

UNION PUBLIC SERVICE COMMISSION

LIST OF SUBJECTS

(Allocated to different Sections)



सत्यमेव जयते

(2010)

UNION PUBLIC SERVICE COMMISSION

DHOLPUR HOUSE, SHAHJAHAN ROAD

NEW DELHI-110069

UNION PUBLIC SERVICE COMMISSION

(LIST OF SUBJECTS - 2010)

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LIST OF SUBJECT OF ADMINISTRATION BRANCH

ADMINISTRATION – I

1. ESTABLISHMENT

- i) Creation/Classification of Posts
- ii) Continuance of temporary posts and conversion of temporary posts into permanent ones
- iii) Maintenance of Sanctioned Strength of posts
- iv) Framing/Amendment of Recruitment Rules for all Ex-cadre posts on the strength of UPSC
- v) All matters relating to UPSC (Members) Regulation, 1969
- vi) All matters relating to UPSC (Staff) Regulation, 1958
- vii) All matters relating to Central Staffing Scheme
- viii) Delegation of Financial Powers in UPSC.

2. PERSONAL ADMINISTRATION

- i) All matters relating to appointment of Hon'ble Chairman and Members of the Commission.
- ii) All matters connected to appointment of officers of All Indian Services, Other Group 'A' Central Services under the Central staffing Scheme at the level of DS/JS/AS/Secretary.
- iii) Matters relating to appointment of officers of Central Secretariat at the level of US/DS/Director
- iv) Appointment and matters connected thereto of all categories of Stenographers (Sr. PPS/PPS/PA/Steno Grade 'D') of Central Secretariat Stenographers Services.

3. CEREMONIALS

- i) All matters connected with the placement of Hon'ble Chairman and Members of the Commission in the Warrant of Precedence.
- ii) Matters connected with Invitations from Rashtrapati Bhawan for the President's Reception Invitations for Republic Day Parade, Beating the Retreat

4. OFFICE COUNCIL/JCM/ASSOCIATIONS

- i) Matters relating to JCM/Constitution/Meetings of Office Council
- ii) Matters connected with CCS (Recognition of Service Association) Rules, 1993.

5. MISCELLANEOUS

- i) Correspondence with Ministry of finance regarding fixation of rates of Honorarium payable to advisers.
- ii) General Principles relating to fixation of rates of Honorarium payable to officers/staff of UPSC
- iii) Assigning of roster duty (General Security Duty) of officers in connection with the work of CSP Examination.

- iv) Coordination with various Administration Sections in connection with submission of information for BE/RE
- v) Submission of material for Annual Report
- vi) Coordination/compiling of Reports>Returns relating to retirement
- vii) Matters relating to engagement of Consultant/Hiring of Professional services on contract basis.
- viii) Any other item as may be specified from time to time.

ADMINISTRATION – II

1. All establishment matters viz. recruitment/promotion/confirmation/pay fixation/fixation of seniority in respect of the entire Ex-cadre of UPSC. The Ex-cadre comprising of number of posts and includes officers and staff members belonging to Group A, B, C and D working in I.S. Wing, ER Branch, Official Language Unit, M&M Section, Confidential, Accounts Branch etc. & other isolated Ex-cadre posts.
2. Coordination of work relating to:
 - i) Reservation for SC/ST/OBC (forwarding of periodical returns and all other matters)
 - ii) RTI
 - iii) Court Cases
3. Consolidation of Rules and Executive instructions relating to:
 - i) Deputation
 - ii) Fixation of Pay
4. Processing of request for seeking membership of Central Secretariat Library/Sahitya Academy Library Membership.
5. Cases of Special Casual Leave.
6. Any other items as may be specified from time to time.

ADMINISTRATION – III

All establishment matters relating to Section Officers/Desk Officers and Assistants of Central Secretariat Service and Upper Division Clerks of Central Secretariat Clerical Service, in particular works relating to:

1. Appointments, pre-appointment formalities and maintaining of service records.
2. Pay Fixation/Increments/Advance Increments/Personal pay/Confirmation/ maintaining of Seniority Lists etc.
3. Maintaining of records of regular leave in respect of SOs/DOs/Assistants/UDCs and Casual Leave/Restricted Holidays in respect of staff of administration – III Section and all SOs/DOs in the office of UPSC.
4. Promotions as per the zones prescribed by DOP&T/Reversions/Resignations/ Voluntary Retirements etc.
5. Authorization of retirement and terminal benefits and related work.
6. Forwarding of application for outside employment/deputation etc.

7. Grant of permissions under Conduct Rules for pursuing higher studies/joining Territorial Army/issue of NOC/Service Certificate for obtaining Passport and other purposes.
8. Issue of cards/addition/deletion etc. with regard to Central Government Health Scheme.
9. Forwarding of Blank ACR forms to all the concerned officials.
10. Training of officials at ISTM and other institutes.
11. Parliament Questions/Courts Cases/RTI applications/Audit objections etc.
12. Issuing orders regarding sanction of Awards/Honoraria.

In addition to the work mentioned above following items are also coordinated in respect of all administrative sections: -

1. Election related work
2. Constitution of DPCs
3. Circulation of Amendments to FRSR/CSRs/Pension Rules etc.
4. Invigilation duties with regard to Examinations conducted by external agencies in UPSC examination halls.
5. Reports/returns under Right to Information Act, 2005.
6. Deployment of Officers/Staff for Fire Prevention Duties.
7. Forwarding of intimations received from all officials regarding appearing of self and relatives in different exams conducted by UPSC to the Confidential Branch.

ADMINISTRATION – IV

1. House building advance to officers and Staff
2. TA/LTC in respect of officers and Staff.
3. GPF Advances, non-refundable withdrawals in respect of officers and Staff.
4. GPF (CS) Rules 1960 amendments thereto and general orders.
5. Reimbursement of Medical Expenses to Non-CGHS beneficiaries officers and staff.
6. Reimbursement of Medical Expenses to CGHS beneficiaries officers and staff.
7. Conveyance advance to officers and staff.
8. Table Fan advance to Class IV Staff.
9. Budget estimates relating to Conveyance and Table Fan advance and Budget estimates relating to TA/LTC and Medical expenses in respect of officers and staff.
10. General Orders relating to DA, CCA HRA, and House Building Advance.
11. Amendments to SRs, CTRs and G/FRs.
12. Amendments and general orders in respect of TA/LTC
13. General Orders relating to GPF/CPF in respect of IAS, IFS, ICS (New) and PF rules.
14. General orders and amendments to medical Attendance Rules.
15. Verification of annual Insurance policies in respect of House.
16. Audit objection relating to the work done in the section.
17. Arranging Air Tickets to officers/staff proceeding on official tour through M/S Balmer & Lowries Com. Ltd. on credit basis
18. Reimbursement of Air Fare incurred by officers/Staff (while on Tour) to M/S Balmer & Lowries Com. Ltd.
19. Appointment of private AMA's in respect of Non-CGHS beneficiaries under CS (MA) Rules, 1944
20. Grant of permission for Medical Treatment in respect of officers/Staff at CGHS recognized Private Hospital/ Institution.

ADMINISTRATION – V

Matters relating to LDC and Group 'D' officials of the O/o the UPSC

1. Examination, Implementation and disseminations of general Orders issued by the Department of Personnel regarding decentralized grades of CSCS.
2. Establishment matters such as recruitment, opening and maintenance of personal files, Service Books and verification of service preparation and fixation of seniority, posting and transfer of LDCs, relieving of officials and forwarding of Service Records, matters relating to the grant of exemption from passing typing test, retention and termination of lien, Select List, pension and other retirement benefits, verification of application for allotment of Government accommodation, sanction for grant of honorarium, medical examination, verification of character and antecedents, oath of allegiance, Home Town declaration, seniority list, fixation of pay, leave, confirmation, Increments, reversion, promotion and resignations, condonation of break in service, extension and re-employment, deputation, annual confidential reports, training, audit objections on establishment matters, maintenance of rosters for reserved communities, verification of qualifying service in respect of government servants with 25 years or within 5 years or retirement, leave travel concession, application for permission for prosecuting further studies, NOC for registration in employment exchange/other purpose, C.G.H.S matters, Forwarding of application for Monthly Typing test and different competitive examinations and territorial army matters.
3. Court Cases, Parliament Questions and information under RTI Act, 2005 and Budget.
4. Co-ordination of the matters relating to Compassionate Appointment and Physically Challenged persons.
5. Service Association and Material for Staff Council meetings.
6. Periodic reports and returns.

RTI (Admn.)

1. Appointment of CPIOs/Appellate Authorities in the Commission.
2. Policy decision taken by the Commission related to RTI matters.
3. Correspondence with DOPT/CIC in the matters related to RTI Act.
4. Circulation of guidelines related to RTI Act.
5. Compilation of Annual Return and quarterly report under Section 25 of the RTI Act.
6. Co-ordination of RTI matters among all the Commission's branches and monitoring of RTI cases/appeals on monthly/fortnightly basis for all branches.

C.R. CELL

1. Maintenance of ACR Dossier of all the CSCS, CSS (upto Section Officer), CSSS and Ex- Cadre staff members of UPSC.
1. Forwarding of ACRs in respect of Under Secretary and above to DOP&T.
2. To acknowledge the receipt of CR's.
3. To scrutiny ACRs received in the CR Cell to ascertain/confirm that if it contains any adverse remarks that is referred to the concerned staff/Officers.

4. Preparation of Circular of Time Schedule for distribution of Blank ACRs and obtain the complete ACRs etc. in the CR Cell.
5. Preparation of reminder for pending/missing of ACRs.
6. To take action for providing the photocopies of ACRs in respect of UPSC employees applying for deputation post in other Ministries/Departments.
7. Forwarding ACR Dossiers for Departmental Examination through SSC.
8. Preparation of Draft ACR Assessment for internal DPC meetings/SCMs (Where consultation with UPSC is not necessary).
9. Maintenance of DPC minutes and Assessment thereof.
10. Arranging and submission of ACR Dossiers for DPC meeting.

COMMON ITEMS FOR ADMN.-I, II, III AND ADMN.-V SECTIONS.

1. Recruitment of staff
2. Opening and Maintenance of personal files.
3. Service books and verification of services.
4. Medical Examination.
5. Verification of character and antecedents.
6. Oath of allegiance.
7. Home town declaration.
8. Seniority list.
9. Fixation of pay.
10. Leave.
11. Quasi-permanency and confirmation.
12. Increments.
13. Reversion, promotion and resignations.
14. Pension and gratuity.
15. Condonation of break in service.
16. Extension and re-employment.
17. Verification of applications for allotment of accommodation.
18. Leave travel concession.
19. Application for joining Territorial Army.
20. C.G.H.S. scheme, issue of cards, pay cards etc.
21. Forwarding of applications.
22. Application for permission for prosecuting further studies.
23. No-objection/Service certificates for registration in Employment Exchange/other purposes.
24. Summons from courts received by officers and staff in personal/Official capacity.
25. Deputation.
26. Annual confidential reports.
27. Training of all categories of staff.
28. Audit objections.
29. Maintenance of rosters for reserved communities.
30. Central Government Servants Insurance Scheme.
31. Refund of additional D.A. Deposits.
32. Verification of qualifying service in respect of Government Servants with 25 years service or within 5 years of retirement.
33. Returns regarding pension of officers completing 50/55 years of age or 30 years service and other returns.
34. Parliament Questions.

ACCOUNTS BRANCH

Accounts - I Section

1. TA / DA / Honorarium to Advisors / Experts / interpreters Ex-Members (Official / Non-Official).
2. Payment of TA / DA to the Supervisors and Coordinating Supervisors called for briefing meeting of Civil Service Examination.
3. Bills for Secretary's Accounts.
4. Contingent Bills against the sanctions received from Genl-I, II, IV, Stationary Store, Library, M&M, OM&WS, Administration, Hindi, Welfare, Advisor's Suite etc. for office expenses, professional services, wages / casual labourers, other charges and Grant-in aid.
5. After processing the bills the same are sent to Accounts-II Section for pre-audit and payment. Accounts-II Section makes payments to the Advisors either in cash or by Cheques. After receipt of paid vouchers from Accounts-II, Accounts-I Section prepares Recoupment Bill for the said amount and forwards it to Pay & Accounts Office (P&AO). UPSC through Accounts-II Section. Detailed entries in the Watch Register are also made in Accounts-I Section.

Accounts - II Section

1. Liaison with the Pay & Accounts Office.
2. Coordinating Section of the Accounts Branch.
3. The three Cashiers of UPSC are working under Accounts-II Section.
4. All the bills from all Accounts Sections and Admin IV Section are routed to P&AO through Accounts-II Section after noting in the Bill Registers (Control Register) maintained for the purpose. Receipt of cheques in payment of these bills is watched by Accounts-II Section and the cheques when received from P&AO are noted and handed over to Cashier-I, II, III and the parties concerned (to the latter by post). Weekly lists of remittances deposited into Bank are sent to the P&AO for reconciliation.
5. Preparation of Certificates in (Form No. 16A) for Income Tax deducted at source from private persons / parties: preparing Annual Return of Income Tax in form 24, after, reconciliation of Income Tax deducted during the year with Pay & Accounts Office.
6. Dispatch of cheques of all parties including the urgent cheques of MTNL, NDMC, Indian Airlines, Speed Post etc.

Accounts - III Section

1. TA payment to candidates summoned for Interview / Personal Talk.
2. Preparation of budget estimates and revised estimates of both receipts and expenditure of the Commission.
3. Compilation of expenditure figures and reconciliation thereof with the figures booked by the P&AO, Union Public Service Commission.
4. Expenditure advance to supervisors and their adjustments.
5. Preparation of bills for expenditure from the head "Other Charges" Exam. & Selection's such as on Computer. Adviser's Suite, Service Postage Stamps, printing Charges etc.
6. Statutory and Internal Audit – follow up action.

Accounts - IV Section

1. Pay Bills are prepared in computer and pay slips are generated for distribution of Gazetted, Non-gazetted staff and all work connected therewith in respect of the cadres given below: -
 - (i) Chairman and Members
 - (ii) All Group 'A' Officers
 - (iii) Section Officers / Desk Officers
 - (iv) Ex-cadre Gazetted Officers
 - (v) Assistants / UDC and LDCs.
2. Sanction and drawal of Festival Advance to the staff as a whole.
3. Merger of the Acquaintance Rolls prepared by Accounts-V Section with those prepared by Accounts- IV Section, final totaling and giving pay order thereon before passing it on to Cashier-I for disbursement of salary.
4. Preparation of Cycle advance, Motor Cycle / Scooter advance, Motor Car Advance, House Building Advance, Flood Advance, Fan Advance, Computer Advance, Leave Salary Advance and Pay Advance Bills for the staff as a whole.

Accounts - V Section

1. Preparation of PayBills
 - (i) Non-gazetted Ex-cadre staff of Commission mainly D.P. Branch, Hindi Branch etc. and Group 'D'; / Departmental Canteen Staff.
 - (ii) Personal Assistants, i.e. Stenographer Grade 'C' and 'D'
2. Maintenance of GPF accounts of Group 'D' Staff.
3. Preparation of Bills for final payment of GPF Balance of Group 'D' Employees.

The following items of work are dealt with commonly by Accounts-IV & V Sections: -

1. Preparation of bills for the staff in respect of:
 - (i) Leave encashment
 - (ii) Central Government Employees Group Insurance Scheme/Insurance Discounted Value/Savings Funds Accounts of GIS/CGEGIS of the retired persons/those who resign from Government Service.
 - (iii) Immediate relief of the family of the deceased Government Servant.
 - (iv) Commuted value of pension in respect of retired employees.
 - (v) GPF final payment bills in respect of retired employees.
 - (vi) Deposit link Insurance Scheme.
 - (vii) DCRG of the retiring officials.
 - (viii) OTA/Night Duty Allowances.
 - (ix) GPF Advance / Withdrawal.
 - (x) Ad-hoc Bonus.
2. Reimbursement of Tuition Fee and all work connected therewith in respect of the staff mentioned above (item-1)
3. Budget Estimates of Pay and Allowances, Honorarium etc.

Cash - I Section

1. Payment of monthly pay & allowances and contingencies.
2. Miscellaneous cash receipts for Adviser's suits, Reception and Earnest money from contractor.

3. Separate registers to be maintained in respect of Accounts Payees' cheques (in respect of gazetted officers and third parties being payable only to the concerned payees) forwarded by PAOs' after pre-check of relevant bills to DDOs, as envisaged in M/o Finance (Deptts. of Exp.) O.M. No. V 16011/44/78/CTR/66 dt.10.5.79

Cash - II Section

1. Spot payment of TA contribution to candidates called by the commission for different posts.
2. Payment by cheque to P.C. candidates invited by the commission for personal talk.
3. Payment by M.O. in such cases where the interviews are held outside Delhi/ "Provisional" candidature cleared by recruitment / Examination wing later on.

DEPARTMENTAL RECORD SECTION

1. Receipt, maintenance and weeding out of old records (files) sent to this section for retention from time to time.
2. Records (Applications) - Transportation to the Basement of Examination Hall building and stacking the bundles.
3. Issue of all records, their receipt back and restoration.
4. Destruction of Application & Attendance Lists on the basis of written orders from Examination Branch.
5. Receipt, compilation and preparation of Recording and weeding statement.
6. Follow-up action regarding weeding of records sent for review and submission of returns in this connection.
7. Follow-up action regarding weeding of applications of Examination Wing.

GENERAL BRANCH

General - I Section

1. Security of office, inspection and follow up action.
2. Residential accommodation for Chairman, Members, Officers and members of Staff.
Procurement of Furniture and furnishing.
3. Procurement & repair of bicycles.
4. Procurement & issue of uniforms to Group 'D' Staff.
5. Procurement, receipt, issue and custody of misc. stores including electrical goods.
6. Hot and Cold weather amenities, purchase and maintenance.
7. Budget and audit objection relating to General-I Branch.
8. Group 'D' staff posting, transfers, leave arrangements etc.
9. Employment/deployment and preparation of pay bills in respect of casual labourers.
10. Arrangement of Night duty Clerks and Peons at Reception, Night Duty Clerks in the Adviser's Suite, Day duty Clerks/Peons in Reception, Adviser's suite on Holidays/Sundays & preparation of pay bills in respect of Night Duty claims.
11. Contract for:
 - i) Washing of Towels, Curtains etc.
 - ii) Disposal of waste papers.
 - iii) Servicing/repairing of room coolers.
 - iv) Dry cleaning of carpets, sofa sets etc.
 - v) Sweeping and cleaning of UPSC premises.
 - vi) Signages and nameplates of Officers.
12. Disposal of condemned stores of the entire office.
13. Staff Car Unit.

General - II Section

(A) Work relating to Computer system

1. Procurement and maintenance of computer Hardware/software/spares/consumables/computer stationary/computer furniture.
2. Maintenance of oracle database and minor cabling work etc.
3. Procurement and maintenance of OMR Scanners and Image Scanners.
4. Work related to hosting of UPSC website on MTNL Server.

(B) Work relating to Telephone/EPABX

1. Maintenance of the EPABX Exchange. All matters pertaining to telephones, intercoms, mobiles etc.
2. Preparation/Updation of internal Telephone Directories of UPSC.

(C) Development of software & outsourcing of activities **(In consulting/coordination with IS Wing and Examination Branches)**

1. Contract for supply of printed application forms, scanning & processing of application forms.
2. Outsourcing of development of user specific software for the various branches.
3. Contract for development & maintenance of Local Area network in UPSC.
4. Procurement & AMC of Biometrics Access Control System.
5. Procurement & AMC of Interactive Voice Response System (IVRS)

(D) Postal Arrangement/other bills

Clearing of speed post and mass mailing bills for booking of material i.e. Letters, Admission Letters and Rejection Letters etc. through Postal Department. Purchase of Franks for Franking machines installed in Issue Section. Passing of bills of vendor of pre-examination work.

(E) Work relating to Examination

1. Annual Contract for Booking/dispatch/clearance of boxes carrying examination material of UPSC through Railway/Air Cargo.
2. Procurement of specified examination material for the Examination and Confidential Branches. The delivery of material is received directly by the concerned branches.
3. Procurement/Repairs of Steel Trunks for Examination Branch.

(F) Miscellaneous items

1. Work relating to Advisor Suites
2. Passing of canteen bill etc.
3. Passing of Conveyance claims in respect of officers and staff.
4. Procurement of pencil cell etc.
5. Preparation of rubber stamps for various officers and Sections of UPSC.
6. Preparation of Numbering Machines/Brass seal of the Commission.
7. Procurement and Maintenance of: -
 - i) Photocopier Machines.
 - ii) Lamination Machines.
 - iii) Binding machines.
 - iv) Fax Machines.
 - v) Paper Shedders.
 - vi) Franking Machines.
 - vii) Calculators and Punching Machines.
8. Booking of Examination Halls of UPSC for various examinations to outside agencies.
9. Annual contract for procurement of OMR Answersheets.
10. Procurement of cartridges, printer ribbons, computer stationery and other consumables.

General – IV Section

(A) Stationery Store

1. Procurement and issue of all stationery items including MSTR Series, printed envelops, forms, registers etc.
2. Preparation & placing of Annual Indent on the R.S. Depot.
3. Collection of stationery stores on the R.S. Depot.
4. Printing of: -
 - i) Annual Report of UPSC
 - ii) News Letter of PSCs (Half yearly)
 - iii) Hand Book of CS(P) Exam.

- iv) D.O. Letters
 - v) Visiting Cards and
 - vi) Invitation Cards.
5. Placing of Indent for answer Books & Precis Sheet on the Dte. of printing.
 6. Procurement of Pre-printed computer Stationery for Exam. Branch.
 7. Procurement of White Window Envelopes (Printed) for Exam. Branch.
 8. Maintenance of : -
 - i) Bill Register (GOI Presses Bills)
 - ii) Expenditure Register
 - iii) Daily issue Register, and
 - iv) Stock Register etc.
 9. Annual physical verification of stationery stores.

(B) Printing Unit

1. The printing of all kinds of job received from various branches of the Commission.
2. Purchase of all accessories required for the Digital Printing machines.
3. Upkeep and maintenance of Digital Printing Machines and accessories.
4. To maintain the register for daily print put/rolled out copies from the Digital Printers (printer wise).
5. To maintain the Stock Register for all items dealt with in the section and for Master Rolls of Digital Printers.

M&M Section

1. Office accommodation, including construction, maintenance, cleanliness, additions, alteration, repairs. Liaison with CPWD for civil and electrical works.
2. Liaison with Horticulture Wing. CPWD regarding lawn, indoor plants, outdoor plants, rockery, floral arrangements etc.
3. Electricity and Water supply, maintenance and liaison.
4. Maintenance and checking of fire fighting equipments, Organizing Mock Drills. Liaison with Delhi fire Service.
5. Maintenance/repair and polishing of steel/wooden furniture. Procurement of furniture items for Hon'ble Chairman/Members and senior officers sitting on Ground Floor, MB.
6. Procurement, receipt, issue and custody of consumable stores including electrical goods.
7. Contact/liaison with CPWD for maintenance/repairs etc. of air conditioners (window/split type), Central cooling plants in the Main Building, Annexe Building and Ayog Sachivalaya Building and package type air conditioners in the Committee Room.
8. Hot and cold weather amenities.
9. Budget and audit objections relating to M&M Section.
10. House Keeping, Floor coordinators and NDMC/CPWD Meetings.
11. Arrangement for Commission Meetings, Commission Lunch and meetings of different wings.
12. Arrangement for conduct of Exams held by the UPSC/outside agencies.
13. Arrangement for holding of P.T. Boards.
14. Arrangement for holding in-house functions in the office.

LIBRARY

1. Purchase of books on order and correspondence related to and payment of bills.
2. Obtaining books on approval, correspondence relating to and payment of bills.
3. Obtaining books on complimentary basis and correspondence relating to.
4. Accessioning.
5. Cataloguing.
6. Classification.
7. Subscription of Newspapers/Periodicals, correspondence relating to and payment of bills.
8. Registration of Newspapers/Magazines.
9. Issue/Return of books and Magazines.
10. Inter Library loan facilities and correspondence relating to.
11. Weeding out of old magazines/books.
12. List of additions of books.
13. Writing off the loss.
14. Stocktaking.
15. Amendment of reference books.
16. Maintenance and arrangement of the books and journals.
17. Circulation of Newspapers/Magazines.
18. Issue of "No Demand Certificate".
19. Binding of books and journals.
20. Maintenance of various registers.
21. To render reference service.
22. Diary and Despatch off all correspondence/bills.
23. Indexing of Cards.
24. Maintenance of the Catalogue
25. Reading Room Services.
26. Special services to Examination Boards & Experts.
27. Bibliographical Services.
28. Preliminary selection of books received on approval from the booksellers & publishers.
29. Purchase of books through Book Selection Committee and convening the meetings of Book Selection Committee.
30. Library administration and Management (Administration relating to the Library Establishment and staff matters).
31. Budgeting and accounting of Library funds.
32. Maintenance of Membership with Renowned National Library Associations and other organizations of All India Status, connected with the Library activities.
33. Submission of monthly O&M Dossiers, Reports of Principal activities of the Library and maintenance of Library statistics for the purpose.
34. Work relating to the annual Inspection of the Library, submission of its report to the O&M Section and follow-up of action with various concerned sections of the Commission.
35. Maintenance of annual and other reports of the various Ministries including the UPSC.
36. Maintenance of Map collection & other non-book materials.
37. Maintenance and circulation of video cassettes to the Honourable Members & Senior Officers of the Commission.
38. Photocopying service (Information materials are traced & photocopies are provided by the Library with the help of RR/Gen.-II Section).
39. Newspapers clipping service.

40. Current Awareness services (viz. providing books from book reviews, latest publications lists, etc. and preparation of bibliographies etc.)
41. Library Reorganization and modernization activities of the Library.

OM&WS SECTION

1. MAJOR ACTIVITIES (O&M UNIT)

- i) Ensuring strict implementation of the various provisions of 'Manual of Office Procedure'.
 - Formulation of Annual O&M inspection plan of each section, its monitoring and recommending remedial actions on defects observed by Inspecting Officers
 - Launch of special drive to record, review and weed out of old records.
 - Compilation of information on channel of submission, List of subjects and Record Retention Schedule.
 - Compilation of information cases pending for disposal over a month.
- ii) Laying down schedule and monitoring of monthly O&M meetings of various Branches.
- iii) Compilation of 'Induction Material' on procedure and systems of working of various wings of the Commission.
- iv) Updating the Brochure on 'Consultation with UPSC'.
- v) Publication of a Half-yearly Newsletter of the Public Service Commissions
- vi) Induction training to LDCs, UDCs and Short term courses for Officers.
- vii) Modernisation of sections under plan scheme of Department of Administrative Reforms and Public Grievance
- viii) Co-ordination work relating to Parliament Questions pertaining to more than one Branch.
- ix) Induction training/familiarisation programme for Officers joining UPSC.
- x) Collection of monthly/quarterly and yearly information from all sections on workload, pendency of cases, reasons for pendency beyond the 'normal time for disposal'. The data is analysed, compared with previous periods etc. and consolidated position submitted to higher authorities to facilitate easy monitoring
- xi) Foundation Day Celebration.
- xii) Issue of various O&M Circulars.
- xiii) Compilation of information relating to various reports and returns – Loss of files, Downgrading of secret/Top secret files, Monthly abstracts of "P" receipts, number of files recorded reviewed/weeded out, letters/communications sent through Fax/E-mail.
- xiv) Compilation of information relating to various categories of court cases in respect of various Branches of the Commission on monthly basis for monitoring of court cases.
- xv) Implementation of the provisions of Central Tobacco Act 2003.
- xvi) Matters relating to prevention of sexual harassment of women at work place.

2. WORK STUDY UNIT

The work-study Unit deals with the following main items of work: -

- i) Work measurement studies of various Sections/Units for fixing the staff strength
- ii) Evolving and up-dating the norms for various items of work.
- iii) Methods study of work procedures followed in sections.

RECEPTION

1. Attending and escorting of VIPs to Hon'ble Chairman/Members Room.
2. Attending and escorting of Members/Experts/Advisers invited by the Commission for Interview/P.T. Boards /DPC/Selection Committee meetings to their rooms.
3. Allotment of seats etc. to candidates in the Central Hall.
4. Issue of Temporary passes to regular staff/casual clerks/ Casual labours/CPWD employees and Advisers etc.
5. Issue of permanent identity cards to staff, fresh entrants and also in case of loss/mutilation.
6. Issue of validation slips to UPSC employees for entry into other buildings.
7. Issue of validation slips for entry into UPSC for officers of other departments.
8. Issue of Logo for vehicles of officers/staff of UPSC.
9. Liaison for security matters with CISF staff.
10. General enquiries.

VIGILANCE SECTION

1. Examination of complaints against officers/staff of UPSC
2. Initiation & processing of Disciplinary/Vigilance cases against officers & staff of UPSC.
3. Processing of Appeals/Revision Petition/Review Petitions under CCS (CC&A) Rules, 1965.
4. Preparation of Para wise comments & provide assistance to Govt. advocate for defending Court cases filed by staff/officers against disciplinary action/penalties imposed under CCS (CC&A) Rules, 1965.
5. Property Returns/intimations/permissions under CCS (Conduct) Rules, 1964.
6. Vigilance clearance for various purposes.
7. Monitoring progress of disciplinary/vigilance/court cases pertaining to Vigilance Section.

WELFARE SECTION

1. OFFICE COUNCIL MEETINGS

To coordinate the conduct of office council meetings, preparation of agenda items, circulation of minutes of the meetings and to collect action taken notes on the decisions taken in the meetings and their circulation to all concerned.

2. FIRST-AID FACILITY

To provide first-aid-facility to officers, staff, candidates and the visiting dignitaries as and when demanded. To arrange staff car facility in case where hospitalization is necessary as a welfare measure.

3. OBITUARY

To organise condolence meetings in respect of Govt. Servants dying while in service and to follow up cases of family pension and other pensionary entitlements. To collect the data from the family of the deceased employee and to forward it to concerned Administration Branch for early settlement of cases.

4. PROBLEMS OF DTC BUSES

To look into the problems of UPSC commuters and to correspond with the DTC authorities for plying of regular trips of DTC buses and other route buses on Shahjahan Road. To take up cases for introduction of special trips of buses on receipts of demands from the commuters of UPSC.

5. RECREATION

- i) To forward application of officers and staff to the Central Civil Services, Cultural and Sports Board for participation in sports such as Cricket, Foot ball, Badminton, Chess, Hockey in the Inter-Ministry Tournaments and DSA Tournaments. To circulate misc. circulars relating to sports and trekking programmes received from CCS&CSB.
- ii) To provide secretarial assistance to the Recreation Club.
- iii) To coordinate in the conduct of meetings of the Recreation Club.

6. FAMILY WELFARE PROGRAMME

- i) Distribution of contraceptives to willing officers and Staff of UPSC.
- ii) To follow up family welfare programmes.

7. PERSONAL GRIEVANCES

To look into the applications of officers and members of staff for redressal of their grievances as a welfare measure. To forward such applications to other authorities, where necessary, for suitable action.

8. GRANT-IN-AID TO UPSC RECREATION CLUB

To follow up for the release of annual grant-in-aid to UPSC Recreation Club and the issue of utilisation certificate of the grants of the previous year on the basis of statement of expenditure, receipts, vouchers etc. received from the Honourary Secretary, Recreation Club.

9. MONTHLY RETIREMENT

To collect monthly retirement cases from Administration Sections. On that basis, issuing of note to F&BO/PAO/Cash Section for preparation of cheques of dues of retiring officers for delivery to them on the last working day of their retirement. To prepare D.O. letter from the Secretary for delivering the same to the retiring officers on the last working day of the month.

10. MISCELLANEOUS

- i) To coordinate in the collection of funds for Flag Day/Sale of raffle tickets sponsored by the Indian Red Cross Society.
- ii) Providing assistance to different societies of the UPSC in the conduct of elections.
- iii) Rising of collections for staff Benevolent Fund of the UPSC and the follow up applications for assistance from this fund.
- iv) Other misc. jobs which are assigned to the Welfare Section from time to time such as (a) to arrange first-aid-training for officers and members of staff; (b) sponsoring of officers and staff for training course on medical rescue and resuscitation which was done in the past; (c) issue of appeals for collection of subscriptions as per requests received from needy and deserving employees of the UPSC; (d) to look into the creche matter.
- v) To organise Yoga Training Classes.

HINDI BRANCH

Hindi Branch is mainly responsible for implementation of Official Language Policy and compliance of Annual Programme. Besides this, translation work from all branches of UPSC is also entrusted to Hindi Branch. The important functions of Hindi Branch divided among four Hindi sections are as follows: -

HINDI – 1 SECTION

Meetings of Official Language Implementation Committee every quarter; take follow up action on important decisions; to prepare quarterly report regarding progressive use of Hindi in all Sections of the Commission; to prepare half-yearly report regarding Hindi Teaching Scheme; to organise Incentive schemes for promoting use of Hindi including original Noting/ Drafting in Hindi in official work by employees and also meetings of Evaluation Committee for assessment of incentive schemes; to prescribe check points to ensure compliance of provisions of Sections 3 (3) of Official Language Act; to reply Parliament questions regarding compliance of Official Language Policy and to collect material for committee of Parliament on Official Language and to reply to its questionnaires etc; to organise Hindi Day/Fortnight every year; to prepare roster of the employees of the Commission having working knowledge in Hindi and proficiency in Hindi and to nominate employees for Hindi Teaching Classes, Hindi Typewriting and Hindi Stenography Classes under Hindi Teaching Schemes; to organise Hindi workshops; correspondence with concerned branches pertaining to administration, accounts and confidential matters; to translate, vet, type, compare, correct and prepare Hindi version of Annual Report of the Commission and to translate material of half yearly “Newsletter of Public Service Commissions” and dealing with R.T.I cases relating to Official language and other works assigned by the Director(O.L)/Deputy Director(O.L).

HINDI – II SECTION

Translation from English to Hindi, vetting, typing, preparation of sets of fortnightly & abridged advertisements (abridged) of the Commission for publication in the leading News papers and similar work relating to fortnightly advertisements (detailed) and information to candidates on all items of advertisements of the commission and translation pertaining to other branches of the Commission, including translation of RTI cases of these branches/ sections/office concerned and all other items of work assigned by the Director (O.L)/Deputy Director (O.L) from time to time.

HINDI- III SECTION

Translation from English to Hindi various Notices, Rules, Syllabi, Application Forms, Attendance Sheets, Expenditure Statements relating to various competitive examinations conducted by UPSC, Instruction for Candidates, Instructions for Invigilators and Instructions for Supervisors and all other translation work pertaining to confidential, special wing, Exam. Branch, Exam. Reform Branch, including translation of RTI cases of these branches/sections/ office concerned and other works assigned by Director/Deputy Director (O.L).

HINDI- IV SECTION

Translation from Hindi to English & vice-versa of the disciplinary proceedings, show Cause Notices, Charge - Sheets, Inquiry Reports and analysis of such enquiry reports and also comments of State Government regarding officers of various State Services and translation relating to Services -I, Services-II, Vigilance and Welfare Section, office of the Secretary, Hon’ble Chairman, Members of the Commission, including translation of RTI cases of these branches/sections/office concerned and other works assigned by the Director (OL)/Deputy Director (OL).

AIS BRANCH

AIS Section

- (i) Selection Committee Meetings for promotion of State Civil/ Police/Forest Service Officers to IAS/IPS/IFS and connected matters.
- (ii) Approval of officiating appointment of Non Cadre officers against cadre posts in IAS/IPS/IFS.
- (iii) All court matters pertaining to Sl. (i) to (ii)
- (iv) Policy matters of AIS Branch.

Nodal Legal Section

- (i) Distribution/allocation of unlinked court papers among various Branches.
 - (ii) Appointment of Nodal Counsels/Panel Counsels in various courts.
 - (iii) Appointment of Branch Nodal officers in UPSC.
 - (iv) Payment of retainer fee to Nodal Counsels.
 - (v) Constitution of Screening Committee to short-list the Counsels for appointment as Nodal Counsel /Panel Counsel.
 - (vi) Constitution of Negotiation Committee to negotiate the rates of payment of professional fee to various counsels
 - (vii) To maintain various orders/instructions issued by Govt. of India, Min of Law pertaining to appointment of Counsels/payment of legal fee and other charges etc.
 - (viii) To maintain panels of Private Counsels/CGSCs in various courts.
- NB: Nodal Legal Section will not handle the Court cases directly or make payments to the Counsels engaged by the Commission.

APPOINTMENTS SECTIONS

AP-I

1. Chemical & Fertilisers
2. Civil Aviation
3. CBI
4. Consumer Affairs, food & Public Dist.
5. Education (HRD)
6. Food Processing Industries
7. Health & Family Welfare
8. Heavy Industry (Excluding Pub. Entp.)
9. Home Affairs
10. Labour
11. MCD (Delhi Jal Board)
12. Micro Small & Medium Enterprises
13. NDMC
14. Petroleum & Natural Gas
15. Social Justice & Empowerment
16. Steel
17. Tribal Affairs/Minority Affairs
18. Tourism.

AP-II

1. Cabinet Secretariat
2. Coal
3. Chandigarh Admn.
4. ESIC
5. Election Commission
6. Finance
7. Govt. of NCT of Delhi
8. New and Renewable Energy
9. Official Language (MHA)
10. Parliamentary Affairs
11. Panchayati Raj
12. Planning Commission
13. Public Enterprises
14. Rural Development
15. Supply
16. Statistics & Programme Impl. (P&PI)
17. Urban Development.

AP-III

1. A & N Admn.
2. Commerce
3. Defence
4. EPFO
5. External Affairs
6. Earth Sciences (including Indian Meteorological Deptt.)
7. Posts
8. Power

9. Presidents Sectt.
10. Prime Minister's Sectt.
11. Science & Tech. (including Survey of India)
12. Telecommunication
13. Textiles
14. U P S C
15. Youth Affairs & Sports
16. Woman & Child Development (including N.C. for Women)

AP-IV

1. Agriculture
2. Animal Husbandry, Dairying & Fisheries
3. Bio-Technology
4. Culture
5. Corporate Affairs
6. Daman Diu, D.N. Haveli Admn.
7. Environment & Forests
8. Information & Broadcasting
9. Lakashadweep Admn.
10. Law & Justice
11. Mines
12. Overseas Indian Affairs
13. Pondicherry Admn.
14. Railways
15. Road Transport & Highways
16. Shipping

ADT-I

1. Andaman & Nicobar Admn.
2. Cabinet Secretariat
3. Chandigarh Admn.
4. Chemical & Fertilisers
5. Coal
6. Corporate Affairs
7. Daman Diu, D. N. Haveli Admn.
8. E. S. I. C.
9. Election Commission
10. Finance (Except CAG)
11. Food and Consumer Affairs
12. Health & Family Welfare
13. Industry (Excluding Pub. Entp.)
14. Lakshadweep Admn.
15. Law & Justice
16. Mines
17. Overseas Indian Affairs
18. Parliamentary Affairs
19. Petroleum & Natural Gas
20. Planning & Prog. Implementation
21. Planning Commission
22. Power
23. Public Enterprises

24. Railways
25. Supply
26. Urban Development

ADT-II

1. Agriculture
2. Animal Husbandry, Dairying and Fisheries
3. Civil Aviation
4. Defence
5. E P F O
6. Environment & Forests
7. External Affairs
8. Food Processing Industries
9. Earth Sciences
10. Information & Broadcasting.
11. Labour
12. Pondicherry Admn.
13. Posts
14. President Sectt.
15. Prime Minister's Office
16. Science & Technology (including Survey of India)
17. Social Justice & Empowerment
18. Telecommunication
19. Textiles
20. Tourism
21. U P S C
22. Tribal Affairs/Minority Affairs
23. Water Resources

ADT-III

1. Bio-Technology
2. Commerce
3. Culture
4. CAG (Finance)
5. Delhi Admn.
6. Education (HRD)
7. Home Affairs/IB (Incl. Official Language)
8. MCD (Delhi Jal Board)/NDMC
9. New and Renewable Energy
10. Per. Pub. Grv. & Pension/CBI
11. Panchayati Raj
12. Road Transport & Highways
13. Rural Development
14. Shipping
15. Steel
16. Youth Affairs & Sports
17. Woman & Child Development (Incl. N. C. for Women)
18. Monitoring of Adhoc matters (All Ministries and Departments)

AUC

1. Policy
2. Annual Report
3. Co-Ordination
4. Circulation of Important Decisions
5. Maintenance of copies of important instructions/OMs
6. Maintenance of Guard files/Precedent Book
7. O & M and Other Returns
8. O & M Meetings
9. Record Management Decisions
10. Staff Matters/Training Programmes
11. Updating of Computer Statement
12. Preparation of FRC Statement by weekly basis.
13. Opening of Files for DPC/Deputation/Absorption and court cases.
14. Entering of all files in the computer
15. Issuance of acknowledgement letter in respect of DPC/Deputation cases.
16. Updation of pending court cases
17. D.O. Reminders for pending cases
18. Preparation of Materials for Commission Meeting
19. Review/distribution of old files
20. Monitoring of VIP reference
21. Monitoring of RTI cases
22. DPC cases of DANICS,DANIPS and Puducherry Civil Services.

STF

1. Per. Pub. Grv. & Pension
2. Water Resources
3. Ministry of Home Affairs/RGI/IB/CISF/CRPF/ITBP/BPR&D/DFS
4. DONER

DATA PROCESSING BRANCH

D.P.(EXAMINATION WING):

I. APPLICATIONS OF ALL EXAMINATIONS (For Objective Paper)

- i) Receiving applications from Dak Counter as well as FRU with date wise and bundle wise.
- ii) Counting all applications physically batch name with top sheet supplied by Dak counter and FRU
- iii) Collect the extra applications at counting time, which were more applications found top sheet than physical.
- iv) Prepare the index list of applications date, counter, batch wise.
- v) Enter the list number top of the bundles.
- vi) After completion the above said, the bundles sent to CMC for scanning
- vii) After completion of scanning, the same received for mismatch work.
- viii) Receiving Form Validation (FV) report from CMC.
- ix) Separate the application forms, which were coming in Form Validation Report and sent the same to Exam. branch for corrections.
- x) At end, the applications are sent to Exam. Branch.

II. APPLICATIONS OF EXAMINATIONS (For Conventional Paper)

- i) Study the rules and regulations and prepare the Lay out and sent to EDP for finalization and approval of programme for the same.
- ii) Receiving applications from concerned Exam. Section as bundle wise.
- iii) Count and check the roll number with top sheet and send for entry in DP (DE).
- iv) Entry and print the same for checking.
- v) Resolve the discrepancies, if any.
- vi) After completion of work, the applications are sent to Exam. Branch and data are sent to EDP.

III. DATA CORRECTION AFTER SCANING (SAMPERA BASED MIS-MATCH)

- i) Data received from M/s CMC (Vender) as well as applications.
- ii) Upload the data in DP (Exam) Server.
- iii) Resolve the mismatch cases through programme as per information on application given by candidate and instructions from Exam Branch.
- iv) Extra ordinary Discrepancies, if any are reported to CMC as well as Exam Branch and EDP.

IV. RESOLVING THE DOUBTFUL/SCRUTINY CASES (CHANGE SLIPS)

- i) Change Slips are received from Concerned Examination Sections.
- ii) Resolve the doubtful cases through programme as per written on change slips
- iii) Print the same for checking.
- iv) Rectify the corrections, if any in checking time and updated data are sent to EDP.

V. MAINTENANCE OF DATA PREPARATION AND SOFTWARE APPLICATION.

- i) All the application software systems for pre-examination work of DP Branch are developed, implemented in house officials.
- ii) These application softwares are modified and developed newly as per the output requirements and change of examination policy by the commission from time to time.

- iii) All the entry, verification, updating of data and production of outputs and statistics are done through these application programs.
- iv) After completion of mismatch entry work data are checked and resolve the discrepancy, if any and bring it to the notice of EDP-Pre and CMC.
- v) Prepare the mismatch cases data on CMC format and send it to them.
- vi) Master data file are received from CMC @ 50000 cases in a lot, in ASCE/text format, same are sent to EDP-Pre after uploading in DP-Exam Server in FoxPro format for further necessary action at the end of DP-Branch.
- vii) After updating the data file as per the correction slips from concerned examination section that data are supplied to EDP-Pre at pre-examination and post examination stage through the zip-disk.
- viii) The LAN Server (DP-Exam) and PCs are shut down & boot up every day and if any faults noticed same are reported to system hardware group for rectification.

DP - RECRUITMENT WING

A. Direct Recruitment

1. Applications for Direct Recruitment post and Recruitment Test are received from covering unit of recruitment wing.
2. These are checked for the name of the post and roll number for mix-up of one item to another item or missing or duplication roll number.
3. All the discrepancies are reported to covering unit and get resolved.
4. Records are maintained for each item and total number of applications is received.
5. These applications are transferred to data entry section of the branch for data entry and verification through PC based application software.
6. Mismatch report is prepared from the two entries made of each application.
7. Mismatch cases are resolved manually against the application.
8. Data files are updated for these mismatch cases.
9. Data is transferred on floppies to coordination section of the recruitment wing and they upload it to concerned recruitment section.
10. Applications are again checked and returned to concerned recruitment section and a receipt is obtained for returning the exact number of application received from concerned section.

B. Recruitment Tests

There are two type of RTs 1st one notified as a RT by commission 2nd Special RTs i.e. if in any item the no. of applications exceeds beyond the normal limit, that item becomes a RECRUITMENT TEST. For recruitment test the following items of work are also to be done in the DP Branch.

1. In case of post decided RT the data for that recruitment test which was earlier passed on to the recruitment section is taken back for entering the center code. Subject code is also entered if required.
2. After entering the center code and subject code verification is also done on computers as per the lay out.
3. In case of Pre-decided RT lay out programmes are prepared as per instruction on IFC/application and get approved from EDP.
4. All the applications are entertained as per procedure given at Para (b) and data entry are done.

5. A printout of these entries is taken and checked manually against the lists.
6. After the preparation of Data in all respect the data files are sent to EDP for further out put generation for scrutiny purpose.
7. After the conduct of the test the attendance lists are received in the branch for preparation of LPC.
8. LPC's are checked against the attendance lists and sent back to Recruitment (RTC) Branch.

D P (CONFIDENTIALWING)

A. OBJECTIVE PAPERS WORKS

1. Receiving of LPC Data File from CMC.
2. Data uploaded in the server of DP (DEC) Section.
3. Receiving of attendance list from confidential section and RTC section by DP(LPC) section.
4. DP(LPC) section send these Attendance Lists (Centre wise) to DP (DEC) section.
5. DP(DEC) section make Entry in the Litho Code and booklet series of all present candidates.
6. After completion of Entry work, the same is sent back to DP (LPC) section.
7. After arranging the Attendance Lists in Centre / Sub-Centre wise are sent back to Confidential Branch and RTC section.

B. CONVENTIONAL PAPER WORKS

8. Receiving of LPC Data File from CMC/EDP.
9. Data uploaded in the server of DP (DEC) Section.
10. Receiving of attendance list from confidential section by DP (LPC) section.
11. DP (LPC) section sent the same Attendance List (Centre wise) to DP (DEC) section.
12. DP (DEC) section makes Entries of all present cases.
13. After completion of Entry work, these attendance lists are sent back to DP (LPC) section along with printout for checking.
14. Checking of list of present cases against the Attendance lists and sent back to concerned confidential section and RTC section.
15. After checking of LPC, the corrections are sent to DP (DEC) section for up-
dation the data file of present cases.
16. Issuing of demanded mark sheets whose requisition are received from Examination sections and printed checked marks sheets are sent to concerned section.
17. Receiving / Entry and Verification of services preferences of finally qualified candidates of CS (Main) and Engg. Services Exams. After completion of Entry work these applications are sent to DP (Conf.) section for checking.
18. Checking of printout against the applications and are sent back to Exam. concerned section.

INFORMATION SYSTEM WING

Post Examination Group

1. Upload List of present Cases Data of all applied cases with one record for each subject received from CMC.
2. Supply of list of present cases (Roll No., Form No. DOB) of all present cases in the above marked LPC to pre-exam group for supply of updated bio-data of present cases.
3. Discrepancies between LPC and bio-data file are generated and sent to Examination Branch for resolution.
4. Printing of list of present/partial present cases for all SC, ST & OBC and all candidates.
5. Machine scoring of answer sheets subject-wise. (Report related to answer sheets are sent to DP Branch)
6. Data of two OMR's is compared and Response file of matching records of two OMR file is prepared.
7. Wrongly encoded Roll Nos. are updated using update file received from DP Branch.
8. Response file is checked for duplicate Roll Nos. are resolved with the help of confidential and Examination Branch.
9. After response file has been updated negative scoring is carried out.
10. Score file is generated from response file (by converting scores into marks).
11. Manual Scores are merged with machine scores.
12. Duplicate Roll Nos. (Sample cases & wrongly encoded Roll Nos.) are checked & resolved.
13. After scores file is completed it is compared with LPC file (Each present candidate of a subject must have marks in that subject and vice versa). Discrepancies generated there on are resolved by Exam. Branch / Confidential Branch).
14. After all discrepancies have been resolved by Examination Branch draft result of all the appeared candidates is prepared.
15. Bio-Data files are updated as per advice from Examination and Confidential Branch in respect of Name, DOB, Community Center applied PH Status and cancellation and revival of Candidature.
16. Supply of Statistics.
17. Printing of Press-note.
18. Preparation of final result data for uploading to web-cell, facilitation counter & PIB.
19. Supply soft & hard copy of final result data for R&S / R&A Sections.
20. Preparation of supply of marks data of finally qualified and non-qualified candidates to web-cell.
21. Preparation & supply of preference wise list of finally qualified candidates to ministry.

Pre Examination Group

1. Examination of suitability of dates in pre and post examination programme schedule for various activities for each of the examinations.
2. Transfer of data received from Vendor/DP Branch to data base table.
3. Scrutiny of applicant's data and generation of exception report of doubtful candidates based on examination rules and scrutiny instructions. (At pre-examination stage for all the applied candidates and post examination stage for appeared candidates).
4. Statement of Applied candidates centre/subject-wise for fixation of venues and planning of questions papers.
5. List of missing / duplicate scan numbers.
6. Generation of list of candidates who submit multiple applications.

7. Printing of Hard copy of detailed information of all applied candidates (Master index).
8. Processing of alpha order list for linking of receipts and handling of on line queries of candidates (selective data is transferred to facilitation centre, other branches)
9. Alpha query system for search of Roll No., Centre, Sub-centre and status of candidates on the basis of name and date of birth or from number of the candidate for / linking of receipts.
10. Processing of Roll No. break-up, Venue-wise / date wise on the basis of date wise / session wise venues capacity.
11. Allocation of sub-centre to each candidate for generation of Admission Certificates and Attendance List files.
12. Transfers of selective data of candidates and Venues for generation of Admission Certificates and Attendance List. (clear and doubtful separately) in the form of flat file to other branch.
13. Generation of list of Roll Nos. for issuing of Admission certificates in the block of 100 candidates each.
14. Processing and Printing of Admission Certificates and Attendance Lists for those Exams which are not on Common Application Form (SAMPERA).
15. Venues address list for packing of Attendance Lists.
16. Processing & Printing of statement of admitted candidates for packing of question papers centre/sub-centre/subject-wise.
17. Up-dation of database at various stages for generation of above mentioned statements/reports.
18. Generation of list of rejected candidates/rejection letters.
19. Some misc. reports are also generated for internal use of user branches, which facilitate their day-to-day work. Such as SC/ST physically Handicapped category wise cases, list etc. as per ad-hoc requirements based on any data field.
20. Venue arrangement system for fixation of venues and generation of various reports for coordinating with supervisors, other branch of Commission, deputing invigilator/assistant supervisors for conduct of examination.
21. Venue wise Roll No. sequence order list for packing of Answer Sheets for G.S. Paper for CS(P) Examination.
22. Candidates bio-data summary report for the use of PT Boards.
23. Other Misc. reports for CS(Main), S.O. Grade.
 - (i) Medium-wise table of applied candidates.
 - (ii) Subject combination-wise table of applied candidates.
 - (iii) Venue entry forms and printouts along with Roll No. break-up
 - (iv) Date-wise alpha on the bases of cut-off dates for appeared/applied candidates.
 - (v) Data variation report for CS(P) verses CS(M) data of applicants.
 - (vi) Category wise list of Roll No. for stenography test.
24. New project (System of on-line application processing) Testing and Implementation
25. Transfer of bio-data to Post-examination for preparation of results.
26. Maintenance of database, back-ups and software.
27. Co-ordination for software development/tender process for pre-examination work.

Web Cell and Systems Development Group

The Manager, heads the Web Cell and System Development Group. The Group has been entrusted with the vital tasks of Commission. The responsibility includes development, maintenance and up gradation of application software, besides, prompt maintenance, up gradation and updation of Commission's website. The Web Cell and Software Development & Maintenance Wing are two main arms of the group.

Web Cell

The primary objective of web cell is to upload relevant information in respect of various examinations for the candidates on the commission's website. The Commission's website is fully synchronized with the Examination procedure by providing the following information to the candidates;

Comprehensive Calendar for Examinations

Display of Notification of examination

Registration of Applications

Allotment of Roll Numbers and Venue-Information

Time Table of Examinations

Written Results

Interview Details for Personality Test

Final Results

Display of Marks Information

Press Notes etc.

Besides, Recruitment Advertisements, Status, Venues information, Press notes & Results, Specimens of New Application Forms for Examination/Recruitment Tests, Instructions regarding filling up of Application Forms are available on the website to abreast the candidates. General information pertaining to Constitutional Provisions, functions, its role and responsibilities is also available. Compendium on various Court 's Judgments, Annual Report of Commission, Notice inviting Tenders and general information under proactive disclosures are also being updated regularly.

In addition, information pertaining to Appointment Branch under deputation/ promotions and All India Services for the concerned ministries/ departments has also been updated on the Commission's website regularly. Moreover, the intranet UPSC has been set up in the Commission to facilitate the officials with general information and other standard formats in the commission. The Commission's Intranet also invokes lot of efforts to keep it updated as desired by the concerned like new arrivals in the Commission's library etc.

Meanwhile the efforts to put the information in Bilingual i.e. Hindi is also in progress by the Hindi Branch of the commission in co-ordination with the Web Cell.

Software Development & Maintenance

As the name depicts the software development and maintenance arm is looking after the application software in existence or future application module requirements for examination process. The following are the Application System Software are being looked after

Account Automation Software: The existing Payroll Software generates- Ledgerwise Acquittance-roll, Monthly Pay-Bills, Transfer of Salary from Accounts Branch to Bank of Maharashtra(BoM) for the officials who withdraw salary from BoM, Printing of Pay Bills/Summary/Central bill of pay, all types of Schedules viz. Cheque issued, Recovery of Loans(9 types loans)/Interest/Computer charges/License-fee/PLI/Income Tax/TDS, Printing of Pay-Slips, etc. , updating salary, Personal Data etc. The upgraded version of the same is under development.

Recruitment Branch Automation Software (Preliminary Scrutiny System): The system has been scrutinsing the application of candidates applied for Direct Recruitment by selection. The new preliminary scrutiny system with graphical user interface, compliant with SAMPERA-R is under development on Visual Basic Platform.

Recruitment Rules Branch Software (Schedule 14 and RRMS): Rectt. Rules Monitoring System is monitoring addition, modification and amendments of entire Recruitment Rules and generating various reports.

Appointment Branch Information System: APMS deals with monitoring of DPC/Deputation/Promotion Proposals received from various ministries.

Facilitation Counter Automation System: Deals with uploading the venue Information of candidates appearing for different examinations during the year. This helps the candidates to retrieve information regarding their examination centre over phone or in person.

Medical Reimbursement Management System: Besides maintenance of the old system, It has been felt to develop an application software system to automate medical reimbursement process.

Stationery Store Management System: The complete working of the stationery store has been automated and the application system is being upgraded. Presently the utilities provided by the system are purchase, issue/indent issue and generating reports regarding them.

Image Replica Automated Printing System: To prompt the examination process, the system provides hard outputs like address stickers and lists to the examination branches and also to the Para Military Forces in case of CPF Examination.

Service Cases Monitoring System: The utilities provided by this system are monitoring the services cases received from the various ministries/departments and generation of reports.

Panel and Data Bank

Software modules have been built up for the Advisors on the panel of the Commission's to facilitate them to online update their personal details like address, phone

number etc. through commission's website. The regular updates are being put up on the commission's website as well in the section.

A new module has been implemented in P&DB software for entering attendance of advisors attending PT Board.

Comprehensive software for SAMPERA-R

The Recruitment Branch has been coordinating SAMPERA-R project and designing of SAMPERA-R(Part-I), printed scan able application forms for Recruitment Cases/RTs is with Recruitment Branch. Comprehensive software for scrutiny (PPS and PS) has been developed in Visual Basic 6 to meet the requirements of Recruitment Branch.

Examination Arrangement Automation Application System

The Application system for Single Day Examination has already been implemented. For Multi Days Exam., the Software requirement specifications have been compiled and the software has been developed and implemented successfully for Engineering Exam. 2009. The System Facilitates Examination Arrangement Branch for monitoring.

15. Venues of Examination
16. Advances for Supervisors and co-ordinating supervisors
17. Correspondence with Co-ordinating supervisors, authority, custodian and postal Authority.
18. Invigilation Duty of invigilator and Assistant Supervisor for Delhi Centre.
19. Inspecting Officer and Team for Question paper Distribution.

Recruitment Tests (with less than Ten Thousand applications)

All pre-recruitment test activities such as computerized scrutiny, Printing of ACs, A/List, Packing Statement etc are being executed. These activities are similar to pre-examination activities handled by CMC and pre-examination group of EDP.

EXAMINATION REFORMS (ER) BRANCH

1. **E.R. I Section**
 - i) Co-ordination within the Branch, between ER Branch and other Branches
 - ii) Dealing with correspondence with outside agencies including assistance to State Public Service Commissions etc. and RTI Matter.
 - iii) Policy and general matters relating to ER Branch
 - iv) Confidential work
2. **ER-II Section** Confidential work.
3. **ER-III Section** Confidential work.
4. **Scoring Unit**
 - i) Manual scoring of answer sheets where necessary.
 - ii) Preparation of bills and delivery of cheques to the scorers called for manual scoring.
5. **Rectt. Test (C)** All confidential work relating to recruitment tests conducted by the Commission.
6. **Research and Statistics Section**
 - i) Collection, compilation and analysis of data pertaining to selections through recruitment by interview and monitoring of pending recruitment cases, preparation of the list of candidates debarred/black listed and verification of applications of candidates applying for various examinations/selections of the Commission
 - ii) Write-up on Civil Services (Main) Examination, the Engineering Services Examination, preparation of detailed material on recruitment by interview for inclusion in the Annual Reports of the Commission.
 - iii) Redeployment of Surplus Officers sponsored by the Central Surplus Cell, DOP&T against Group 'A' and 'B' posts, preparation of results of direct recruitment cases for publication in the Employment News/Rojgar Samachar.
7. **Research and Analysis Section** Research and Analysis Unit carries out studies on diverse aspects of the analysis unit process of examinations. Detailed statistical analysis of different examinations are carried out on a regular basis to monitor the quality of test items and papers. Socio-economic background of the candidates called for personality test (Interview) of the Civil Services Examination and Engineering Services Examinations are analysed to study the trends and patterns in respect of the candidates appearing and qualifying these examinations. Further, certain psychometric indices are also compiled to monitor the quality of test items and the effectiveness of the test administered and to affect necessary changes and improvements in the examination methodology and selection process.
8. **Item Bank** Item Bank Unit is responsible for procurement, classification, coding and banking of raw and tested items in respect of different subjects.

EXAMINATION BRANCH

Sl. No.	Section	work allotted
1.	EIA(I)	Co-ordination work pertaining to arrangements: Examination Arrangements: pre & Post Examination work of: - i) IES/ISS Examination ii) CDS(I) & CDS(II) Examinations iii) SOs & Stenos (Gr.I)/B.Ltd. Depttl. Competitive Examination.
2.	EIA(II)	Examination Arrangements: - Pre & Post Examination work of: - i) Engineering Service Examination ii) Combined Medical Services Examination iii) Old bills pertaining to SCRA Examination upto the year 2003.
3.	EIA(III)	Examination Arrangements: - Pre & Post Examination work of: - i) NDA & NA(I) & NDA & NA (II) Examinations
4.	EIA(IV)	Examination Arrangements: - Pre & Post Examination work of: - i) CS(M) Examination 2004 onwards including old bills of CS(P) Examination upto the year 2003. ii) IFoS Examination 2004 onwards.
5.	EIA(V)	Examination Arrangements: - Pre & Post Examination work of: - i) SCRA Examination ii) CPF (Asstt. Commandants) Examination.
6.	EIA(CS)	Examination Arrangements: - Pre & Post Examination work of: - i) Civil Services (Pre) Examination ii) Bills of CS(P) Examinations from 2004 onwards.
7.	EIA(R)	Recruitment Tests/Examination Arrangements: - Pre & Post Rectt. Tests/Examination work of: - i) All Recruitment Tests ii) Geologists Examination
8.	EIA(Store)	Supply of stationery for arrangement of Exams.
9.	EI(B)	Notification of Exams. & Policy matters concerning Exams.
10.	E-II	Coordination & Procedural matters & allied work
11.	E-III	CS (M)- Coordination
12.	E-IV	CS (M)
13.	E-V	NDA & NA(I) & NDA & NA (II) Exams. and coordination of NDA & NA - (I)
14.	E-VI	SOs'/Stenos' (Grade 'B'/Grade-I) Ltd. Departmental Compt. Exam. and a part of Engg. Services Exam.
15.	E-VII	Engg. Services Exam. including coordination
16.	E-VIII	SCRA Exam. and Geologists' Exam.
17.	E-IX	IFoS Exam.
18.	E-XI	CS(P) Examination
19.	E-XII	NDA & NA(I) & NDA & NA(II) Exams. and coordination of NDA & NA - (II)
20.	E-XIII	CMS Exam. & IES/ISS Exam.
21.	E-XV	NDA & NA(I) & NDA & NA(II) Exams. and amalgamation of NDA & NA - (I) & (II) cases.
22.	E-XVI	CDS (I) & CDS (II)coordination of CDS (II)
23.	E-XVII	CDS (I) & CDS (II)coordination of CDS (I)
24.	E-XIX	CPF (Assistant Commandants) Exam.
25.	E-XX	CS(P) Examination
26.	E-XXI	CS(P) Examination-coordination

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| 27. | E-XXII | CS(P) Examination |
| 28. | E-XXIII | CPF (Assistant Commandants) Examination and its coordination |
| 29. | Receipt | Receipt and Distribution of Dak. |
| 30. | Issue | Issue of Dak |
| 31. | F&D Counter | <ul style="list-style-type: none"> i) Facilitation Counter deals with queries/information/clarifications from candidates or the public pertaining to any matter dealt with by the Commission. ii) Dak Counter-Receive Dak/Applications/RTI Applications etc. by hand. |
| 32. | RUE | <ul style="list-style-type: none"> i) Supply of copy of Press note of exams. conducted by Commission to various Deptl./Organisation viz. Embassies/High Commission, Ministries, University, Library/Registrar etc. i.e. as per existing Mailing List. ii) Supply of copy of Gazette, Employment News of the exams. to the concerned section of Exam. Branch iii) Supply of SO's/Steno's (Grade 'B'/Grade-I) Ltd. departmental competitive Exam. |
| 33. | RTI (ICD-II) | Co-ordination of RTI matters of Exam. Branch |
| 34. | FRU | Scanning and Registration of application form of Exams. notified by the Commission. |
| 35. | FSMC | Printing, supply and monitoring of the availability of application forms to the designated post offices/head post offices throughout the Country. |

RECRUITMENT BRANCH

R-I

Recruitment to all teaching and non-teaching (professional) posts relating to Medicine, Medical/Veterinary Science, Nutrition, Microbiology, Bacteriology.

R-II

Recruitment to all non-teaching posts relating to Science (excluding Medical and Engineering posts) also all posts relating to Agriculture and Law.

R-III

Recruitment to all teaching posts relating to Science, Maths, Architecture, Painting & Humanities etc. (but excluding Medical and Engineering posts.)

R-IV

Recruitment to all non-teaching posts relating to Arts (Humanities and Fine Arts/Performing Arts.) also recruitment to all posts relating to Accounts & Administration.

R-V

Recruitment to all teaching posts relating to Engineering discipline.

R-VI

Recruitment to all non-teaching posts relating to Engineering and technical discipline.

SPECIAL CELL I & II

Recruitment Test cases.

RA & R(IFC) Section

All the work relating to the receipt of requisitions, preparation of IFCs, and publication of the Commission's Advertisement in the Newspapers/Employment News etc. relating to the selection posts.

R (C&P) Section

All the work relating to the policy matters/decision relating to the selection posts and Co-ordination work relating to various subject matters.

Covering Unit

All the work relating to allotment of Roll Nos. & Covering of Applications etc.

Programme Unit

Preparation of draft Interview programme and preparation and distribution of daily notices.

Advisor Cell

Matters pertaining to appointment of Advisors to assist the Interview Boards and all issues related thereto.

P&D Bank

Preparation of Panel for recruitment SCM (PT) cases and all the regular examinations. Besides, all matters relating to empanelment of experts in various fields.

RTI Cell

Centrally diarizing all applications and appeal received under RTI Act. in the Rectt. Branch and forwarding them to concerned division. Preparing Reports and Return for CPIOs/Appellate Authorities and Commission. Circulation of important guidelines on RTI matters.

Equivalence Cell

To provide secretarial assistance to a group of three Hon'ble members to decide equivalence between different qualification.

RECRUITMENT RULES BRANCH

1. References relating to framing of Recruitment/Service Rules of a New Post/Service.
2. References relating to amendment to an existing Recruitment/Service Rules.
3. References relating to Method of Recruitment pending framing of Recruitment Rules.
4. References relating to policy guidelines in framing Recruitment Rules/Service Rules.

SERVICES BRANCH

Services – I

1. Disciplinary Cases
2. Press cuttings relating to disciplinary matters.
3. Judgments of Courts on disciplinary matters
4. Parliamentary questions on item (i) to (iii) above.
5. RTI matters pertaining to disciplinary cases.

Services-II Section

1. UPSC, Exemption from Consultation Regulation, 1958 and amendment thereto- Examination of cases relating to exemption of posts from Commission's purview or extension of functions of the Commission.
2. Determination of principles of seniority as well as fixation of seniority in cases referred to by the DOP&T etc.
3. Compilation, printing & distribution of Annual Report of the Union Public Service Commission.
4. Examination of proposals from Govt. for framing or amendment of Service Rules relating to All India Services.
5. Examination of references on service matters such as 'Probation, Lien, Confirmation etc.
6. Examination of cases relating to Legal Re-imburement of Govt. Servants other than those belong to Gr. 'C' & 'D'. ?
7. Examination of proposals for age concession and reservations to special categories for appearing at Commission's Examinations or in Selection by interviews.
8. Examination of cases relating to Extra Ordinary Pension of Officers of All India Services & Gr. 'A' & 'B' Officers of Central Services.
9. Examination of Court Cases relating to fixation of seniority etc.
10. Examination of Parliament Questions relating to Service-II Section.
11. Co ordination of work relating to Department Related Parliament Standing Committee.
12. Coordination of the visit of delegations from Foreign PSCs and Members of State PSCs etc.
13. Correspondence with State PSCs on service matters.

14. All Correspondence relating to the work of National Conference of Chairmen of State PSCs.
15. Examination of proposals of amending Union Public Service Commission Rules of Procedure, 1981.
16. Other Miscellaneous matters.

CONFIDENTIAL BRANCH

Confidential Work.

Disclaimer

The contents of these pages are informative in nature.