

UNION PUBLIC SERVICE COMMISSION

Date of STARTING for filling Online Application Form: 12.02.2025

Date of CLOSING for filling Online Application Form: 04.03.2025

INSTRUCTIONS TO CANDIDATES FOR FILLING IN THE ONLINE APPLICATION FORM FOR INDIAN ECONOMIC SERVICE/INDIAN STATISTICAL SERVICE EXAMINATION, 2025

‘Important’

THE COMMISSION HAS IMPLEMENTED A NEW REGISTRATION AND ONLINE APPLICATION FORM FOR THE INDIAN ECONOMIC SERVICE/ INDIAN STATISTICAL SERVICE EXAMINATION, 2025. CANDIDATES ARE REQUESTED TO NOTE THAT THEY ARE REQUIRED TO UPLOAD ALL THE REQUISITE DETAILS AND DOCUMENTS INCLUDING MATRICULATION CERTIFICATE, EDUCATIONAL CERTIFICATES, COMMUNITY/PWBD CERTIFICATE (IF APPLICABLE), NECESSARY UNDERTAKINGS (WHEREVER APPLICABLE) IN REGISTRATION AND ONLINE APPLICATION FORM WHICH SHALL REMAIN OPEN FROM 12TH FEBRUARY 2025 TO 04TH MARCH 2025.

Applicants for the Indian Economic Service/ Indian Statistical Service Examination, 2025, must upload all required documents during this application window. To avoid last minute rush and complications, candidates are encouraged to have their required certificates ready and submit their applications well in advance.

FACILITATION COUNTER FOR HELPLINE 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.

1. Applicants are advised to carefully go through the detailed Notice No. 07/2025-IES/ISS, which can be viewed on the website of the Commission (<https://upsc.gov.in/>) as well as the website <https://upsconline.gov.in> .
2. All the candidates are advised that before filling up the Online Application Form (OAF) for the Indian Economic Service/ Indian Statistical Service Examination, 2025, they must register themselves through **ONE TIME REGISTRATION (OTR)** using the URL <https://www.upsconline.gov.in>.
3. Before applying for the IES / ISS Examination 2025, 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.
4. Candidate should have details of one Photo ID Card viz. Aadhaar Card / Voter Card (EPIC)/ PAN Card / Passport / Driving License / Any other Photo ID Card issued by the State / Central Government. The details of this Photo ID will be used for all future

references and the candidate is advised to carry this Photo ID Card while appearing for the Examination/Personality Test.

5. The candidates who are required to pay the examination fee must ensure that the fee is paid by them. The examination fees once paid will not be refunded under any circumstances. It may also be noted that fee once paid for one application is not allowed to be adjusted against another application.
6. 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 e-Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will liable to cancellation.
7. 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 OAF at the time of the initial OAF itself.
8. Applicants are requested to note that before filling the OAF 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.
9. 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) Application rejected due to submission of photograph only, i.e. no signature submitted or photograph submitted at the place of signature as well.
 - e) Application rejected due to submission of signature only, i.e. no photograph submitted or signature submitted at the place of photograph as well.
 - f) Applicant have filled all the details in OAF but failed to finally submit the OAF before the closing date.
 - g) 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*).
 - h) 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).

10. Candidates applying online need NOT send hard copy of the OAF 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 OAF and retain it for further communication with the Commission.
11. 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.
12. 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.
13. Online Application process must be completed before 18:00 hours of 04th March, 2025.
14. In the interest of coordinated and secured logistics, the Commission may not operate Centres where the number of candidates is very low. In such cases, the Commission may allot nearest Centres to the candidates. THE DECISION OF THE COMMISSION IN THIS REGARD WILL BE FINAL AND NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED FROM CANDIDATES.
15. The Centres and the dates of holding the Examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidate to the Centre of his choice, the Commission may, at their discretion allot a different Centre or a new Centre that may be opened when circumstances so warrant.
16. No request for withdrawal of candidature received from a candidate after he / she has submitted his/her application will be entertained.
17. The e-admit cards will be uploaded in the Commission's website. The candidates should download the same and check it carefully to ensure that the particulars on the e-Admit Card are correct. In case, there is any mistake in the e-Admit Card, it should be brought to the notice of the Commission with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of e-Admit Card issued in respect of another candidate. No candidate will be allowed to take the examination without the e-admit card.
18. Persons in Government service whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are required to **upload** an undertaking (**Annexure-I**) that they have informed in writing their Head of Office/ Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the Examination, their applications will be liable to be

rejected/candidature will be liable to be cancelled. **(Please refer Rule 9 of the Indian Economic Service/Indian Statistical Service Examination Rules, 2025).**

19. A candidate appearing in the examination should also bring with him/ her to the examination hall extra copies of the photograph similar to the one uploaded in the application form, as per the instructions given in the e-Admit Card.
20. A candidate who claims to belong to one of the Schedule Castes, the Schedule Tribes or the Other Backward Classes should upload in support of his/her claim a scanned copy of the certificate in the form given in Appendix-I from the District Officer or the Sub-Divisional Officer or any other officer of the district in which his/her parents (or surviving parent) ordinarily reside. Such an officer should have been designated by the State Government concerned as competent to issue such a certificate. If both his/her parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself ordinarily resides otherwise than for the purpose of his/her own education.

20.1 A candidate who claims reservation benefit under Economically Weaker Section (EWS) should **upload** in support of his/her claim a scanned copy of the Income and Asset Certificate based on the income of Financial Year (FY) 2023-24 (Certificate of Eligibility) in the form given in Appendix-V.

Note 1: Candidates should note that their SC/ST/PwBD/Ex-servicemen certificate should have been issued latest by the closing date of application for Indian Economic Service/ Indian Statistical Service Examination, 2025 [i.e. 04.03.2025] as prescribed in the Rule 21 of the Rules for the Examination.

Note 2: EWS Category candidates should note that 'Income and Asset Certificate' must be issued in prescribed format based on the income for Financial Year 2023-24 (i.e. for the period 1st April, 2023 to 31st March, 2024) in support of their claim. Certificate based on the income of any other Financial Year shall not be treated as valid. The Certificate must be issued on/after 01.04.2024 (after the completion of FY 2023-24) but not later than the closing date of the application for Indian Economic Service/Indian Statistical Service Examination, 2025 i.e. 04.03.2025. Such candidates must meet the Income and Asset criteria issued by the Central Government.

Note 3: The OBC category candidates should note that the OBC (Non-Creamy Layer) certificate must be in prescribed format based on the income for the Financial Years (FYs) 2023-24, 2022-23 and 2021-22. The Certificate must be issued on/after 01.04.2024 (after the completion of FY 2023-24) but not later than the closing date of the application for Indian Economic Service/Indian Statistical Service Examination- 2025 i.e. 04.03.2025. Candidates should also note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 4 : The OBC/SC/ST claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC/SC/ST certificate which should have been issued to him based on his

father's OBC/SC/ST certificate from the State to which he (father) originally belongs.

Note 5 : No change in the community status indicated by a candidate in his/her application form for the Indian Economic Service/Indian Statistical Service Examination will be allowed by the Commission except in the circumstances mentioned in the Rule 20 of the Indian Economic Service/Indian Statistical Service Examination Rules, 2025.

21. A candidate disabled while in the Defence Services claiming age concession should upload a scanned copy of the certificate in the form given in **Appendix-II**, from the Director General Resettlement, Ministry of Defence to show that he/she was disabled while in the Defence Services in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

21.1 Ex-servicemen including Commissioned Officers and ECOs/SSCOs claiming age concession should upload a scanned copy of the certificate as applicable to them, in the form given in **Appendix-III**, from the authorities concerned.

22. A candidate claiming to belong to Persons with Benchmark Disability category shall be required to meet one or more of the physical requirement/abilities, as laid down in Rule 19 of the Rules for the Indian Economic Service/Indian Statistical Service Examination, 2025. He/She must upload a scanned copy of the Certificate of Disability in Form V/Form VI/Form VII/others issued by notified Medical Authority of the Central/ State Government. Such Disability Certificate should have been issued latest by the closing date of submission of online application form for Indian Economic Service/ Indian Statistical Service, 2025 (i.e. 04.03.2025) as prescribed in Rule 21 of the Rules of the Examination.

NOTE : NOTWITHSTANDING THE AFORESAID PROVISION FOR AGE RELAXATION, A CANDIDATE BELONGING TO PERSONS WITH BENCHMARK DISABILITY CATEGORY WILL BE CONSIDERED TO BE ELIGIBLE FOR APPOINTMENT ONLY IF HE/SHE (AFTER SUCH PHYSICAL EXAMINATION AS THE GOVERNMENT OR THE APPOINTING AUTHORITY, AS THE CASE MAY BE, MAY PRESCRIBE) IS FOUND TO SATISFY THE REQUIREMENTS OF PHYSICAL AND MEDICAL STANDARDS FOR THE INDIAN ECONOMIC SERVICE/INDIAN STATISTICAL SERVICE TO CANDIDATES BELONGING TO THE PERSONS WITH BENCHMARK DISABILITY CATEGORY BY THE GOVERNMENT.

23. In all communications with the Commission regarding his/her Online Application Form (OAF), the candidate should mention the name of the Examination, his/her Full Name, Roll Number and his/her Date of birth.
24. A candidate must see that communication sent to him at the address stated in his OAF is redirected, if necessary. Any change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes, they cannot accept any responsibility in the matter.
25. The candidates should note that their candidature for the Indian Economic Service/ Indian Statistical Service Examination, 2025 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage

before or after the examination it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

26. The candidate should also scan their relevant original documents as listed below and it should be uploaded along with the Online submission of Application Form.

- (I) Scanned Copy of Matriculation Certification/School Leaving Certificate as proof of date of birth or any other certificate/document as prescribed Rule 6(a) of the Rules for the exam.
- (II) Scanned copy of certificates showing his/her educational qualification prescribed in para 3(iii) of the Notice of the Examination uploaded on the website of Commission and Rule 7 of the Rules of Examination published in the Gazette of India dated 12th February, 2025.
- (III) Scanned copy of certificate in support of claim to belong to Scheduled Castes/Scheduled Tribes/Other Backward Classes/EWS and UNDERTAKING FOR OBC/EWS CANDIDATES, as applicable. The original physical copy of UNDERTAKING must be submitted at the time of Personality Test.
- (IV) Scanned Copy of an Undertaking duly signed by the candidate seeking relaxation as OBC candidate in support of claim of not belonging to creamy layer, to be given in format as mentioned in para B-1 of Appendix-I.
- (V) OBC and EWS Annexure to be filled up online by OBC and EWS candidates.
- (VI) Scanned copy of certificate in support of claim of age concession, wherever applicable.
- (VII) Scanned copy of certificate(s) in support of claim to being Persons with Benchmark Disability (wherever applicable).
- (VIII) Scanned Copy of certificate(s) to the effect that person concerned has limitation to write in support of claim.
- (IX) Scanned Copy of an undertaking duly signed by the candidates if already in Government service. The original physical copy must be submitted at the time of Personality Test.
- (X) Copy of the selected Photo ID Proof (viz. Aadhaar Card, Voter Card, PAN Card, Passport, Driving Licence or any other Photo ID Proof issued by the Central/State Government.)

27. Duly signed copy of the Online Application Form along with originals of the above certificates are required to be produced along with self certified copies of all the documents at the time of interview or within the last day of interview, which will be published in the Commission's Website in due course, failing which their candidature is liable to be cancelled. It may also be noted that in no case the last date of verification of certificates will be extended. Candidate must also note that they should upload only the scanned copies of the original documents and no document is required to be sent by post.

28. A candidate must upload along with his/her Online Application Form, a scanned copy of certificate of age (indicating his/her date of birth). The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University. A candidate who has passed the Higher Secondary Examination or an equivalent

Examination may upload a scanned copy of the Higher Secondary Examination certificate or an equivalent certificate.

No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service Records and the like, will be accepted.

The expression Matriculation/Higher Secondary Examination Certificate in this part of the instructions includes the alternative certificate mentioned above.

Sometimes the Matriculation/Higher Secondary Examination Certificate does not show the date of birth or only shows the age by completed years or completed years and months. In such cases a candidate must upload in addition to the Matriculation/Higher Secondary Examination Certificate a scanned copy of the certificate from the Headmaster/ Principal of the Institution from where he/she passed the Matriculation/Higher Secondary Examination showing date of his/her birth or his/her exact age as recorded in the Admission Register of the Institution.

29. A candidate must upload a scanned copy of a certificate showing his educational qualification prescribed in para 3(III) of the Notice dated 12th February, 2025 for the Examinations available on the website of Commission. The uploaded certificate must be the one issued by the Competent Authority (i.e. University or other examining body) awarding the particular qualification.

Note-1: A candidate who holds a completed secondary school certificate need to upload a scanned copy of the page containing entries relating to age only.

Note-2: Candidates should note that only the date of birth as recorded in the matriculation/ higher 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.

Candidates are warned that unless complete proof of age as laid down in these instructions is sent with the application, the candidature of the candidate will be rejected.

30. Candidates are advised to read carefully the Rules of the Examination, which include conditions of eligibility etc. as published in the Gazette of India dated 12th February, 2025. They should, therefore, take special care to fill up the application form correctly. In case there are any illegible or misleading entries, the candidates will be responsible for the consequences thereof.
31. The candidates should note that their candidature for the Indian Economic Service/ Indian Statistical Service Examination, 2025 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the examination it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

Note: Candidates shortlisted for interview on the basis of written result will be required to upload scanned copies of documents/relevant certificates in support of claims made in the on-line application as and when demanded by the Commission.

Originals of the above certificates are required to be produced at the time of interview along with a set of self certified documents.

32. Any Online Application Form received without scanned copies of all or some of the enclosures will entail cancellation of candidature. Any missing enclosures sent subsequently by the candidate will not be entertained. The candidates must ensure that the Application Form is properly filled in through online.
33. In case of further doubts, if any, the candidate may refer to FAQ available on the website <https://upsc.gov.in/>

NOTE: CANDIDATES QUALIFIED FOR INTERVIEW FOR THE PERSONALITY TEST ON THE RESULTS OF THE WRITTEN PART OF THE EXAMINATION WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE REQUISITE CERTIFICATES. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THAT TIME WILL ENTAIL CANCELLATION OF CANDIDATURE.

Annexure-I

The form of the Undertaking to be uploaded by the candidate:

<p style="text-align: center;">UNDERTAKING (for Government Employees)</p> <p>I have intimated my Head of Office / Department in writing on_____ that I have applied for the Indian Economic Service/Indian Statistical Service Examination, 2025.</p> <p style="text-align: right;">(Signature)</p> <p style="text-align: right;">Name: _____</p> <p style="text-align: right;">OTR ID _____</p> <p>NOTE: All candidates in Government service, whether in a permanent or in temporary capacity or as work charged employee, other than casual or daily rated employees or those serving under Public Enterprises will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing at the examination, their applications will be liable to be rejected/candidature will be liable to be cancelled.</p>

APPENDIX-I

(A) The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari* son/ daughter* of of village/town* in District/Division* of the State/Union Territory*..... belongs to the caste/tribe* which is recognised as a Schedule Caste/Schedule Tribe* under:-

the Constitution (Scheduled Castes) Order, 1950@
the Constitution (Scheduled Tribes) Order, 1950@
the Constitution (Scheduled Castes) Union Territories Order, 1951@
the Constitution (Scheduled Tribes) Union Territories Order, 1951@
[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956@
the Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 @
the Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962@
the Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962@
the Constitution (Pondicherry) Scheduled Castes Order, 1964@
the Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967@
the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@
the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@
the Constitution (Nagaland) Scheduled Tribes Order, 1970@
the Constitution (Sikkim) Scheduled Castes Order, 1978@
the Constitution (Sikkim) Scheduled Tribes Order, 1978@
the Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989@
the Constitution (SC) Order (Amendment), Act, 1990@
the Constitution (ST) Order (Amendment), Act, 1991@
the Constitution (ST) Order (Second Amendment), Act, 1991@
the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 @
the Constitution (Scheduled Castes) Order (Amendment), Act, 2002 @
the Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment), Act, 2002 @
the Constitution (Scheduled Castes) Orders (Second Amendment), Act, 2002 @

%2. Applicable in the case of Schedule Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati* Father/Mother of Shri/Shrimati/Kumari*..... of village/town* in District/Division* of the State/Union Territory* who belongs to the caste/tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* of issued by the

Dated

%3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory* of

Signature
**Designation
(With Seal of Office)
State/Union Territory*

Place :

Date :

*Please delete the words which are not applicable.

@Please quote specific Presidential order.

%Delete the paragraph which is not applicable.

NOTE : The term “Ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/†Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

(B) The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari* son/daughter* of Shri of village/town* in District/Division* of the State/Union Territory* belongs to the Community which is recognized as a backward class under :

@Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No.186 dated the 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19.10.94 published in the Gazette of India Extraordinary Part-I, Section-1, No.163 dated 20.10.1994.

@Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24.5.95 published in the Gazette of India Extraordinary Part-I, Section-1, No.88 dated 25.5.1995.

@Government of India, Ministry of Welfare Resolution No.12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No.60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No.210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No.12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No.12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No.241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/88/98-BCC dated the 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No.270 dated the 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated the 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.71 dated the 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/9/2000-BCC dated the 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No.246 dated the 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/1/2001-BCC dated the 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section-1, No.151 dated the 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/4/2002-BCC dated the 13th January, 2004 published in the Gazette of India Extraordinary Part-I, Section-1, No. 9 dated the 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/9/2004-BCC dated the 16th January, 2006 published in the Gazette of India Extraordinary Part-I, Section-1, No.10 dated the 16th January, 2006.

@Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2004-BCC dated the 12th March, 2007 published in the Gazette of India Extraordinary Part-I, Section-1, No.67 dated the 12th March, 2007.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/2/2007-BCC dated the 18th August, 2010 published in the Gazette of India Extraordinary Part-I, Section-1, No.232 dated the 18th August, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/2/2007-BCC dated the 11th October, 2010 published in the Gazette of India Extraordinary Part-I, Section-1, No.274 dated the 12th October, 2010.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/15/2008-BCC dated the 16th June, 2011 published in the Gazette of India Extraordinary Part-I, Section-1, No.123 dated the 16th June, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated the 08th December, 2011 published in the Gazette of India Extraordinary Part-I, Section-1, No.257 dated the 08th December, 2011.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/05/2011-BC-II dated the 17th February, 2014 published in the Gazette of India Extraordinary Part-I, Section-1, No.41 dated the 17th February, 2014.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/04/2014-BC-II dated the 14th January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.16 dated the 14th January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/07/2014-BC-II dated the 23rd January, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.26 dated the 23rd January, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/01/2015-BC-II dated the 27th May, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.144 dated the 27th May, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/05/2011-BC-II dated the 14th July, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.191 dated the 15th July, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 09th September, 2015 published in the Gazette of India Extraordinary Part-I, Section-1, No.234 dated the 09th September, 2015.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 25th May, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.160 dated the 26th May, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2016-BC-II dated the 13th June, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.188 dated the 15th June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/15/2016-BC-II dated the 30th June, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.206 dated the 30th June, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/04/2014-BC-II dated the 11th August, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.266 dated the 11th August, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/06/2014-BC-II dated the 06th December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.363 dated the 07th December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/13/2016-BC-II dated the 22nd December, 2016 published in the Gazette of India Extraordinary Part-I, Section-1, No.374 dated the 22nd December, 2016.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.20012/01/2017-BC-II dated the 18th January, 2017 published in the Gazette of India Extraordinary Part-I, Section-1, No.18 dated the 19th January, 2017.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/7/2017-BC-II dated the 28th July, 2017 published in the Gazette of India Extraordinary Part-I, Section-1, No.188 dated the 31st July, 2017.

Shri/Shrimati/Kumari* and/or* his/her* family ordinarily reside(s) in village/town* of District/ Division* of the State/Union Territory* of This is also to certify that he/she* does not belong to the persons/ sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt(SCT) dated 8.9.1993, O.M. No.36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No.36033/3/2004-Estt.(Res.) dated 14th October, 2008 and O.M. No.36033/1/2013-Estt.(Res.) dated 27th May, 2013 and dated 13th September, 2017.

Signature

**Designation

(With Seal of Office) State/Union Territory*

Place :

Date :

(B-1) The format of undertaking to be furnished along with the Online Application Form by Other Backward Class candidates applying for appointment to posts under the Government of India.

UNDERTAKING

I son/daughter of Shri resident of Village/Town/City District State/ UT hereby declare that I belong to the Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training Office Memorandum No.36012/22/93-Estt(SCT) dated 8.9.1993. It is also declared that I have read and understood the instructions mentioned in the said DOPT's Office Memorandum dated 08.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that I do not fall under OBC (Creamy Layer) category on the basis of the income for the Financial Years (FYs) 2023-24, 2022-23 and 2021-22.

Signature.....

Name of the Candidate.....

OTR ID.....

*Please delete the words which are not applicable.

@Strike out whichever is not applicable.

NOTE : The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note 1 : Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2 : The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one state (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his father's OBC certificate from the State to which he (father) originally belongs.

Note 3 : No change in the community status already indicated by a candidate in his/her application form for this examination will be allowed by the Commission except in the circumstances mentioned in the Rule 20 of the Indian Economic Service/Indian Statistical Service Examination Rules, 2025.

APPENDIX-II

**THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE WHO GOT
DISABLED WHILE IN DEFENCE SERVICE IS :-**

Certified that No. _____ Rank _____ of Unit _____ was disabled while in the Defence Services in operations during hostilities with a foreign country/in a disturbed area* and was released as a result of such disability.

Signature

Designation

Date

*Strike out whichever is not applicable.

APPENDIX-III

(A) FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL.

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____ in Army/ Navy/Air Force and he fulfils the following condition : -

(a) Has rendered five or more years military service and has been released on completion of assignment other- wise than by way of dismissal or discharge on account of misconduct or inefficiency.

(b) Has been released on account of physical disability attributable to military service or on invalidment on _____.

Station :

Date :

Signature and Designation of the
Competent Authority

SEAL

(B) FORM OF CERTIFICATE FOR SERVING PERSONNEL

(Applicable for serving personnel who are due to be released within one year)

I hereby certify that, according to the information available with me No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____ and is due to complete the specified term of his engagement with the Armed Forces on the date _____.

Place :

Date :

Signature of Commanding Officer
Office Seal

Candidate furnishing certificate B as above will have to give the following undertaking :-

UNDERTAKING TO BE GIVEN BY THE CANDIDATE:

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Signature of candidate

Place :

Date :

(C) FORM OF CERTIFICATE APPLICABLE FOR SERVING ECOs/SSCOs WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT.

It is certified that No..... Rank Name whose date of birth is is serving in the Army/Navy/Air Force from

2. He has already completed his initial assignment of five years on and is on extended assignment till

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Station :

Date :

Name and Designation of the
Competent Authority

SEAL

Authorities who are competent to issue certificate are as follows :-

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army – Military Secretary Branch, Army Hqrs., New Delhi.

Navy – Directorate of Personnel, Naval Hqrs., New Delhi.

Air Force – Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCO/ORs and equivalent of the Navy and Air Force.

Army – By various Regional Record Offices.

Navy – BABS, Mumbai.

Air Force – Air Force Records NERW, New Delhi.

(14) Have you ever been issued a certificate of disability in the past? If yes, please enclose a true copy.

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

(signature or left thumb impression of person with disability, or of his/ her legal guardian in case of persons with intellectual disability, autism, cerebral palsy and multiple disabilities, etc)

Date :

Place:

Enclosures:

1. Proof of residence (Please tick as applicable).
 - (a) ration card,
 - (b) voter identity card,
 - (c) driving license,
 - (d) bank passbook,
 - (e) PAN card,
 - (f) passport,
 - (g) telephone, electricity, water and any other utility bill indicating the address of the applicant,
 - (h) a certificate of residence issued by a Panchayat, municipality, cantonment board, any gazetted officer, or the concerned Patwari or Head Master of a Government school,
- (i) in case of an inmate of a residential institution for persons with disabilities, destitute, mentally ill, and other disability, a certificate of residence from head of such institution.
2. Two recent passport size photographs

(For office use only)

Date:

Place:

Signature of issuing authority

Stamp

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age ____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/thumb impression of the person in whose favour certificate of disability is issued

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Form - VI

Certificate of Disability

(In cases of multiple disabilities)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)
_____ Age _____ years, male/female _____. Registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office _____
District _____ State _____, whose photograph is affixed above, and am satisfied
that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical
impairment/disability has been evaluated as per guidelines (.....number and date of issue
of the guidelines to be specified) for the disabilities ticked below, and are shown against the
relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			

19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows: -

In figures : - ----- percent

In words :- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after years months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4.The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form - VII

Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability
--

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age ___ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			

17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

FORM - VIII

[Intimation of rejection of Application for Certificate of Disability]

No. _____

Dated :

To,

(Name and address of applicant
for Certificate of Disability)

Sub: Rejection of Application for Certificate of Disability

Sir/ Madam,

Please refer to your application dated_____ for issue of a Certificate of Disability for the following disability:

2. Pursuant to the above application, you have been examined by the undersigned/ Medical Authority on_____, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of Disability in your favour:

(i)

(ii)

(iii)

3. In case you are aggrieved by the rejection of your application, you may represent to_____, requesting for review of this decision.

Yours faithfully,

(Authorised Signatory of the notified Medical Authority)

(Name and Seal)

APPENDIX-V

FORM OF CERTIFICATE TO BE PRODUCED BY EWS CANDIDATES

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR 2024-25

This is to certify that Shri/Smt./Kumari son/daughter/wife of permanent resident of Village/Street Post Office District in the State/Union Territory Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year 2023-24. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office

Name

Designation

Recent Passport Size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family' in different locations or different places/ cities have been clubbed while applying the land or property holding test to determine EWS status.