

## **CIVIL SERVICES EXAMINATION (CSE)**

### **Frequently Asked Questions (FAQs) and Answers**

- i. The FAQs are designed to provide a better understanding of common issues, and sometimes of fairly complex issues/topics and will often link to more detailed information.
- ii. This FAQ is for information purpose only and is not a substitute for Rules. The information provided here would not create any right on part of the individual candidate. In case, there is lack of clarity on any issue, the position indicated in the CSE Rules for the prevailing year governing the CSE would prevail.
- iii. The candidates are advised to visit DoPT's website [www.persmin.nic.in](http://www.persmin.nic.in) for information details about CSE, Service Allocation/Cadre Allocation, and Service Profile etc.

### **FAQ Categories**

1. **General Instructions on CSE**
2. **Eligibility condition of candidates for appearing in CSE**
3. **Reservation Issues**
4. **Medical Examination of candidates**
5. **Issues relating to candidates belonging to PH category**
6. **Service Allocation**

## General Instructions

- **Under which rules Civil Service Examination (CSE) is conducted?**

Civil Services Examination (CSE) is conducted as per provisions contained in the Civil Service Examination Rules notified every year by the Department of Personnel & Training, Government of India and published on the web-site of the Union Public Service Commission (UPSC).

- **Which agency is responsible for conducting the Civil Service Examination?**

The Union Public Service Commission

- **What will be the number of vacancies to be filled on the basis of result of a particular Civil Services Examination?**

The number of vacancies is specified in the notice issued by the Union Public Service Commission, after getting the details from various cadre controlling authorities (CCAs) for the services to which recruitment is made by the Central Government on the basis of Civil Services Examination (CSE).

- **To how many services am I eligible to be recruited on the basis CSE?**

Recruitment is generally made to the following services on the basis of Civil Service Examination:

- i. The Indian Administrative Service (IAS), Group 'A'
- ii. The Indian Foreign Service (IFoS), Group 'A'
- iii. The Indian Police Service (IPS), Group 'A'
- iv. The Indian P&T Accounts and Finance Service (IAS), Group 'A'.
- v. The Indian Audit and Accounts Service (IAS), Group 'A'.
- vi. Indian Revenue Service (Customs & Central Excise), (IAS) Gr. "A".
- vii. The Indian Defence Accounts Service (IAS), Group 'A'.
- viii. The Indian Revenue Service, (IT) Group 'A'.
- ix. The Indian Ordnance Factories Service, Group 'A'. (Asstt. Works Manager—Administration).
- x. The Indian Postal Service, Group 'A'.
- xi. The Indian Civil Accounts Service, Group 'A'.
- xii. The Indian Railway Traffic Service, Group 'A'.

- xiii. The Indian Railway Accounts Service, Group 'A'.
- xiv. The Indian Railway Personnel Service, Group 'A'.
- xv. Post of Assistant Security Commissioner, Group 'A' in Railway Protection Force.
- xvi. The Indian Defence Estates Service, Group 'A'.
- xvii. The Indian Information Service, Junior Grade Group 'A'.
- xviii. Indian Trade Service, Group 'A' (Gr. III).
- xix. Indian Corporate Law Service. Group 'A'.
- xx. Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade).
- xxi. Delhi, Andaman and Nicobar Islands, Lakshadweep. Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'.
- xxii. Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service. Group 'B'.
- xxiii. Pondicherry Civil Service, Group 'B'.
- xxiv. Pondicherry Police Service, Group 'B'.

The above mentioned services are categorized / classified into **(i) Technical Services and (ii) Non-Technical services.**

Based on your medical report, you are either eligible/fit only for all non-technical services (not fit for technical services), both eligible/fit for technical as well as all non-technical services (fit for all services) or eligible/fit for non-technical and some of the technical services or eligible/fit for none of the technical as well as non-technical service (unfit for all services).

- **What is a TECHNICAL SERVICE**

Those services are treated as Technical Services which require special medical status in terms of vision, height, chest, chest expansion etc.

**The Technical services under CSE are as follows.**

- i. The Indian Railway Traffic Service, Group 'A'.
- ii. Railway Protection Force (RPF) Group A,
- iii. Indian Police Service, Gr. A,
- iv. Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service. Group 'B'.
- v. Pondicherry Police Service, Group 'B'
- vi. Indian Ordinance Factories Service (IOFS) Group A.

- **Which are the Non-Technical services?**

The Indian Administrative Service, Indian Foreign Service, Indian Audit and Accounts Service, Group 'A', Indian Revenue Service (Customs & Central Excise) Gr. "A", Indian Revenue Service, (IT) Group 'A', Indian Postal Service, Group 'A', Indian Civil Accounts Service, Group 'A', Indian Railway Accounts Service, Group 'A', Indian Railway Personnel Service, Group 'A', The Indian Defence Estates Service, Group 'A', Indian Information Service, Junior Grade Group 'A' Indian Corporate Law Service. Group 'A', Delhi, Andaman and Nicobar Islands, Lakshadweep. Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'

## **Eligibility of candidates for appearing in CSE**

- **Who is eligibility to appear in the Civil Service Examination?**

- (1) For the Indian Administrative Service and Indian Police Service, a candidate must be a citizen of India.
- (2) For other Services, a candidate must be either- -
  - (a) a citizen of India, or
  - (b) a subject of Nepal, or
  - (c) a subject of Bhutan, or
  - (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
  - (e) a person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia or Vietnam with the intention of permanently settling in India :
    - a) Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India :
    - b) Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

c) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

- **What age limit has been prescribed for appearing in the Civil Service Examination for different categories of candidates? How many attempts are allowed for the same?**

With effect from the CSE: 2014, to be held in August, 2014, the following no. of attempts and age limits have been prescribed for different categories of candidates:

	<b>Categories</b>			
	<b>Unreserved</b>	<b>SC/ST</b>	<b>OBC</b>	<b>P.H.</b>
<b>Existing no. of attempts</b>	04	Unlimited	07	07 for General/OBC Unlimited for SC/ST
Existing max. age-limits (*)	30 years	35 years	33 years	40 years
<b>Consequential changes in No. of attempts.</b>	06 (4+2)	Unlimited	09 (7+2)	09 for General/OBC Unlimited for SC/ST
<b>Consequential changes in age-limits(*)</b>	32 years (30+2)	37 years (35+2)	35 years (33+2)	12 additional years in each category (30+12 for General, 35+12 for SC/ST & 33+12 for OBC)

- **Whether a candidate who is allocated to one of the services participating in the Civil Service Examination can again appear in the Civil Service Examination for improvement?**

Yes, except those who have been allocated to the Indian Administrative Service (IAS)/Indian Foreign Service (IFS).

- **Who is competent to take final decision with regard to the eligibility or otherwise of a candidate for admission to CSE?**

The UPSC

### **Reservation Issues**

- **What is the provision for reservation in Civil Service Examination?**

Reservation is made for candidates belonging to SC/ST/OBC and PH candidates in respect of vacancies as may be fixed by the Government.

- **What is date for issue of Caste Certificate?**

Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PH/Ex-servicemen must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application for CSE (Prelims).

- **Whether any posts are reserved for persons with disability (PH) in CSE ?**

Yes. 3% of posts, 1% each for Visually Impaired (VI) , Hearing Impaired(HI) and Locomotor Disability and Cerebral Palsy(LDCP) is permissible in services (except those which have obtained exemption from M/o SJ&E) participating in CSE.

## **Medical Examination of candidates**

All candidates recruited to various services under CSE have to be examined by the Medical Authority for initial appointment and for placement at jobs involving different nature of works. Arrangement for the Medical Examinations for the purposes of determining Physical Fitness is done by the Central Government. The DoPT notifies CSE Rules- Appendix-III every year prescribing guidelines for the same.

- **Whether medical examination of candidates qualified in CSE (Mains) is mandatory?**

Yes, medical examination of candidates qualified in CSE (Mains) is mandatory, in order to ensure that they are in good mental /physical health and free from any physical defect likely to interfere with discharge of their duties as an officer of the service.

- **From where a candidate can get an access to Appendix-III to CSE Rules as well as information relating to his/her medical examination?**

CSE Rules containing Appendix-III, notices and information relating to the medical examination are posted time to time on the dedicated webpage of DoPT on the DoPT's website.

- **Which are the hospitals where medical examination of candidates qualified in CSE (Mains) is conducted?**

Medical examination of candidates, at present, is conducted in five designated hospitals in Delhi viz. Safdarjang Hospital, Dr Ram Manohar Lohia Hospital, Lok Nayak Jai Prakash Hospital, Sucheta Kriplani Hospital and Guru Teg Bahadur Hospital.

Lady candidates are medically examined only in Sucheta Kriplani Hospital whereas Physically handicapped candidates are medically examined only in Safdarjung Hospital.

- **Whether there is any proposal to increase the number of hospitals?**

Yes, from CSE, 2014, medical examination will be done in seven designated hospitals in Delhi viz. Safdarjang Hospital, Dr Ram Manohar Lohia Hospital, Lok Nayak Jai Prakash Hospital, Sucheta Kriplani Hospital and Guru Teg Bahadur Hospital, Deen Dayal Upadhyay Hospital and Dr. Bheem Rao Ambedkar Hospital.

The lady candidates will be examined in all the seven designated hospitals.

The PH candidates would be examined in five designated hospitals viz five designated hospitals in Delhi viz. Safdarjang Hospital, Dr Ram Manohar Lohia Hospital, Lok Nayak Jai Prakash Hospital, Sucheta Kriplani Hospital and Guru Teg Bahadur Hospital.

Candidate required to appear in Appellate Specialized Medical Board (ASMC) for eye conditions may be referred to Guru Nanak Eye Hospital at New Delhi.

- **What are the instructions for the candidates to follow before appearing the central standing medical board (CSMB) for medical examination?**

A candidate must observe and follow the instructions given under before appearing for medical examination before CSMB, dedicated web page of DOPT's website which can be accessed through web authentication code allotted to candidate. These include the following:-

- (i) Candidate should come fasting for 10 hours or more on the day of medical examination.
- (ii) Candidate should come without taking any medicine on the day of Medical Examination.
- (iii) Candidate should bring along the spectacles, if any, being used by him/her alongwith the prescription for the same.
- (iv) Candidate using Contact Lenses should stop using them at least 48 hours before the medical examination.
- (v) Candidate should bring along Hearing Aid, if any, being used by him/her and its latest audiometry report.
- (vi) Candidate belonging to Physical Handicapped (PH) category is advised to bring along the appliances being used by him/her for his/her disability.
- (vii) Candidate should bring along prescription for any kind of medicine being taken by him/her on regular basis.



- (viii) Candidate should bring along records of any surgical procedure he/she has undergone in the past.
- (ix) Candidate should bring along the Disability Certificate, if any, issued to him/her by any Disability Medical Board in the past.
- (x) Any other relevant record a candidate may like to bring to the notice of the Central Standing Medical Board.
- (xi) The candidate will be required to make a statement as per format provided at Para 21 prior to his/her Medical Examination and must sign the Declaration appended thereto.

- **General Guidelines for Candidates belonging to PH category**

Physical and mental standards essential for various posts under civil services in case of candidate with physical/mental infirmity are governed by the notifications under PWD Act by the Ministry of Social Justice and Empowerment. The following guidelines may be kept in mind by a candidate belonging to PH category:

- i) A candidate would be eligible to apply against services reserved for PH category who suffers permanently from not less than 40 percent of relevant disability. A candidate who wants to avail of the benefit of reservation would have to apply in the prescribed format (**Annexure-III of Appendix-III of CSE Rules 2014**) to the competent authority for issue of a 'Disability Certificate'.
- ii) The Competent Authority to issue Disability Certificate shall be the CSMB constituted by the Central Government or by the State Government consisting of at least three members out of which at least one shall be a Specialist in the relevant field for assessing locomotors /cerebral /visual /hearing disability, as the case may be.
- iii) The Competent Authority would assess the degree of disability as per latest guidelines published by Ministry of Social Justice & Empowerment and issue the 'Disability Certificate' to applicant in the format prescribed (**Annexure-IV of Appendix III of CSE Rules 2014**).
- iv) A candidate holding such a disability certificate would be eligible to apply for Preliminary Examination under CSE, 2014.

- v) With effect from, CSE 2014, candidates holding a disability certificate issued by a competent authority would be advised to present themselves before the Central Standing Medical Boards(CSMB) in Safdarjung Hospital, Dr. Ram Manohar Lohia Hospital, LHMC, Guru Teg Bahadur Hospital and Lok Nayak Jai Prakash Narayan Hospital, for their medical examination under these Regulations.
- vi) These Medical Board shall, after due examination, give a permanent disability certificate in cases of permanent disability. A candidate's medical examination report along with the recommendations could be made available to the candidate after the medical examination by post at the postal address for communication given by the candidate in the application form.
- vii) This report is also to be published in the dedicated webpage which is accessible only to the candidate concerned through his/her password on DoPT's website within seven (7) working days from the date of completion of the medical examination.
- viii) No refusal of 'Disability Certificate' shall be made unless an opportunity of 'being heard' is given to the applicant. On representation by the PH applicant, the CSMB concerned may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.
- ix) In case of dissatisfaction/disagreement with the report of the medical examination/medical test and its recommendations, the candidate may prefer an appeal to DoPT in the prescribed format (at Annexure 1) either by post or online to reach DOPT within 7 working days from the date of publication of medical report in the website. Candidates filing an appeal against the decision of the CSMB may, if they like enclose medical certificate in support of their claim of being fit. The Medical Examination by the Appellate Medical Board would be arranged at Delhi only and no travelling allowance or daily allowance will be admissible for the journeys performed in connection with the medical examination. No fee will be charged for filing an appeal against the findings of the CSMB.

Candidate filling an appeal will be assigned an Appellate Disability Medical Board by the DoPT and he /she will have to present him/her before this Board on the date and time indicated in the notice for the same which will be uploaded in the website on the dedicated page for the candidate concerned. No separate notice by post would be sent. Failure to appear before the Appellate Disability Medical Board on the appointed day would amount to forfeiture of the opportunity of appeal for the candidate and as a consequence the recommendation of CSMB would be final. The recommendation of this Appellate Disability Medical Board would be final and no appeal would lie against the opinion of this Appellate Disability Medical Board.

- **Whether the candidate can leave the medical examination incomplete?**

No candidate can leave the medical examination incomplete. He/she will be required to follow the procedure of the medical examination as advised by the medical examiner and if advised by the medical examiner, he /she would remain present before any other medical board on given time or day. Leaving medical examination incomplete would render candidate liable for cancellation of his /her candidature.

- **Whether formal permission of the Chairman of the Medical Board would be required by the candidate before leaving the medical examination?**

Yes. Candidate should leave medical examination only after obtaining relieving letter in the prescribed format to be issued by the Chairman of CSMD or authorized representative and keep the same as a proof of completion of his medical examination.

- **Whether medical examination report should be shared with the candidate?**

Yes, w.e.f. CSE 2014. Candidate's medical examination report along with the recommendation would be made available to the candidates after the medical examination by post at the postal address for communication given by the candidate in his/her application form. Also this report would be published in the dedicated web page which would be accessible only to the candidate concerned through his/her password on DOPT's website

within the seven working days from the date of completion of the medical examination.

- **Is there any provision for appeal against the findings of medical examination?**

Yes. If a candidate who is not satisfied with the findings of the medical board he/she may file an appeal to DOPT in the prescribed format, which should reach DOPT within seven working days from the date of publication of medical report on the website.

- **Whether it is mandatory to enclose certificate in support of his/her of being a fit candidate?**

It is not mandatory. However, if a candidate wishes to do so he/she may enclose a copy of medical certificate in support of his claim.

- **Where will the medical examination by the Appellate Medical Board be held?**

Such medical examination will be held at Delhi and no travelling allowance or daily allowance will be admissible for journey performed in connection with such medical examination w.e.f., CSE 2014.

- **What will the amount of fee charged?**

No fee will be charged from candidates for filing an Appeal w.e.f., CSE 2014.

- **When a candidate would be required to present himself/herself before Appellate Medical Board?**

The candidate would be required to present himself /herself before Appellate Medical Board on the date and time to be intimated to him/her by the DoPT and would also be uploaded in the website.

- **What will happen if a candidate fails to present himself before Appellate Medical Board on the scheduled date?**

Failure to appear before Appellate Medical Board on the appointed day would amount to forfeiture of the opportunity of appeal for the candidate and as a consequence the recommendation of CSMB would be final.

- **Whether there is any opportunity to file the appeal for review of the findings of Appellate Medical Board?**

The findings of the Appellate Medical Board would be final and no appeal would lie against the opinion of the appellate medical board.

- **Whether there is provision for appeal of PH candidate against findings of CSMB?**

Yes. The same provision is applicable as in case of Non PH category candidates.

- **Whether any fee will be charged from PH for filing appeal against CSMB ?**

No fee will be charged.

- **Who will constitute medical board?**

The Central Government (Ministry of Health and Family Welfare) will constitute Central Standing Medical Board in the designated hospitals for conduct of medical examination of candidates in CSE.

- **Whether Chairman of CSMBs may consult specialists of other designated hospitals before giving a medical report?**

Yes, in case of any doubt Chairman CSMB may consult specialists in designated hospitals.

- **Whose decision as regards to fitness of the candidates shall be final?**

As regards to fitness of the candidates, the decision of the Chairman of CSMB will be final except in 'Appeal Cases', where decision of the Chairman of Appellate Medical Board will be treated 'final'.

- **What will be the constitution of the Appellate Medical Board?**

Appellate Medical Board will comprise of Specialists including a Chairman who would be higher in rank than those included in CSMB and the same would invariably be headed by Head of Department.

- **Who will examine PH candidate on their appeal?**

Appellate Disability Medical Board (ADMB) constituted by Government would examine PH candidate on their appeal

- **Whether it is mandatory to have lady doctor in the medical examination of lady candidate?**

Yes, lady doctor will assist in medical examination.

- **What is the procedure for the candidate having temporary unfitness?**

In case where medical board considers that candidate has temporary unfitness to that effect should record the same and the same would be informed to the candidate by DOPT.

- **In how many months such candidates would be re-examined?**

Temporary unfit candidate would be re-examined within a period not exceeding 6 months. After the re-examination final report as regards to his/her fitness or otherwise for appointment to service would be given.

## **Issues relating to candidates belonging to PH category**

- **What should be the degree of disability for claiming reservation in posts/services under the Central Government?**

Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority.

- **Who is the competent authority to issue Disability Certificate?**

The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

- **What is Physical Requirement and Functional Classification (PR & FC)?**

For a PH candidate, various Cadre Controlling Authorities (CCAs) in consultation with M/o SJ&E have laid down Physical Requirements and Functional Classification for sub categories of PH categories i.e. Visual Impaired, Hearing Impaired and Locomotor Disability and Cerebral Palsy(LDCP) in respect of services under their administrative control and a candidate is required to meet PR and FC for that service for being eligible to be allocated to that service.

- **Where PR and FC are for various services participating in CSE have been indicated?**

These are indicated in Appendix IV to CSE Rules 2014 which are also available on this department's website-----.

- **Who is PH for the purpose of service allocation on the basis of CSE?**

Candidate having disability more than 40% is considered a PH category candidate and is eligible for allocation of service against the vacancy reserved for PH category.

- **Who can issue the disability certificate?**

Disability Certificate can be issued only by Central Standing Medical Board constituted by Central Government or by the State Government comprising at least three members out of which at least one is a specialist in the field of relevant disability.

- **Whether there is prescribed format for disability certificate?**

Yes, there is a prescribed format for issue of disability certificate

- **What is the date by which disability certificate should have been issued to a candidate appearing in CSE?**

A disability certificate in respect of candidate appearing CSE as PH candidate must have been issued before last date for applying for appearing in CSE (Prelims).

- **Whether PH candidate would be medically examined after interview?**

Such candidates holding disability certificate issued by the competent authority would be medically examined by the CSMB in Safdarjang Hospital, Dr RML Hospital, Lady Hording Medical College GTB Hospital and LNJP Hospital.

- **Who is competent to give permanent disability certificate?**

CSMB in the above hospitals are competent to give permanent disability certificate.

- **Whether the disability certificate can be denied without giving an opportunity to candidate?**



No. Disability certificate can be denied only after giving opportunity of being heard to the applicant. Also after having representation of the applicant, CSMB may review its own decision in view of the facts and circumstances of the case and pass such orders as deemed fit and necessary.

## **Service Allocation**

- **For how many services one can indicate his/her preference?**

A candidate shall be required to mandatorily indicate order of preferences for all the services participating in the Civil Services Examination for the year, in the application form for main examination. No preference, zero preference and the same order of preference for two or more services shall not be allowed in any case.

- **Whether change of preference of services once indicated is permitted?**

No change in preferences of services once indicated by a candidate would be permitted.

- **I have not indicated preferences for all the service for CSE 2012. What will happen if I do not get service for which I have indicated preference?**

You will be considered for allocation of service against remaining services where vacancies are available after allocations of all the candidates who could be allocated to those cadres in accordance with their preferences.

- **Who is General Merit (GM) or Meritorious Reserved Category (MRC) candidate?**

A candidate belonging to Reserved Category but qualified in CSE on his/her own merit without availing any relaxation like maximum age limit, number of attempts etc is called GM or MRC candidate.

- **What is Service allocation from Reserve List ?**

Reserved Category candidate who qualify on General Merit, are adjusted against unreserved vacancies. But in case some GM/MRC candidates do not get service of their higher preference in UR category, they are allowed to switch over to their own category leaving vacant slots. In order to meet such situation, UPSC maintains two lists equal to number of GM candidate - one of GM candidates and other of Reserved Category candidates. These lists are called Reserved List.

- **When requisitions are sent by DOPT to UPSC for recommending names from Reserve List?**

Requisition is sent to UPSC when after service allocation from CSE (Main) List, it becomes clear as to whether a particular GM candidate has been allocated service against unreserved vacancy or has switched over to his/her category.

- **What are the parameters on which service allocation to a particular candidate is decided?**

Service allocation to a particular candidate is depending on rank of the candidate in CSE, his/ her order of preference for service, his/her category, availability of vacancy in his/her category at his /her turn and findings of Medical Board/Appellate Board in respect of him/her.

- **Whether success in Civil Services Examination creates indefeasible right for appointment?**

No. Success in the examination does not confer indefeasible right for appointment unless Govt. is satisfied after such enquiry as may be considered necessary that the candidate having regard to his character & antecedents is suitable in all respects for appointments to the service.

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