

**Frequently Asked Questions (FAQs)**  
**RECRUITMENT BRANCH**

**Q 1 - How are vacancies advertised?**

**Answer** - Ministries/ Departments submit their proposal / requisition for recruitment containing information regarding number of vacancies, reservation {including reservation for Persons with Benchmark Disabilities (PwBDs)}, essential and desirable qualifications for the post, duties attached to the post, etc. to UPSC. After due examination in the Commission, the vacancies are published for inviting Online Applications on the Website of the Commission as well as an Indicative Advertisement is also published in the Employment News / Rozgar Samachar.

**Q 2 - How can I apply?**

**Answer** - A candidate can apply for a post Online only. The Website of the Commission, especially, for this purpose is - [www.upsconline.nic.in](http://www.upsconline.nic.in)

**Q 3 - For how many different posts can a candidate apply in one recruitment advertisement ?**

**Answer**-one recruitment advertisement generally invites applications for a number of posts, and in special cases for a single post. A Candidate who wishes to apply for more than one post can do so, by applying separately for each post and paying the fee for each post in the manner prescribed for that post. For example, if in an Advertisement, applications are invited for posts of (i) Stores Officer (ii) Administrative Officer and (iii) Public Prosecutor, a candidate intending to apply for two posts i.e. For Stores Officer and for Public Prosecutor, is required to submit separate applications and pay the fee for each of the two posts separately.

**Q 4 – How can I know the status of my application submitted for a particular post?**

**Answer** - The candidate should refer to UPSC's official Website [www.upsc.gov.in](http://www.upsc.gov.in), where the lists of finally submitted Online applications (containing Name of the Post, Vacancy No., Roll No., Application No. And Name corresponding to the related posts are displayed Advertisement number wise.

**Q 5 – Can candidates make changes in their applications after they have submitted them?**

**Answer –** No. Applications once submitted are final and no changes can be made after submission. However, in case a candidate has submitted an application with incorrect entries, he/she can submit a fresh application within the closing date with correct entries and a fresh fee, which will supersede his previous application(s). Thereafter, the application submitted later, ie with the higher application number only will be considered and earlier one would be rejected.

**Q 6 – Whether a qualification already mentioned under ‘Essential Qualifications’ is to be mentioned again under ‘Desirable Qualifications’, if it is relevant?**

**Answer –** Relevant Desirable Qualification(s) possessed by the candidate may be mentioned under ‘Desirable Qualifications’, irrespective of whether they are already mentioned under ‘Essential Qualifications’ or not.

**Q 7 – Which are the Universities, Courses and Degrees recognized by the UPSC?**

**Answer –** Recognition of Universities, Courses or Degrees does not fall within the purview of the UPSC. This matter lies within the domain of the respective authorities mandated for the purpose e.g. University Grants Commission (UGC), All India Council for Technical Education (AICTE), etc.

**Q 8 – How are the candidates recommended – whether through interviews or through recruitment test followed by interview?**

**Answer –** The Commission, considering the number of vacancies and number of applications received, decides on merit and on a case to case basis, whether the candidates shall be recommended through interviews only or through Recruitment Test followed by interview. Generally, Recruitment Tests are held where the number of applicants is large or in cases where manual short listing is not feasible.

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**Q 9 – How are candidates shortlisted for being called for interview for a Particular post?**

**Answer –** The candidates must fulfill the prescribed minimum essential qualifications required for a particular post to get shortlisted. However, the prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be shortlisted or called for interview. In case there are a large number of Applications, the Commission adopts a **short listing criteria** to restrict the number of candidates to be called for interview to a reasonable number in accordance with the methods mentioned in the detailed advertisement (Note-II under “INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION”).

**Q 10 – How can I get information regarding the syllabus for the Recruitment Test (RT)?**

**Answer –** The Syllabus and the Scheme of Recruitment Test (RT) are published on the UPSC’s official Website – [www.upsc.gov.in](http://www.upsc.gov.in), for the recruitment cases where RT is to be conducted.

**Q 11 – How shall I get information regarding interviews?**

**Answer –** The call letter will be sent on your e-mail provided in the Online application. The practice of sending interview Call letters by post has now been discontinued. The candidates who have applied are, therefore, advised to check their e-mails regularly. An indicative SMS is also sent on the registered mobile number of the candidate.

**Q 12 – What documents should I carry at the time of interview?**

**Answer –** The candidates are informed about the list of documents required to be produced at the time of interview. This list is annexed to their Interview Call Letter sent through e-mail.

**Q 13 – Can I carry my mobile, laptop or any other communication devices, with me for the Interview or Recruitment Test?**

**Answer –** No. Such gadgets are strictly prohibited during interviews or for Recruitment Tests.

**Q 14 – How are candidates assessed by the Interview Boards?**

**Answer – (a)** The objective of the interview is to assess the personal suitability of the candidate for the post for which he/she has been called for interview. The idea is to judge the candidate through a fair and impartial assessment and award marks based on his/her overall performance. **(b)** The interview is not merely a test of knowledge (whether general or in subject matter) but an attempt to assess the potential of the individual for being shaped into a competent, dedicated and honest officer who can be entrusted with the tasks and responsibilities associated with public service. **(c)** Candidates are judged on the basis of their overall records (educational qualifications, knowledge, experience, interests, activities etc.) and performance in the interview by consensus of the Interview Board Members. However, marks are awarded on an overall basis by consensus and not on individual attributes separately.

**Q 15 – What is the composition of the Interview Board?**

**Answer –** An Interview Board is headed by a President, who is generally assisted by two or three Advisers who are Experts in their respective field(s) / discipline(s).

**Q 16 – Can I know the details like designation, academic qualifications etc. regarding Interview Board Members?**

**Answer –** No. These details are not disclosed in compliance with Orders of Hon'ble Supreme Court in Civil Appeal No. 9052 of 2012 [arising out of SLP© No. 20217 of 2011], filed by BPSC Vs Saiyed Hussain Abbas Rizwi & Anr.

**Q 17 – What are the minimum suitability marks in the interview?**

**Answer –** Candidates are given marks in the Interview out of 100. The marks for minimum standard of suitability, category wise, are as below:

Category	Standard of Suitability
General, EWS	50
OBC	45
SC,ST& PwBD	40

**Q 18 – Do the President and the Advisers give marks separately to a candidate?**

**Answer –** No. Marks are assigned by consensus.

**Q 19 – Can a candidate belonging to one of the reserved categories viz., EWS, Scheduled Castes/Scheduled Tribes / Other Backward classes/ Persons with Benchmark Disabilities be recommended for selection against an unreserved vacancy?**

**Answer –** A candidate belonging to one of the reserved categories can be recommended against an unreserved vacancy if he/she meets the criterion adopted for the unreserved category candidates and does not avail of any relaxation applicable to reserved category candidates.

**Q 20 – How is the seniority of candidates recommended by the UPSC determined?**

**Answer –** The UPSC recommends selected candidates in the order of merit. The fixation of seniority of recommended candidates in their respective cadres/grades falls within the purview of the Ministries/Departments concerned and is determined by them.

**Q 21 – Who verifies the documents, character and antecedents of candidates recommended by the UPSC?**

**Answer –** Though UPSC compares and checks the supporting documents submitted by the Candidates with the originals, its veracity is not checked. The Ministries / Departments concerned and the Cadre Controlling Authorities are responsible for verification of the character and antecedents and veracity of documents submitted in respect of the candidates recommended by the UPSC.

**Q 22 – How is the Reserve List in a particular recruitment case drawn up?**

**Answer –** The maximum number of names to be kept in the Reserve List is 50% of the total number of posts/vacancies being filled in each category to which recruitment is being made, subject to a minimum of 05(five) names in each category, depending upon the availability of candidates who fulfill the minimum cut-off marks for each category i.e. 50 marks for General and EWS, 45 marks for OBC and 40 marks for SC/ST/PwBD, in order of merit. In case 50% of the total number of posts/vacancies in any category works out to a fraction, this will be rounded off to the next higher whole number.

**Q 23 – When and how is the Reserve List operated?**

**Answer –** The Reserve List is operated on receipt of a formal request from the requisitioning Ministry/ Department. **The validity of Reserve List is 2 years from the date of issue of Recommendation Letter.** The date of the list becoming invalid is indicated in Recommendation Letter. The Reserve List also becomes null and void upon finalisation of selection for filling up subsequent vacancies/post(s) in the same grade.

**Q 24 – Whom should I contact after being recommended by the UPSC?**

**Answer -** You may contact the requisitioning Ministry / Department for addressing any further queries such as pre-appointment formalities, time taken in the appointment, etc.

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