

**DETAILED INSTRUCTIONS FOR CANDIDATES ATTENDING PERSONALITY TEST BOARD IN
RESPECT OF CIVIL SERVICES(MAIN) EXAMINATION, 2019**

1. You should bring the following certificates/documents in original along with a self attested photocopy of each for verification in the Commission's office on the day of the Personality Test.(A Broad check-list is enclosed.)

(a) Original Matriculation/Higher Secondary/equivalent Certificate or any of the documents as mentioned below Note V Rule 6 (b) of the CSE Rules, 2019 published in The Gazette of India, Extraordinary PART I-Section 1 dated 19.02.2019 containing Date of Birth (with a copy thereof) issued by the University /Board concerned .

(b) Degree or equivalent examination along with Mark-sheet and other higher qualifications certificates in original issued by the University concerned (along with a photocopy of the same) for verification. Internship Completion Certificate for MBBS Degree or any other Medical Degree, should also be produced.

(c) Scheduled Caste/Scheduled Tribe/Other Backward Classes Certificate/Income & Asset Certificate in Original (with a copy thereof) in the prescribed form issued by the Competent Authority of the District to which you belong (applicable for candidates claiming scheduled Caste/Scheduled Tribe/Other Backward Class/Economically Weaker Section status). The certificate should bear Office Seal as also Designation Stamp of the issuing authority in Hindi/English only. The name of caste /sub- caste/Tribe (where applicable) should be as per Central List. The OBC certificate should contain latest creamy layer clause.

(d) Certificate of Disability (PwBD) (with a copy thereof) in the prescribed Form V/VI/ VII issued by the Competent Authority (Applicable for candidates with Persons with Benchmark Disability status).

(e) Equivalence Certificate from AIU /National Board of Examination in case of foreign Degree. Hailing from Certificate if you sought exemption from Indian Language in Civil Services (Main) Exam.. Domicile Certificate (for J&K candidate) & Ex-servicemen Certificate if you sought age relaxation on these counts.

(f) Two passport size photographs (4cm. X 5 cm. approx) taken recently (say within the preceding three months). Four extra copies of same photograph may also be kept ready for use at the time of your Medical Examination.

(g) Photo Identity Card, as mentioned in e-Summon letter.

Note:- Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must also produce original certificate dated earlier than the closing date of the application of Civil Services (Preliminary) Examination, 2019(i.e.19.03.2019). Candidates of EWS Category must produce 'Income and Asset Certificate' (certificate of eligibility) dated earlier than 1st August, 2019.

2. It is further stated that even if you do not present yourself for the Personality Test, you are required to submit the Original Certificates called for in Para 1 above to the Commission's Office for verification within 3 days of the date fixed for your Personality Test, failing which your candidature for the Civil Services (Main) Examination, 2019 will be cancelled and you will not be entitled to know your detailed result/marks.

Contd..p2/-

3. If you are an outstation candidate, you should bring duly filled in T.A. Bills (two copies) in respect of the onward and return journey respectively to facilitate the settlement of Commission's contribution towards travel expenses on the date of your Personality Test (applicable to outstation candidates only). The payment of Commission's contribution is subject to the production of proof of your journey (photocopy of tickets) and verification of your eligibility.

4. Please note that even if you are declared successful on the basis of the result of the Examination, you will not be appointed unless you are found to be eligible, inter-alia, in terms of the Rules for the Civil Services Examination, 2019.

5. As regard the medical examination, it may be noted that information on the same will be communicated to you separately in due course by the Department of Personnel and Training.

6. Mobile Phones, Cameras, Bluetooth, Recording device, i-pads, pods, palm tops or other electronic or communication devices are not allowed inside the premises of the Union Public Service Commission. Any infringement of these instructions may entail cancellation of candidature and disciplinary action including ban from future examinations/selections. The candidates are advised in their own interest not to bring any of the banned items to the UPSC premises, as arrangements for safekeeping cannot be assured and those will not be allowed to be carried inside the Commission's premises.

7. Please bring this e-Summon Letter with you when you come for Personality Test and report at Reception at Gate No.1, UPSC, Dholpur House, New Delhi, at least 15 minutes prior to scheduled time. Failure to do so may result in denial of entry into the Commission's premises.

8.1 You are required to fill up the Attestation Form online and submit the same ONLINE which would be made available on the website of the Department of Personnel & Training from the first day of Personality Test (Interview) till the last date of Personality Test (Interview) on the link <https://cseplus.nic.in/Account/Login>. Therefore, you are advised to fill it up online within the prescribed time limit.

8.2 The candidates are pre-registered in the DOPT's portal for Civil Services Examination (CSE). On login web-page, the candidate need to click on forgot password link. An OTP will be sent on their email and mobile number registered with UPSC. The candidate must change their password after login for first time. All the candidates must submit the attestation form online within the prescribed time limit without fail. No extension of time will be granted after the last date of interview. In case of change of mobile number of candidate, the same should be intimated to DOPT along with a copy of proof of identity.

8.3 For any query / clarification regarding Attestation Form you should contact Department of Personnel & Training on E-mail ID: doais1@nic.in, usais-dopt@nic.in, Or telephone nos. 011-23092695, 23040335, 23093683, 23040332. **Kindly note that Attestation Forms will not be accepted at the Commission's Office.**

9. IF YOU ARE A PERSON WITH BENCHMARK DISABILITY, DETAILS OF ASSISTANCE REQUIRED BY YOU, IF ANY, DURING THE PERSONALITY TEST/INTERVIEW MAY ALSO INVARIABLY BE INTIMATED IMMEDIATELY AT e-mail ID:csm-upsc@nic.in TO ENABLE THE COMMISSION TO MAKE SUITABLE ARRANGEMENTS IN ADVANCE.

10. **COVID-19 RELATED INSTRUCTIONS**

- 10.1 It will be mandatory for every candidate to maintain social distancing and personal hygiene all the times.
- 10.2 Every candidate will wash or sanitize his/her hands at regular intervals, and will not spit in public places.
- 10.3 The candidates will have to wear proper face mask all the time while they are in the Commission's premises.
- 10.4 However, they will have to remove their face mask as and when asked by the exam functionaries, for verification purposes.
- 10.5 A candidate will immediately inform the Commission if he/she is COVID-19 positive or having symptoms similar to the symptoms of this disease at the email ID csm-upsc@nic.in.
- 10.6 If a candidate is COVID-19 positive or having symptoms similar to the symptoms of this disease, his/her case will be decided by the Commission separately and he/she will be informed at his/her registered email immediately.

11. **INSTRUCTIONS REGARDING RE-IMBURSEMENT OF AIR FARE AND ROAD MILEAGE**

- 11.1 As the Railway services are not fully functional, to facilitate the candidates, as a onetime measure, the Commission has decided to reimburse the **lowest economy class 'to and fro' air-fare and road mileage** to the candidates for attending the PTs/Medical Examination subject to the following conditions:
- (i) Opting cheapest flight ticket for the dates of journey;
 - (ii) Air tickets needs to be purchased either directly from the air lines (booking counters/websites) or through authorized agents only (viz. M/s Balmer Lawrie & Co Ltd.; M/s Ashok Travels & Tours Ltd. And IRCTC).
 - (iii) The nearest airport will be determined on the basis of the address given by the candidates in their Detailed Application Forms (DAFs).
 - (iv) The candidates will be required to produce the receipt/air ticket (for both sides) showing details of the fare charged with boarding pass (for onward journey only) for claiming air fare and necessary tickets/vouchers for claiming the road mileage.

MOBILE PHONES AND OTHER SUCH ELECTRONIC GADGETS ARE BANNED IN THE CAMPUS OF U.P.S.C. AND EXAMINATION HALLS.