

UNION PUBLIC SERVICE COMMISSION**RECRUITMENT BRANCH**
SPECIAL CELL- I SECTION

Subject: Recruitment to 323 vacancies for the post of Personal Assistant in Employees' Provident Fund Organization, Ministry of Labour & Employment. [Spl. Advt. No. 51/2024, Vacancy No. 24035101707]

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

<u>DATE & DAY</u>	<u>INDIAN STANDARD TIME</u>	<u>SUBJECT & SUBJECT CODE</u>
<u>07th JULY, 2024</u> <u>(SUNDAY, FN)</u>	<u>09.30 A.M to 11.30 A.M.</u>	<u>GENERAL ABILITY TEST (01)</u>

NOTES:

CANDIDATES' REPORTING TIME AT TEST VENUE IS 90 MINUTES (1½ 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. 09.00 A.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 SHALL NOT BE ALLOWED TO TAKE THE TEST.

(a) Scheme:

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

(b) Syllabus:

The syllabus of the Test broadly comprises the following topics:

- i) English Language.
- ii) General Awareness.
- iii) Quantitative Aptitude.
- iv) Reasoning & Computer Aptitude.

(c) Weightage:

- (i) 300 marks (100% weightage) will be accorded for the Recruitment Test.
- (ii) Based on the marks scored in the Recruitment test, candidates will be shortlisted, category-wise to appear in the Skill Test(s) for the post(s) they have applied for.
- (iii) Skill Test is mandatory but qualifying in nature. The candidates who qualify the Skill Test will be considered for final selection on the basis of merit in the recruitment test.

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. The candidates shortlisted in the Recruitment Test, would be required to fill the Detailed Application Form (DAF) which will be made available on the UPSC website, after the declaration of the Recruitment Test results. The scrutiny would be done on the basis of documents uploaded by them in their Detailed Application Form (DAF). Their documents will be scrutinized and those candidates who fulfill all the eligibility conditions of the posts shall be called for Skill Test.

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.
- 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 90 minutes/ 1½ 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, valuables/costly items etc and that 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.

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. 323 posts of Personal Assistant in Employees Provident Fund Organization, Ministry of Labour & Employment:

[Of the three hundred twenty-three vacancies, Twelve vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD). Of the twelve vacancies reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD), three vacancies are reserved 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), three vacancies are 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), three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy with disability i.e. Both legs affected but not arms (BL) or One leg affected (R or L) (OL) or One arm affected (R or L) (OA) or Both legs and both arms affected (BLA) or One leg and One arm affected (OLA) or Both Legs and One Arm affected (BLOA) or Cerebral Palsy (CP) or Leprosy Cured (LC) or Dwarfism (DW) or Acid Attack Victims (AAV) and remaining three vacancies are reserved for candidates belonging to category of Persons with Benchmark Disability (PwBD) viz. Specific Learning Disability (SLD) or Mental Illness (MI), Multiple disabilities (MD) i.e. at least two disabilities from the categories of the disabilities indicated below. 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. 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 Both legs and both arms affected (BLA) or One leg and One arm affected (OLA) or Both Legs and One Arm affected (BLOA) or Cerebral Palsy (CP) or Leprosy Cured (LC) or Dwarfism (DW) or Acid Attack Victims (AAV), Autism, Intellectual Disability, Specific Learning Disability and Mental Illness with disability i.e. Specific Learning Disability (SLD) or Mental Illness (MI), 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 their Online Application.

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 Application.

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(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: