENT (Female / SC, ST & PwBD Candidates are exempted from payment of fee)
2. EXAMINATION CENTRE for NURSING OFFICERS HAS TO BE CHOSEN FROM THE AVAILABLE DROP-DOWN MENU.
3. UPLOADING OF PHOTOGRAPH, SIGNATURE, PHOTO ID and RELEVANT DOCUMENTS.

- 21.1 Applicants have to upload images of their latest photograph and signature in .jpg format. Scanned photograph should be in JPG format and must be uploaded first. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 550 pixels (Width) X 550 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit. The photograph should be clear with plain white background and 3/4 of photograph should present full face (full head from top of hair to bottom of chin) the photograph should be latest (Not older than 10 days for filling Online Application Form) and at bottom of photograph name of candidate and

date of photo to be mentioned.

21.2 Scanned signature should be in JPG format and must be uploaded. The digital size of each file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 550 pixels (Width) X 550 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

21.3 Photo identity card document in PDF format must be uploaded. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.

22. After uploading a fresh page shows the preview of the uploaded images by the candidate. **Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the upper row and the specimen signature in the lower row.** In no case these rows should be swapped and uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the candidature of the candidate is liable to be cancelled by the commission and no representation from the candidate will be entertained by the commission regarding any change for the wrong data uploaded /filled up by the candidate. If the candidate is satisfied with the uploaded images, he may CONFIRM the uploading of photograph and signature by clicking on **Confirm Upload** button. **If by any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button.** They can view reloaded Photograph/signature by clicking on “**Image refresh**” button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on **Confirm Upload** button.

Note: Candidates should satisfy themselves about the quality of photograph & signature files upload. Applications having poor quality photo or signature files are liable to be rejected.

23. At the bottom of the page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on “***I have read Declaration & Agree***” or “***I Do Not Agree***” buttons. In-case the candidate opts to '***I Do Not Agree***', the application will be dropped and the procedure will be terminated. **Accepting to “*I have read Declaration & Agree*” only will submit the candidate's Online Application Finally.**

24. FOR FEE PAYMENT CANDIDATES HAVE THREE OPTIONS: -

24.1 THEY CAN PAY CASH AT ANY BRANCH OF STATE BANK OF INDIATHROUGH THE PAY-IN-SLIP GENERATED BY THE ONLINE APPLICATION PROCESS.

24.2 THEY CAN PAY ONLINE USING THE INTERNET BANKING FACILITY OF THE STATE BANK OF INDIA.

24.3 THEY CAN PAY ONLINE USING ANY **VISA/MASTER CARD Debit OR Credit Card/UPI** ISSUED BY ANY BANK/INSTITUTION.

25. Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only. "Pay by Cash" mode will be deactivated at **11.59 P.M. of 26.03.2024** i.e. one day before the closing date; however applicants who have generated their Pay-in-Slip before it is deactivated may pay at the counter of SBI Branch during banking hours on the closing date. After receipt of cash, the Bank would stamp the pay-in-slip and also provide a "TRANSACTION ID" as indicated on the Challan Form as SBI Journal Number. After paying fee through Cash Mode, the candidate would have to go to the website (www.upsconline.nic.in) again and fill the transaction id and other details with PART-II Registration process.

26. After filling fee details (in case of cash payment) or paying fee through other than Cash mode, the application must click on the Continue button provided at the bottom of the page.

27. In next step, Applicant must fill in the Centre of Examination for **Nursing Officer Examination 2024** and click on the submit button given at the bottom of the page.

28. In a next step, through a fresh page the applicant is intimated that their application has been submitted successfully. This page has also a link to view the complete application. Applicants are advised to take printout of their completed application right after they have completed the application process.

29. To view the application submitted by the candidate a link View/Print Application is also given on the home page.

30. Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to the Union Public Service Commission. However, they are advised to take printout of the Online Application and retain it for further communication with the Commission.

31. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

32. Mere issue of admission certificate to the candidate will not imply that his candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Online Application process must be completed (including filling up of Part-I and Part-II of the Form) before 1800 HRS of 27th March, 2024.
