

## **E-ADMIT CARD FOR COMBINED RECRUITMENT TEST FOR**

- (i) 08 Posts of Administrative Officer in Geological Survey of India, Ministry of Mines. [Advt. No. 02/2023, Vacancy No. 23010203428]
- (ii) 03 posts of Administrative Officer in Geological Survey of India, Ministry of Mines [Advt. No. 13/2023, Vacancy No. 23071309408]
- (iii) 20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organization (DRDO), Department of Defence Research and Development, Ministry of Defence [Advt. No. 14/2023, Vacancy No. 23071403422].

### **NOTICE**

Union Public Service Commission will be conducting a Combined Recruitment Test for the above mentioned posts on **09.03.2024 (Saturday) in the Afternoon Session from 02.00 P.M to 04.00 P.M at fifteen centres all over India.** The Commission has uploaded the e-Admit Cards for the Recruitment Test for the convenience of the admitted candidates (or the reasons/grounds for rejection of application in respect of rejected applications) on its Website (<http://www.upsc.gov.in>) and (<http://www.upsconline.nic.in>). The candidates are advised to download their e-Admit Cards and take a printout thereof. The admitted candidates will have to produce the printout of their e-Admit Cards to secure Admission at the Test Centre. The candidates who do not have clear photographs on the e-admit card will have to bring two passport size photographs for appearing in the Recruitment Test with an undertaking alongwith original photo identity proof such as Aadhaar Card, Driving License, Passport, Voter ID etc. **No paper Admit Card will be issued for this Recruitment Test by the Commission.**

**The candidates are advised to take a printout of the e-Admit Card.** In case of any discrepancy, the same may be communicated to the Commission at the earliest to enable the Commission to take a decision in the matter. In case of any difficulty, the candidates may contact UPSC Facilitation Counter at Telephone No. 011-23381125, 23385271 and 23098543 between 10.00 A.M to 05.00 P.M on all working days.

**F.1/147(30)/2022-R.IV/SPC-I**  
**F.1/46(10)/2023-R.IV/SPC-I**  
**F.1/75(11)/2023-R.IV/SPC-I**

**SPECIAL CELL-I**

Subject: Combined Recruitment Test for recruitment to

- (i) 08 Posts of Administrative Officer in Geological Survey of India, Ministry of Mines. [Advt. No. 02/2023, Vacancy No. 23010203428]
- (ii) 03 posts of Administrative Officer in Geological Survey of India, Ministry of Mines [Advt. No. 13/2023, Vacancy No. 23071309408]
- (iii) 20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organization (DRDO), Department of Defence Research and Development, Ministry of Defence [Advt. No. 14/2023, Vacancy No. 23071403422].

**TIME TABLE & INSTRUCTIONS TO CANDIDATES**

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS, VIOLATION OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE COMMISSION MAY DEEM FIT TO TAKE. { ***THE CANDIDATES ARE ADVISED TO BRING THIS COPY OF INSTRUCTIONS TO THE TEST (RECRUITMENT TEST) HALL FOR REFERENCE*** }

**TIME TABLE**

<b><u>DATE &amp; DAY</u></b>	<b><u>INDIAN STANDARD TIME</u></b>	<b><u>SUBJECT &amp; SUBJECT CODE</u></b>
<b>09<sup>th</sup> March 2024 (Saturday, AN)</b>	<b>2.00 P.M to 04.00 P.M</b>	<b>General Ability Test (02)</b>

**NOTES:**

**CANDIDATES' REPORTING TIME AT TEST CENTER IS 1 HOUR BEFORE THE SCHEDULED COMMENCEMENT OF THE TEST.**

**ENTRY INTO THE TEST VENUE WILL BE CLOSED 30 MINUTES BEFORE THE SCHEDULED COMMENCEMENT OF THE RECRUITMENT TEST I.E. 01.30 P.M.**

**CANDIDATES MUST BRING HARD COPY(PRINT OUT) OF HIS/HER E-ADMIT CARD TO THE TEST HALL TO SECURE ADMISSION. A CANDIDATE WHO DOES NOT PRODUCE HIS/HER E-ADMIT CARD FOR CHECKING AT THE ALLOTTED VENUE SHOULD NOT BE ALLOWED TO TAKE THE TEST.**

**I. Scheme of the Test:**

- (a) The test will be of two hours duration.
- (b) All Questions will carry equal marks.
- (c) The test will be objective type questions with multiple choices of answer.
- (d) The question in Part A of the syllabus will be set in English only and the question in Part B of the syllabus will be sent both in English and Hindi.
- (e) 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.
- (f) The test will carry a maximum of 300 marks.

**II. Syllabus of the Test:**

**Part A: English** – To test the candidate's understanding of English Language and workmanlike use of words.

**Part B: General Ability -**

- (1) Principles of Human Resource Management
- (2) Principles of Marketing Management
- (3) Principles of Accounting & Financial Management
- (4) Right to Information Act
- (5) Numerical Ability & Logical Reasoning
- (6) Fundamentals of Computer Application
- (7) General Science
- (8) Public Administration and Developmental Issues
- (9) Freedom Movement & Indian Union
- (10) Current Events of National and International Importance

**III. Weightage:**

Combined Recruitment Tests and the Interview may carry a 75:25 Weightage for those candidates short-listed through the Combined RTs and those who qualify in the interview.

**IMPORTANT NOTES:**

A. The Candidate must take the Test only at the Test Venue indicated in the e-Admit Card only. If the Candidate appears at any other Test Venue, his candidature is liable to be cancelled.

B. As for candidates shortlisted in the Combined RT, the scrutiny would be done on the basis of documents uploaded by them at the time of filling of Online Application (ORA) for the subject post. However, candidates may be asked through e-mail to furnish the deficient documents, if required. Their documents will be scrutinized and those candidates who fulfill all the eligibility conditions of the posts shall be called for interview.

C. The Candidates are directed to undertake the Recruitment Test at their own risk i.e. after verifying that they fulfill the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.

### **INSTRUCTIONS TO CANDIDATES**

#### **e-ADMIT CARD:**

- 1 **e-Admit cards of the candidates of a Commission's Examination will be released one week prior to the date of examination.**
- 1.1 Immediately on downloading of the e-Admit Card, the candidate should check it very carefully and bring to the notice of the Union Public Service Commission the discrepancies, if any, without loss of time. Special attention may be paid to the subject of the Test. Efforts will be made to upload the revised e-Admit Card(s) at the earliest in case of discrepancies. He/She must read carefully the Important Instructions mentioned therein. He/she must bring hard copy(print out) of his/her e-Admit Card to the TEST Hall to secure Admission. The candidates who do not have clear photographs on the e-admit card will have to bring two passport size photographs for appearing in the Recruitment Test with an undertaking along with photo identity proof viz. Aadhar Card, Driving License, Passport, Voter I.D. etc. **A candidate who does not produce his/her e-admit card for checking at the allotted venue should not be allowed to take the examination.**
- 1.2 The candidate is responsible for the safe custody of the e-Admit Card. In the event of one's e-Admit Card being used by any other person for securing admission to the Test, the onus lies on the candidate to prove that he/she has not secured the service of an impersonator and the candidature will be cancelled and he/she will be liable for disciplinary action.
- 1.3 The candidates are allowed only to take with them e-admit card, pen, identity proof, copies of self-photographs and any other item as specified in the instructions of the e-admit card.
- 1.4 The candidate must bring the e-Admit Card to the TEST Hall. After entering the TEST Hall, the candidate must fill the Attendance List as per instructions and sign the Attendance List which will be produced before him/her by the Invigilator and then hand over the Attendance List to the Invigilator.
- 1.5 **Candidates are required to use the specific space, available at the designated place in the answer copy, for rough work. Copy of the admit card or any other space/sheet etc should not be used for rough work.**
- 1.6 **Violation of any instruction(s) shall entail cancellation of candidature of candidate in addition to any other appropriate action that may be taken by the Commission against the candidate under the Rules of the test.**

**CONDUCT OF THE RECRUITMENT TEST:**

- 2 Seating Plan for the candidates will be displayed at the venue of the TEST on the day of Recruitment Test. The candidates, before proceeding to the TEST halls/rooms, are advised to check the exact location of their seats.
- 2.1 The candidate is required to encode/write the serial number of the OMR Sheet and Serial Number and Series of Test Booklet issued to him/her in the Attendance lists, which will be produced before him/her by the Invigilator.
- 2.2 The candidate is requested to reach the Venue well in advance to undergo frisking. He/She will be allowed to enter the TEST Hall 60 minutes/ 1 hour before prescribed time for the commencement of the Test and get seated immediately on the seat bearing his/her Roll Number.
- 2.3 The candidate must attempt questions in accordance with the directions given on the Test Booklet.
- 2.4 The OMR Sheet will be supplied by the Invigilator of the TEST Hall. The candidate will not be provided any separate sheet for rough work as blank sheets for rough work will be appended at the end of the Test Booklet itself.
- 2.5 The candidate must mark the answers himself/herself with Black Ball point pen by blackening the appropriate circle. Under no circumstances, the candidate will be allowed the help of any other person to mark responses.
- 2.6 The candidate shall neither copy from the papers of any other candidate, nor permit his/her own papers to be copied. No attempt should be made to obtain any kind of unauthorized assistance. There should NOT be any other marking on the OMR sheet.
- 2.7 No candidate shall go outside the TEST Hall for any purpose, whatsoever, without prior permission of the **Invigilator on duty/Supervisor.**
- 2.8 When going to the toilet the candidate should turn his/her OMR sheet upside down. **Further, an official of the venue will check the candidate for any unwanted item in his/her possession viz. mobile, papers, torn pages of a question booklet etc. and he/she must be accompanied by an official of the venue. Furthermore, an official must be deputed outside every toilet of the Venue during the conduct of the Examination to keep watch on the candidates and the time spent by them in the toilet.**
- 2.9 No candidate shall be permitted to leave TEST Hall till expiry of the allotted time.
- 2.10 No candidate shall be allowed to go to the toilet during the last 30 minutes of the Test.

- 2.11 A signal will be given at the beginning of the TEST; at half time and five minutes before the closing time. There will also be a final signal at the closing time. The candidate must not continue to mark or revise his/her answers after the expiry of the time allotted for the paper.
- 2.12 On completion of the Recruitment Test, the candidate shall continue to be seated and wait until OMR Sheet is collected and is allowed to go by the Invigilator. The candidate should not engage in conversation with any other candidate after the expiry of the allotted time.
- 2.13 The candidates should not crowd near or loiter in and around the TEST Hall/Room after leaving the Hall/Room.
- 2.14. Silence must be observed at all times in the TEST Hall/Room.
- 2.15. The candidate must abide by the instructions on the cover of the Test booklet and on the OMR Sheet and such further instructions as may be given by Supervisor/Invigilator of the Test. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test and/or such other punishment as the Commission may deem fit to impose.
- 2.16 The candidate will furnish such necessary and correct information as may be required from him/her in the TEST Hall by the Invigilator/Assistant Supervisor/Supervisor/other persons so authorized.

### **HANDLING OF OMR /TEST BOOKLET:**

- 3.1 Write clearly in Black Ball point pen the Centre, Subject, Subject Code, Series of the Test Booklet and Roll Number in spaces provided in the OMR Sheet. Encode in Black Ball point pen the Booklet Series, Subject Code and Roll Number in the circles provided for the purpose in the OMR Sheet.
- 3.2 The Test Booklet Series is indicated on top right hand corner of the Test Booklet. Encode clearly test Booklet Series A, B, C or D as the case may be in the box on top of the OMR Sheet. In case the Booklet Series is not printed on Test Booklet or OMR Sheet is un-numbered, the matter may be reported immediately to the invigilator concerned and the Test Booklet/OMR Sheet may be got replaced.
- 3.3 The encoding of Test Booklet Series done by each candidate should tally with encoding of Test Booklet Series made by the invigilator at the appropriate space provided in the OMR sheet on the left hand margin with reference to series printed on the cover page of the Test Booklet.
- 3.4 All the corrections and changes in writing the Roll Number must be initialed by the candidate as well as by the invigilator and countersigned by the supervisor.
- 3.5 Immediately after the commencement of the test, the candidate should check that the Test Booklet supplied to him/her does not have any unprinted or torn or

missing pages or items. If so, he/she should bring it to the notice of the invigilator and get it replaced by a complete Test Booklet of the same series.

- 3.6 The candidate must not write his/her name or anything else except the specific item of information asked for in the OMR Sheet/Test Booklet.
- 3.7 The candidate must take care to ensure that the OMR Sheet is not folded, mutilated or torn during handling. There should be no extraneous marking in the OMR Sheet.
- 3.8 The candidate should not tamper with or take away the OMR Sheet with him/her. He/she will be penalized for any attempt to do so.
- 3.9. The candidates should note that any omission/mistake/discrepancy in encoding /filling in details in the OMR sheet, especially with regard to Roll Number and Test Booklet Series Code, will render the OMR sheet liable for rejection.

### **ITEMS ALLOWED AND NOT ALLOWED IN THE HALL**

- 4 The candidates are advised to bring their own **Black Ball point pen**. Candidates must use only **Black Ballpoint pen** for marking responses on the OMR sheet.
- 4.1 **NO candidate is allowed to enter the venue with mobile phones and other IT gadgets, books, bags etc and the no arrangement shall be made for keeping the same at the Venue. Any infringement of the above instructions shall entail disciplinary action including ban from future TESTs.**
- 4.2 Candidates are permitted to take with them after conclusion of the Recruitment Test, the Test Booklet issued to them.
- 4.3 Candidates are advised not to bring any valuables/costly items to the TEST Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
- 4.4 Wearing of Masks/ face cover is NOT mandatory for candidates.
- 4.5 Candidates, however, will have to remove their masks for verification, whenever required by the Examination functionaries.
- 4.6 Candidate may carry his/ her own hand sanitizer (small size) in transparent bottle.
- 4.7 Candidates to follow COVID-19 norms of 'Social Distancing' as well as 'Personal Hygiene' inside the Rooms as well as premises of the venue.

### **GENERAL INSTRUCTIONS**

- 5 The candidate must note that his/her admission to the Test is strictly "Provisional".

- 5.1 The mere fact that an e-Admit Card has been issued to him/her does not imply that the candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application for the Test have been accepted by the Commission as true and correct.
- 5.2 The candidate must note that the Commission takes up the verification of eligibility conditions i.e. age, educational qualifications, community etc. with reference to original documents only of those candidates who qualify in the Recruitment Test. Unless the candidature is formally confirmed by the Commission, it continues to be "Provisional".
- 5.3 The candidate must also note that if subsequent to the issue of e-Admit Card, ineligibility is detected at any stage before or after the Test or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, the candidature would be rejected.
- 5.4 Travelling and other expenses must be borne by the candidate himself/ herself.
- 5.5 The Commission does not make arrangements for boarding and lodging of any candidate.

**IMPORTANT INSTRUCTIONS FOR PwBD CANDIDATES:**

6. (i) 08 posts of Administrative Officer in Geological Survey of India, Ministry of Mines \*Of the eight vacancies, one vacancy is reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Deaf and Hard of Hearing with disability i.e. Hard of Hearing (HH). The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Low Vision (LV), Deaf and Hard of Hearing with disability i.e. Hard of Hearing (HH), Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (BL) or One leg affected (R or L) (OL) or One arm affected (R or L) (OA) or One leg and One arm affected (OLA) or Cerebral Palsy (CP) or Leprosy Cured (LC) or Dwarfism (DW) or Acid Attack Victims (AAV), Multiple disabilities (MD) i.e. at least two disabilities from the categories of the disabilities indicated above.

(ii) 03 posts of Administrative Officer in Geological Survey of India, Ministry of Mines: The vacancies are suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Low Vision (LV), Deaf and Hard of Hearing with disability i.e. Hard of Hearing (HH), Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (BL) or One leg affected (R or L) (OL) or One arm affected (R or L) (OA) or One leg and One arm affected (OLA) or Cerebral Palsy (CP) or Leprosy Cured (LC) or Dwarfism (DW) or Acid Attack Victims (AAV), Multiple disabilities (MD) i.e. at least two disabilities from the categories of the disabilities indicated above



(iii) 20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organisation (DRDO), Department of Defence Research and Development, Ministry of Defence: Of the twenty vacancies, one vacancy is 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. Autism Spectrum Disorder (ASD) (M = Mild, MoD = Moderate). The vacancies are also suitable for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Blindness and Low Vision with disability i.e. Blind (B) or Low Vision (LV), Deaf and Hard of Hearing with disability i.e. Deaf (D) or Hard of Hearing (HH), Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (BL) or Both arms affected (BA) or One leg affected (R or L) (OL) or One arm affected (R or L) (OA) or One leg and One arm affected (OLA) or Cerebral Palsy (CP) or Leprosy Cured (LC) or Dwarfism (DW) or Acid Attack Victims (AAV) or Muscular Dystrophy (MDy), Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Autism Spectrum Disorder (ASD) (M = Mild, MoD = Moderate), Multiple disabilities (MD) i.e. at least two disabilities from the categories of the disabilities indicated above

6.1 At this stage, candidates are being admitted to the Recruitment Test based on the data furnished by the candidates in the Online Recruitment Application (ORA) system.

6.2 All the candidates, who have claimed themselves as PwBD candidates, are, therefore, advised to make themselves sure that they belong to the PwBD categories as mentioned in the Advertisement.

6.3 The candidates must note that if subsequent to the issue of e-Admit Cards, ineligibility is detected at any stage, the candidature would be rejected.

6.4 As regards to Persons with Benchmark Disabilities (PwBD) candidates, the PwBD candidates in the category of Blindness, Locomotor Disability (both arms affected-BA) and Cerebral Palsy will be allowed Compensatory Time of twenty minutes per hour in the RT i.e. 40 minutes apart from allowing the help of scribe, wherever opted for, in their Online Recruitment Application (ORA). In case of other categories of PwBD, this facility will be provided subject to furnishing an undertaking for production of a certificate to the effect that the persons concerned has physical limitation to write from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution. Proforma of certificate is enclosed. (Proforma enclosed)

6.5 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 Annexure-I. 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 Annexure-III.

(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 Annexure-II. (for Candidates having 40% disability or more) and Annexure-IV (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 Annexure-I. 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 Annexure-III.

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

**Mobile Phones and all such IT Gadgets are banned in the test venue**

**Annexure-I****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).

**Annexure-II****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:

**Annexure-III**

**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.

a. 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.

b. 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)
Orthopedic/ PMR Specialist	Clinical psychology st/Rehabilitation Psychologist Psychiatrist / Special Educator	Neurologist 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:

**ANNEXURE-IV**

**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 .....(n 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 beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:

Date:

**F.1/75(11)/2023-R.IV/SPC-I**

**SPECIAL CELL-I**

Subject: Recruitment to 20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organization (DRDO), Department of Defence Research and Development, Ministry of Defence.

Confirmation has NOT been received from the Bank Authorities regarding receipt of fees of Rs.25/- in respect of below mentioned candidate for recruitment to the posts as per details as under:

**20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organization (DRDO), Department of Defence Research and Development, Ministry of Defence.**

Sl. No.	Roll No.	Registration ID	Appl. No.	Name
1	2301675	cwnd9629	19915707724	KHANDU MANOHAR SONTAKKE

2. Therefore, in accordance with the provisions contained in Commission's Advertisement No. 14/2023 (Vacancy No. 23071403422, Item No. 03) dated 22.07.2023, your application has been rejected.

3. Appeal against rejection, if any, may be made by Speed Post OR By Hand to Under Secretary (SPC-I), UPSC, Dholpur House, Shahjahan Road, New Delhi-110069 latest by 09.02.2024 with the following proof of payment:

(i) If you have paid/ deposited the fee through cash mode in any of the Branches of the State Bank of India, please submit the photo copy of the ORA generated Bank Pay-in-slip.

OR

(ii) If you have paid the fee through debit/ credit cards or through internet banking of authorized Banks, please submit a copy of your Debit/ Credit Card Statement or Bank Account Statement, as the case may be.

Yours faithfully,  
Sd/-  
Under Secretary (SPC-I)  
Union Public Service Commission

**UNION PUBLIC SERVICE COMMISSION**  
**ADDENDUM – NOTICE TO CANDIDATES**

Reference (i) Union Public Service Commission's Advertisement No. 02/2023 published on 28.01.2023, Vacancy No. 23010203428, Item No. 03 with closing date of submission of Online Application being 23:59 Hrs. on 16.02.2023 for Recruitment to 08 posts of Administrative Officer in Geological Survey of India, Ministry of Mines (ii) Advt. No. 13/2023, published on 08.07.2023, Vacancy No. 23071309408, Item No. 09 with closing date of submission of Online Application being 23:59 Hrs. on 27.07.2023 for Recruitment to 03 posts of Administrative Officer in Geological Survey of India, Ministry of Mines and (iii) Advt. No. 14/2023 published on 22.07.2023, Vacancy No. 23071403422, Item No. 03 with closing date of submission of Online Application being 23:59 Hrs. on 10.08.2023 for Recruitment to 20 posts of Senior Administrative Officer Grade-II in Defence Research & Development Organisation (DRDO), Department of Defence Research and Development, Ministry of Defence.

The Commission has now decided to conduct an Offline Pen and Paper Based **COMBINED RECRUITMENT TEST** on **09.03.2024 (SATURDAY) (AFTERNOON SESSION)** from **02.00 P.M to 04.00 P.M.** for short-listing the candidates for the above mentioned posts. Only those candidates shortlisted in Combined RT and who fulfill all the eligibility conditions of the post shall be called for interview. Centre of the Test, Scheme & Syllabus of the Test are as under:

<b>Centre of Test</b>	<b>Centre Code</b>	<b>I. Scheme of the Test:</b>
Ahmedabad	01	(a) The test will be of two hours duration. (b) All Questions will carry equal marks. (c) The test will be objective type questions with multiple choices of answer. (d) The question in Part A of the syllabus will be set in English only and the question in Part B of the syllabus will be set both in English and Hindi. (e) 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. (f) The test will carry a maximum of 300 marks.
Bhopal	04	
Chennai	12	
Delhi	08	
Dispur (Guwahati)	09	
Jaipur	11	
Jammu	34	
Kochi	24	
Kolkata	06	
Lucknow	26	
Mumbai	05	
Nagpur	13	
Port Blair	37	
Ranchi	41	
Vishakhapatnam	51	
		<b>II. Syllabus of the Test:</b>  <b>Part A: English</b> – To test the candidate's understanding of English Language and workmanlike use of words.

**Part B: General Ability -**

- (1) Principles of Human Resource Management
- (2) Principles of Marketing Management
- (3) Principles of Accounting & Financial Management
- (4) Right to Information Act
- (5) Numerical Ability & Logical Reasoning
- (6) Fundamentals of Computer Application
- (7) General Science
- (8) Public Administration and Developmental Issues
- (9) Freedom Movement & Indian Union
- (10) Current Events of National and International Importance

**NOTE-I:** INTIMATION ABOUT VENUE OF THE RECRUITMENT TEST WILL BE COMMUNICATED TO THE CANDIDATES IN DUE COURSE.

**NOTE-II:** COMBINED RTs AND THE INTERVIEW SHALL CARRY A 75:25 WEIGHTAGE FOR THOSE CANDIDATES SHORTLISTED OUT OF THE COMBINED RECRUITMENT TEST AND THOSE WHO QUALIFY IN THE INTERVIEW.

Standard of suitability for the interview for candidates belonging to various categories is fixed as under:

General/EWS Category	:	50 and above
OBC	:	45 and above (on relaxed standards)
SC/ST	:	40 and above (on relaxed standards)
PwBD (Gen/EWS/OBC/SC/ST)	:	40 and above (on relaxed standards)

**NOTE-III:** NO REQUEST FOR CHANGE OF TEST CENTRE WILL BE ENTERTAINED.